

NORTHSIDE ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Amy Harvey, 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

9/30/15
Date Signed

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: Northside Elementary School believes in involving parents in all aspects of its Title I programs. The SAC has the responsibility for providing input into the development, implementation and evaluation of the various school level plans, including the SIP and the PIP. SAC members are elected as voting members following SAC guidelines as directed by the State. SAC members are telephoned and/or emailed a week prior to SAC meetings. All parents were given the opportunity to review the plans and to offer their input prior to approval. For the PIP, Spring surveys will be sent to parents seeking their

input on activities, training, and materials they needed to help their child. Parental input was also given by parents at SAC meetings. Results of the parent Spring survey, along with additional parent suggestions will be reviewed by the SAC to determine needed changes. During SAC meetings when the PIP and SIP are discussed, the committee will decide with input from parents how the parental involvement funds will be used. The school's Parent Liaison will collect and maintain documentation on the input from parents.

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	Homeless Education and other community agencies	Agencies will be invited to provide information to both teachers and parents as appropriate throughout the school year.
2	Exceptional Student Education (ESE)	ESE provides parent workshops and newsletters to assist parents in working with their children both at home and within the school system. Supplemental instructional support provided by Title I will be discussed with parents during the development of IEPs
3	VPK/Area Preschools	Parents of students are invited to attend orientation for preschool. During the course of the school year, students are often integrated with older students for different activities. In the Spring, preschool students are invited to attend a kindergarten class to participate with that day's activities. Kindergarten transition programs are being implemented every school year based on our current needs.
4	Middle School Transition	Fifth grade teachers and guidance counselors work with the middle schools to transition students to the new environment. Middle schools come to Northside to share information and get students excited about the change. Students are then invited to visit the middle schools. Plans to work together with middle schools for a spring visit for both parents and students to be introduced to several new programs are offered at our zoned middle school. Fall Orientation is held later in the summer and parents are invited to attend.
5	Title III	Part A ELL/ Coordinate w/ Title I, Part A for Parent Involvement Meetings. Translator provided (as feasible)

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	Develop agenda, handouts and/or presentation materials to address required components	Administration and Parent Liaison	August/September	Copies of agenda, handouts Power Point presentation
2	Develop and disseminate invitations to annual meeting	Administration and Parent Liaison	August/September	Copies of flyer/invitation with date of dissemination
3	Advertise/Publicize annual	Administration	August/September	Copies of publicity (flyers,

	meeting	and Parent Liaison		newsletter, announcement sent to district office, etc.)
4	Develop sign-in sheets and parent evaluation forms for annual meeting	Parent Liaison	August/September	Sign-in sheets for meeting and individual classrooms, evaluations
5	Maintain documentation	Parent Liaison	August/June	Title I documentation kept in office with a copy given to District Title I Resource Teacher

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 leadership and staff of Northside Elementary School have a strong belief in the importance of parental involvement, so meetings are held at a variety of times to accommodate the schedules of parents. Parent survey data indicated this was a need and survey data was used to help determine the most convenient times for parents to attend meetings. SAC and PTO meetings will be held quarterly after school. Workshops and other parent meetings will be scheduled during the evening hours or during school hours at parent request in an effort to offer access to information to parents who cannot attend any of these meetings. Northside's school website includes information and handouts about Title I. Additionally, the school newsletter will contain information about the meetings and hard copies of handouts will be available in the Title I notebook (available upon request). The Parent Center is open during school hours so that parents may access the Parent Liaison and resources.

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	Title 1 Annual Meeting State developed Power Point presentation	Principal, Parent Liaison and/or Title I Resource Teacher	Informed parents how they can contribute to student success	September	Sign-in sheets, evaluation data
2	Open House - Each teacher provides expectations for student achievement and suggestions for how parents can support at home	Classroom teachers	Provide information to parents on expectations and suggestions for how they can help their children at home	September	Classroom sign-in sheets
3	ELA (English/Language Arts),	Classroom	Provide	Quarterly or more	Sign-in sheets

	Math, Social Studies and/or Science training where parents are given specific skills and strategies for student success and how parents can support at home	Teachers, Parent Liaison, Principal	Information to parents on expectations and how they can help their children at home	often	and evaluation data
4	Provide parent leadership opportunities through SAC and PTO meetings	Principal, PTO officers, SAC officers	Increase the level of involvement of parents to become active in the decisions made at the school	Monthly	Agendas and sign-in sheets, meeting notes
5	Publish Newsletter - provide information to parents regarding strategies for success, assessment information, Title I information, etc.	Principal or Parent Liaison	Inform parents on how to contribute to student success	Monthly	Copies of Newsletters
6	Distribute FSA, FCAT and other assessment results, and Report Cards. Progress reports available through PARENT PORTAL. Parents may contact the school for hard copy if no Internet access is available.	Principal and Classroom Teachers	Provide parents with information on their child's current level of achievement	FSA/FCAT annually; Report Cards quarterly	District calendar noting assessment, Report Card and Grade Notice dates
7	3rd-5th grade Student Planners/agendas containing pertinent school information	Classroom Teachers and Students	Informed parents contribute to student success	Daily	Feedback from Spring Surveys
8	Parent/Teacher conferences; Parent/Teacher/Student Learning Compacts	Teachers	Provide information on their child's current level and how parents can help child at home	As requested by parents or teachers	Parent conference schedules, Parent compacts are signed at this time
9	Student Handbook Calendars	Principal or Parent Liaison	Provide information, dates, and procedures to help parents feel comfortable on campus	August/September	Copy of Handbook
10	Parent Center and Parent Liaison available to all parents during school hours and at Parent Involvement functions	Parent Liaison	At-home learning materials and other needed resources	Continuous	Sign-in sheet
11	Provide help signing parents up in Parent Portal	Parent Liaison	Access child's performance and assessment scores	Continuous	Sign-in sheet

