

CONWAY ELEMENTARY Title I, Part A Parental Involvement Plan

I, Sean Maguire, 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)].


Signature of Principal or Designee


Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: The mission of Conway Elementary School is to lead our students to success with the support and involvement of families and the community. Conway Elementary feels strongly that parent involvement is a driving force in a child's education. Conway Elementary is committed to working in tandem with parents to provide quality education for all students. Conway's goals for the 2015-2016 school year is for our school to be in the 51st percentile in proficiency in reading and math. One barrier identified in meeting all of these goals is the lack of academic support at home with homework and studying for tests. To overcome this barrier, Conway would like to increase parent attendance for academically focused school events and increase parent membership in

committees that help set goals and plans for the school's academic growth. Conway will increase parental involvement in Curriculum Nights. Conway would like to increase membership in PTA, SAC, and Multilingual Parent Leadership Committee meetings as well as increase ELL parent attendance in capacity building parent nights.

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 [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

Response: It is essential for parents to be well-informed to make appropriate choices and share the responsibility for academic success for the students. At Conway Elementary, parents are involved in the planning, review, and improvement of Title I programs through attending School Advisory Council (SAC) meetings, Parent Leadership Council (PLC) meetings, completing parent surveys, attending our Annual Title I meeting and participating in the Parent/Teacher Association (PTA) activities. Title I programs, reviews of academic data, and decisions regarding how funds for parental involvement will be spent are discussed through SAC and/or Parental Involvement meetings and shared with parents at our annual Title I meeting, Open House, and/or Meet the Teacher events. Home-to-school and school-to-home communications in English and Spanish (planners, flyers, newsletters, Connect Ed messages, website, email) will facilitate informing parents of all events, activities, and opportunities available at Conway Elementary. A copy of the 2014-2015 plan, as well as a draft copy of the 2015-2016 plan, can be found in the front office for parent review. The draft copy of the Parent Involvement Plan will be reviewed, modified, and adopted at the first SAC meeting of the 2015-2016 school year.

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)].

count	Program	Coordination
1	Title III	Provides funding for our ELL students' Imagine Learning to support their oral language development.
2	Title I	The Principal and Title I Contact will coordinate with the Title I office to provide opportunities for parental involvement at home, at school and in the community.
3	PreK Varying Exceptionalities ESE - IDEA	The school will work with the VE teachers and paraprofessionals to coordinate transitions for students into the regular classroom. Meetings will be held to discuss student needs and develop new IEPs. An opportunity for orientation to kindergarten and classroom visits will occur in spring and/or summer. PreK families will be invited to all Family Night Events.
4	Title II	The school will continue to work on informing parents of the Florida Standards. Teachers will learn about these standards through Title II funds.
5	Title X	McKinney Vento Program provides support to our homeless students.

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)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Notices sent home in Parent English and Spanish	CRT	September 10, 2015	Copy of notice with date of dissemination.
2	Annual Meeting date posted on the Marquee	School Administrators	September 10, 2015	Picture and date posted
3	Agenda and presentation materials developed	School Administrators	September 15, 2015	Copies of Agenda
4	Connect Orange Message Sent	School Administrators	September 15, 2015	Copy of message
5	Maintain Documents	CRT	September 17, 2015	Copies of all documents
6	Develop sign-In sheets	CRT	September 17, 2015	Sign In sheets for classrooms and individual classrooms
7	Conduct Title 1 Annual Meeting	School Administrators	September 17, 2015	Copies of Agenda and handouts

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)].

Response: The administration, faculty, and staff of Conway Elementary will provide flexibility in meeting schedules to encourage maximum parent participation. Parent meetings will be scheduled in conjunction with other events so parents will not have to come to school on a separate evening. A yearlong calendar will be developed and distributed during the first weeks of school and updated as needed. Parent/teacher conferences will be able to be scheduled at various times including in the morning, afternoon, evening or by phone. We will offer childcare when appropriate for families who cannot leave younger students at home to attend school events. We will use the results of parent surveys to determine parent preference for times of events.

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)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Meet the Teacher	Instructional staff	Teachers will introduce classroom expectations, routines, and establish rapport.	August 2015	Connect Ed, Marquee
2	Report Card Conference Nights	Classroom teachers	Teachers will conduct individual conferences to discuss child's test results,	October 2015	Conference logs

			expectations, progress toward benchmarks, and individual student needs.		
3	Curriculum workshops	Instructional staff	Teachers will discuss expected grade level skills in reading, writing, or math. Parents will be given strategies and resources to assist their students in developing these skills at home.	Winter/ Spring 2015/2016	Sign-in sheets, handouts, flyers
4	Family Night Series (Reading, Math, Writing, Science, Arts)	Instructional staff	Parents will interact with their students while learning a targeted skill.	One per quin	Flyers, sign-in sheets, Make and take activities
5	Connect Ed Messages	Principal	Increased parental awareness of school events and participation	Ongoing	Copies of message on file
6	Newsletter, website, daily planners, email communication	Principal, instructional staff, tech person	Parents and students will have access to information about school events/activities	Ongoing	Website resources, survey feedback, copies of newsletter/emails
7	Regularly scheduled SAC/PTA/PLC meetings	Principal, parent reps	Parents will actively participate in decision-making process for school	Ongoing	Meeting minutes

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)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Title 1 Standards and Guidelines Meeting, Review of Parent Involvement Plan and Compact with Faculty	CRT, Principal, Assistant Principal,	Set clear goals for parent involvement with faculty.	September 17 2015	Sign in sheets, Parent/Teacher conference logs
2	Staff Development on The Importance of Parent Involvement	CRT, Principal, Assistant Principal,	Inform, educate, and train teachers and staff on how to build relationships with parents.	October 15, 2015	Exit Questions, Parent conference logs and Compacts
3	Staff Development on Building Ties Between Home and School	CRT, Principal, Assistant Principal,	Improve the ability of staff to work effectively with parents	November 5, 2015	Exit Questions, Parent conference logs and Compacts
4	Staff Development on Implementation and Coordination of Parental Involvement Programs	CRT, Principal, Assistant Principal,	Parent liaisons will be provided with a training module to take back to schools in an effort to improve the ability of staff to work effectively with parents	January 20, 2016	Exit Questions, Parent conference logs and Compacts

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)].

