## HAMMETT BOWEN JR. ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, teresa.forsyth@marion.k12.fl.us , do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

## Assurances

* The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
* Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
* Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)];
* Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
* Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school’s parental involvement policy [Section 1118(a)(E)];
* If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
* Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
* Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
* Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].

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| **Signature of Principal or Designee**  | Date Signed |

**Parental Involvement Mission Statement**

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| **Response:** Hammett Bowen Jr. Elementary School endeavors to help students, parents, families, faculty and staff feel welcomed, honored, and respected while collaborating to advance student achievement. |

**Involvement of Parents**

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

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| **Response:** Hammett Bowen Jr. Elementary School will involve parents in an organized , on-going, and timely manner in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used. This will be accomplished by involving parents through the School Advisory Committee (SAC) in the review, planning, and improvement of the school's Parent Involvement Plan(PIP). SAC will meet quarterly. Members will be chosen by their peers at the beginning of the school year. The members will review and adjust the 2015-16 PIP if necessary. A series of Parent Involvement committee meetings will be scheduled and meeting minutes will be kept to document parent input. The committee will consist of instructional and non-instructional staff members, parent volunteers, and SAC members. The success of the PIP will be measured by the SAC membership roster, attendance at various parent involvement events, and the percentage of parents completing surveys. |

**Coordination and Integration**

Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1118(e)(4)].

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| **Program** | **Coordination** |
| VPK | The Title I office and the VPK office will work together to coordinate transition programs for students entering the regular public school program. Activities may include: coordinated meetings with parents, VPK teachers, and the kindergarten teachers to discuss specific learning needs of students, joint parent meetings to discuss transitioning, etc. |
| Title I C (Migrant) | School will coordinate with the District's Migrant office for additonal support and resources. |
| Title II | Teachers will attend all district-based Title II trainings. |
| Homeless | The District Homeless Social Worker provides resources such as clothing, school supplies, social services referrals for students identified homeless under the McKinney-Vento Act to eliminate barriers for a free and appropriate education. |
| Title III, ESOL Programs | ELL students are identified within the school and futher assistance is given through the Title III, ESOL for progress mointering . |
| Title I, Part A | Federal funding is allocated to our school according to school demographics. This funding is used for supplemental resources such as materials, programs, and equipment. |

**Annual Parent Meeting**

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school’s Title I program, the nature of the Title I program (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

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| **Activity/Tasks** | **Person Responsible**  | **Timeline** | **Evidence of Effectiveness** |
| Schedule Annual Title I Meeting | Principal | June 2015 | Planning calendar |
| Develop agenda, handouts, and/or presentation materials that address the required components | Principal, Assistant Principal | August 2015 | Copies of meeting agenda, parent sign in rosters,  |
| Notify parents of meeting | Principal/Designee | September 17, 2015 | Connect 5 messages, newsletter, school marquee |
| Connect 5 phone notice | Principal/Designee | August/September 2015 | Connect 5 phone message |
| Distribute sign in sheets | Title I Paraprofessional | August/September 2015 | sign-in sheets for meeting and individual classrooms |
| Hold Annual Title I Meeting | Principal/Designee | September 24, 2015 | Parent Sign in sheets |
| Distribute Title I Compact | Teachers | August/September 2015 | Signed Compacts |
| Maintain Documentation | Principal  | August/September 2015 | The Title I documentation box housed in Principal’s office and shared with Title I LEA office. |

**Flexible Parent Meetings**

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

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| **Response:** Parent-Teacher conferences will be scheduled at flexible times that convenient for parents to discuss academic and behavioral performance of students.1. The Title I Paraprofessional will also coordinate one each semester Parent gatherings that involve topics of interest for parents and/or parent conferences.2. PTO meetings are held on the second Tuesday of each month in the early evening3. SAC meetings are held quarterly on the second Tuesday of September, November, February,and May in the late afternoon.4. Staffings/annual reviews 5. District meetings that are offered both AM and PM |

**Building Capacity**

Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child’s academic achievement [Section 1118(e)(2)].Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