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	Module I: The Importance of Parent Involvement	Principal	Increased student achievement with better trained and informed teachers	Throughout the school year	Sign-in Sheets
2	Module II: Building Ties Between Home and School	Principal, District personnel	Parent Involvement impacts student achievement	Throughout the school year	Sign-in Sheets
3	Module III: Implementation/Coordination of PI Programs	Principal, District personnel	Parent Involvement impacts student achievement	Throughout the school year	Sign-in Sheets
4	Module IV: Communicating and Working With Parents	Principal, District personnel	Parent Involvement impacts student achievement	Throughout the school year	Sign-in Sheets

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: Northside staffs a Title 1 parent liaison, paid by the District Title I Department to assist parents in more fully participating in the education of their children. The Parent Center encourages parents to come in to access resources or request help in getting resources they are not able to access. Additionally, informational brochures are available throughout the year in the main office. A notebook containing important information for parents is located in the front office and is available when parents are unable to attend school functions.

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 annual meeting of parents in September, Northside Elementary School will hold a general meeting where information will be presented about the Title I program, curriculum, and academic assessment. Parents will learn about the school programs and about opportunities to participate in decisions related to the education of their child.

Parents will be given an overview of the PIP and other information including websites and ways to assist their child at home. During classroom visits, teachers will provide additional information relating to their classroom and subject matter. Teachers will have sign-in sheets and provide a copy to the parent liaison for documentation. The notebook log will be maintained to document when parents requested and received information. Informational packets for parents who were unable to attend the annual meeting will be available in the school office. Additionally, throughout the year, parents receive information through a variety of media such as the school newsletter, school and district websites, teacher communication, distribution of report cards and other assessment data, and through a variety of parent workshops and parent conferences. The Parent Liaison will oversee, maintain, and monitor the communication process and documentation.

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: Northside Elementary School will take the necessary steps to ensure that communications for all parents are in a format and to the extent practical, in a language parents can understand. Materials will be translated when feasible and/or requested by parents to ensure all parents have the opportunity to participate in the education of their child. Should interpreters be needed at workshops or meetings, one will be provided to the extent practical and for a language parents can understand. Bay District employs a Spanish-speaking paraprofessional available to translate and act as Parent Liaison to Spanish-speaking students. Title III offers translation services, Spanish, Vietnamese, Russian, and Chinese are predominant requests for translations. All buildings are handicap accessible. All parents may request auxiliary aids and services to ensure meaningful participation by informing the school of this need when enrolling a student or by phone call, email, or letter to the Administration. Additionally parents can request services on any workshop evaluation form. All requests for services will be kept by the Administration for documentaion purposes.

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 1 Annual Meeting State developed Power Point presentation	2	14	Informed parents how they can contribute to student success
2	Open House - Each teacher provides expectations for student achievement and suggestions for how pare	1	272	Provide information to parents on expectations and suggestions for how they can help their children at home
3	ELA (English/Language Arts), Math, Social Studies and/or Science training where parents are given sp	11	470	Provide information to parents on expectations and how they can help their children at home
4	Provide parent leadership opportunities through SAC and PTO meetings	12	114	Increase the level of involvement of parents to become active in the decisions made at the school
5	Publish Newsletter - provide information to parents regarding strategies for success, assessment inf	12	6167	Inform parents on how to contribute to student success
6	Distribute FCAT and other assessment results, Progress Reports, and Report Cards	4	3089	Provide parents with information on their child's current level of achievement
7	3rd-5th grade Student Planners/agendas containing pertinent school information	1	287	Informed parents contribute to student success
8	Parent/Teacher conferences; Parent/Teacher/Student Learning Compacts	1	701	Provide information on their child's current level and how parents can help child at home
9	Student Handbook Calendars	1	693	Provide information, dates, and procedures to help parents feel comfortable on campus
10	Parent Center and Parent Liaison available to all parents during school hours and at Parent Involvem	18	805	At-home learning materials and other needed resources
11	Provide help signing parents up in Parent Portal	1	104	Access child's performance and assessment scores

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	Module I: The Importance of Parent Involvement	2	11	Parent Involvement impacts student achievement
2	Module II: Building Ties Between Home and School	2	11	Parent Involvement impacts student achievement
3	Module III: Implementation/Coordination of PI Programs	2	11	Parent Involvement impacts student achievement
4	Module IV: Communicating and Working with Parents	2	11	Parent Involvement impacts student achievement

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	Work	Flexible Scheduling of Events
2	Child Care	Include Supervision for Children During After Hours Events
3	Language Barrier (ESOL)	Hire Bilingual Staff/Translate Communications Sent Home
4	Transportation	Northside will have printed copies from workshops in the front office for parents. Information is on school website and Facebook page.
5	Disability	School is ADA compliant. Special request for accommodations will be met if possible.