Response: Conway has a guidance counselor and social worker to assist with parent needs. They maintain a list of resources for parents. The ESE and Guidance office has a resource center that includes information on Homeless Education, Retention, Counseling services, Exceptional Education Services, Behavioral Support Services, and other resources available within and outside of the school. The media center also has computers set up for parent and student use after normal school hours. Conway Elementary will be extending the hours in the Media Center weekly to allow students and parents additional access to resources and materials. Information resources will be available in the Media Center. Additional information resources will be available upon request from resource staff. Assistance in completing school forms will be available during the beginning of the school year.

The Parent Academy is also a district resource for parents. Information on Parent Academy dates is sent home to parents and also available on the school website.

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)].

Response: At the Title 1 Annual Meeting in September, parents will be informed of Title 1 programs. The school will also provide a variety of "family nights" that will help parents understand curriculum and provide training so that they may help their child at home. Teachers will maintain sign-in sheets from parent conference nights and Open House. All school activities are advertised on the school marquee, the school calendar, flyers home and Connect Orange. Conway also has a website where parents can access school information and the school calendar. This website also has links to the OCPS website and the FLDOE website. Parents can access information on county programs as well as standards on the county and state websites.

Progress reports and report cards are sent home to inform parents of their child's academic progress. The parents also have access to Progress Book where they can get information about their students' academics, attendance, and homework daily. All students have planners or Take-Home folders that are sent home daily as a means of communication between home and school. Parents may schedule meetings with teachers and administration as needed. Translation is provided for any parents that request it.

Surveys are sent home to the parents on the SIP and the PIP. All parents are invited to SAC meetings where plans are developed and reviewed. The opportunity for suggestions and comments is given in these meetings and through the surveys that are sent out.

The parent liaison will maintain sign-in forms for the Annual Meeting as well as documentation of the dissemination of information, distribution methods, and timelines. Copies of the school calendar, monthly newsletters sent home by grade levels, agendas, parent sign in and feedback information are all collected and maintained by the Title 1 staff.

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)].

Response: A variety of parent involvement activities will be planned to ensure that each parent has ample opportunity to participate. Multiple sources will be used to communicate opportunities for involvement to parents. Conway will send home information pertaining to meetings and "family nights" in both English and Spanish. Other languages will be available at the parents' request. Information will be disseminated to parents using newsletters, student planners, school website, school marquee, and/or Connect Orange phone calls in English and Spanish. Translators and child care will be available at parent nights and meetings as requested by parents. The school is fully wheelchair assessable. For parents who have audiological needs, the school is equipped with an enhanced audio system. Sign language interpreters can be obtained from the county for events when requested by the parent.

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:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Parent meetings and conferences will be set up at the convenience of the parent (early morning, after school, evening).	Principal, Instructional Staff	Increase the involvement of parents and their knowledge of student's level of performance and needs in the classroom.	Ongoing
2	Maximizing parental involvement and participation in their children's education by arranging school meetings at a	Contact business partners to develop a plan for active participation in	Principal, Assistant Principal, CRT	Increase the involvement of parents and their knowledge of	Ongoing

	variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];	school-based parental involvement activities		student's level of performance and needs in classroom.	
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Upload Evidence of Input from Parents

Upload evidence of parent input in the development of the plan.

[Uploaded Document](#)

Upload Parent-School Compact

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload an electronic version of the Parent-School Compact.

[Uploaded Document](#)

Upload Evidence of Parent Involvement in Development of Parent-School Compact

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload evidence of parent input in the development of the compact.

[Uploaded Document](#)

Evaluation of the previous year's Parental Involvement Plan

Building Capacity Summary

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Title I Annual Meeting	1	200	Parents understand the expectations for the parent, student, & school in helping students' learn
2	Family Literacy Night	7	147	Encourage reading= raise scores
3	FSA Family Night	1	40	Helping parents understand what they can help students with to increase student achievement
4	Orlando Science Center STEM Night at CES	15	175	Science FCAT Scores improved
5	ELL Family Night	1	50	Support our ELL families to help them with supporting their students' learning
6	SAC	3	7	Monthly information and discussion for what is best for student learning

Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118 (e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Importance of Parental Involvement	1	50	Learning to work together for the success of all students.
2	Building Ties Between Home and School	1	50	Teachers and parents working to improve instruction so the students can learn more
3	Implementation and Coordination of Parental Involvement Programs	1	50	Increased parent participation in school activities
4	Communicating and Working With Parents	1	50	Improved relationship between parents and school impacting student success.

Barriers

Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Transportation for parents (FRL)	Look into transportation options for parents as needed
2	Language barrier (ELL)	Provide Spanish and Sign language translation as needed
3	Education barrier (FRL, SWD, ELL)	Open House – preview of the grade level expectations for the year.
4	Economically disadvantaged (FRL)	Provide food during some evening events, free lunch for all students, Food Pantry, Clothing, Thanksgiving food baskets, Christmas gifts and food. Responsible Cougar program provides every child a book, also PTA purchases a book for every child.

Best Practices (Optional)

Describe the parental involvement activity/strategy the school implemented during the previous school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

count	Content/Purpose	Description of the Activity
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