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| **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Beginning of year Open Houses(one per grade level) | Administration and staff | Outlines student expectations, informs parents of grade level expectations and behavioral expectations, evaluation tools and parent evaulation forms. | September 2015 | Parent Sign-in rosters and evaluation rosters |
| Student Performance | Teachers | Teachers will conduct individual conferences to discuss student assessment results, expectations, and goals for the school year. | August through June 2015-2016 | Parent Sign-in rosters |
| Publix Math | Title I Paraprofessionals/Teachers | Parents and students work together to "shop" and solve problems that are related to real world activities and parent evaluation forms | October - November 2015 | Student/Parent sign-in rosters |
| M & M Night (Health and Math) | Teachers/Administration | Provide useful resources and supplies to parents for new Math Standards and ideas for how to incorporate healthy movement with the family. | October 2016 | Parent Sign-in rosters |
| Orientation | Administration and Teachers | Introduces parents and students to new teacher, grade level expectations, and Parent Involvement Center | August 2015 | Parent Sign-in rosters, evaluation forms |
| Geography Night | Administration and Teachers | Parents and students work together to solve problems that are related to real world activites and parent evaluation forms.  | March-April 2016 | Student/Parent sign-in rosters |

**Staff Training**

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

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| **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Title I Awareness | Principal/Title I Paraprofessionals  | Provide information to staff on the purpose of Title I and how the program provides support to the school, students, and parents. | August/September 2015 | Handout to staff about Title I and its services. Sign-in sheets. |
| MTSS (response to intervention) training | Guidance Counselor/School Psychologist | Teachers will be trained in the implementation of the RTI process. This is to include communication with the parent in the Pupil Monitoring Process.  | Ongoing throughout the school year. | Parent conference notes, parent signatures on the PMP paperwork. |
| Title I Parent training | Principal.Title I Paraprofessional | Through training, parents will be more successful at assisting their child at home. | November 2015 | Sign-in sheets, Evaluation forms |
| Parent Links to Learning | Parent Liaison Training | Liasion will share with teachers effective measures to build parent involvment and improve student achievement..  | Quarterly 2015-2016 school year | TNL reports, sign-in sheets |
| Teacher Checkout Program | Parent Liasion | Teachers will utilize the checkout program to improve their education skills. | School year 2015-2016 | Increase number in participationTeacher Check-Out forms |

**Other Activities**

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

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| **Response:** Hammett Bowen Jr. Elementary School has a Parent Resource Center. The Center is open daily to parents and is also open during Parent Nights throughout the school year. The Title I Paraprofessional acts as a bridge between the home and school in order to increase parent involvement and student success. We will use parent sign in sheets and parent materials check out sheets to measure the success of the Parent Resource Center on wheels as it visits the school quartley. Parents will have access to parent portal at home or in the Parent Resource Center. |

**Communication**

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

* Timely information about the Title I programs [Section 1118(c)(4)(A)];
* Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)];
* If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children[Section 1118(c)(4)(C)]; and
* If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents’ comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

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| **Response:** Information about Title I programs will be presented to parents at the Annual Meeting each year. Parents will be informed that we are a Title I school and of their rights as a parent. School's policies and procedures will be shared. Parents will be encouraged to visit their child's classroom to meet the teacher. Title I information is also included in the Parent/Student Handbook and in monthly newsletters. All communications will be translated in English and Spanish.We also use SkyLert telephone call out system and can run reports to make sure parents receive information.An explanation of the school curriculum will be presented to parents at the annual grade level Open House meetings and during parent conferences throughout the school year. |

**Accessibility**

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

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| **Response:** Our school is ADA accessible. The school is equipped with an elevator for access to the second floor. A translator will be provided upon request for parent conferences and parent information nights for deaf/ hard of hearing.  |

**Discretionary Activities**

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

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| **Activity**  | **Description of Implementation Strategy** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** |
| Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)] | SAC Meetings | Administration/SAC | SAC members will discuss and vote on funding for teacher in-services and conferences. Student achievement will increase. | September 2015-May 2016 |
| Training parents to enhance the involvement of other parents [Section 1118(e)(9)]; | District Title I Parent Involvement Meeting | Title I Paraprofessional/Principal | Parents will learn strategies that will increase student achievement. | Spring 2016 |
| Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | Backpack Program for needy students. Good News Club will be avaliable from the local church in development of student achievement. | Guidance/School Administration | When basic food needs are met student achievement is improved. Students will provide extra support to promote academic success. | 2015-2016 School Year |