## DURRANCE ELEMENTARY Title I, Part A: Parental Involvement Plan

I, Mr. Mark Charlton, 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 |

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **Response:** The mission of Durrance Elementary School is to lead our students to success with the support and involvement of families and the community. Durrance Elementary feels strongly that parent involvement is a driving force in a child's education. Durrance Elementary is committed to working in tandem with parents to provide quality education for all students. Durrance's goals for the 2015-2016 school year are to increase parental involvement by providing extra-curricular activities and academic awareness nights that are designed to build positive relationships. Durrance will involve parents through SAC, PTA, and PLC Meetings. Parent input will be documented through surveys, question and answer sections, evaluation forms, and meeting minutes. The school will also offer family nights where parents will receive training on student activities related to Reading, Math, Science, and Writing. Also, parents will be invited to Student Recognition Ceremonies, and Parent Resource Nights where they will learn educational strategies to use with their children. Parents will learn about hands-on Math and Science activities that can be done at home and at school. One barrier that prevents parents from participating in events is time constraints. To overcome this barrier, daytime and/or evening meetings will be offered for teacher-parent conference meetings. Teachers are also open to conducting meetings with parents at times that are convenient for them. |

**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:** Durrance Elementary will utilize members of our School Advisory Council (SAC) and our Title 1 Program Committee. The SAC has the responsibility for developing, implementing, and evaluating the various school level plans, including the School Improvement Plan and the Parent Involvement Plan. SAC is composed of school employees and parent volunteers, which must comprise over 50% of the voting members. During the SAC meeting when the PIP is developed, the committee will decide how the Title 1 parent involvement funds will be used. Invitations for SAC meetings are sent to all parents. 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)].

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| **count** | **Program** | **Coordination** |
| 1 | Title I | Extra funding is provided from the district for professional development of instructors and parental involvement activities monthly. |
| 2 | ESE | Supplemental instructional support provided by Title 1 will be discussed with parents during the development of each student’s IEP. |
| 3 | Title III | Services are provided through the district for educational materials and ELL district support to improve the education of Immigrant and English Language Learners. |
| 4 | MVP | Services are provided to students identified as homeless through the school, county, and federal funding. |
| 5 | IDEA | Services are provided to students and resources for teachers through the school, county, and federal funding (through the Individuals with Disabilities Education Act) |

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

**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:** Durrance Elementary will conduct parent meetings and parent involvement activities at varying times during the day. Meetings for PTA Board, SAC, and PLC are held right after school ends, making these meetings convenient to parents who walk and drive their students to and from school. Most family nights are held after 6:00 pm to encourage working parents to attend. Grade level parent conference nights for the first marking period will be held from 7:00 am to 7:30 pm by many of the grade levels. Childcare will be provided for some of these meetings. In addition, parents can request meetings with teachers and faculty before school, during teacher planning and after the school day as needed. Telephone conferences also provide flexible options. Bus passes may be obtained from the MVP liaison for parents who need transportation to meetings. |

**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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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Open House | Support Team and all teachers | Parents are given information on teacher expectations and learning goals for the year. Parents will be given information on websites to track student progress. They are also given websites connected to reading and math curriculum that provides help with homework, interventions, and additional practice. | September 2015 | Copy of Agenda, Sign In Sheets |
| 2 | Grade Level Report Card Conference Nights | Support Team and Teachers | Teachers will conduct individual conferences to discuss each child’s assessment results, expectations, and goals for the year. Parents will be given information on websites to track student progress. They are also given websites connected to reading and math curriculum that provides help with homework, interventions, and additional practice. | November 2015, April 2016 | Conference logs |
| 3 | Honor Roll Celebrations | Support Team and Teachers | Teacher will present awards on stage in cafeteria, where parents and families are invited to attend and celebrate their child’s achievements | November 2015 | Attendance, Sign-in sheets, feedback forms |
| 4 | Halloween Dance | PTA and supporting staff | Parent involvement in school events increases student achievement. | October 2015 | Attendance, Sign-in sheets, feedback forms |
| 5 | Magnet Fair/Family Science Night | Magnet Coordinator, Science Teacher & Support Team | Student Achievement scores and SIP science/magnet goal. Parents will be given resources to help students explore magnet topics further. | November 2015 | Parent Participation/Sign In Sheets, Science Benchmark Comparisons, Feedback forms |
| 6 | Fall & Spring Concerts | Music teacher and teacher support | Students celebrate their success by showing what they have learned on stage with families/parents invited to attend. | December 2015, March 2016 | Attendance, Sign In Sheets, Feedback forms |
| 7 | Rocket Day | Science teacher, other Special area teachers, and grade level teachers with staff support | Students design, create and launch rockets, in support of our magnet program. | December 2015, Spring 2016 | Attendance, Sign In Sheets, Feedback forms |
| 8 | Field Day | P.E. and Special area teachers and staff support | Parent involvement in school events increases student achievement. | March 2016 | Attendance, Sign In Sheets, Feedback forms |
| 9 | Art Expo and Violin Ensemble | Art and Music teachers with staff support | Parent involvement in school events increases student achievement. | May 2016 | Attendance, Sign In Sheets, Feedback forms |

**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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| **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 | Parent Liaison/ Administration | Set clear goals for parent involvement with faculty. | September 2015 | Sign in sheets, Parent/Teacher conference logs |
| 2 | Staff Development on The Importance of Parent Involvement | Parent Liaison | Inform, educate, and train teachers and staff on how to build relationships with parents | October 2015 | Exit Questions, Parent conference logs and Compacts |
| 3 | Staff Development on Building Ties Between Home and School | Parent Liaison | Improve the ability of staff to work effectively with parents | November 2015 | Exit Questions, Parent conference logs and Compacts |
| 4 | Staff Development on Implementation and Coordination of Parental Involvement Programs | Parent Liaison | 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 2016 | Exit Questions, Parent conference logs and Compacts |
| 5 | Staff Development on Communicating and Working with Parents | Parent Liaison | 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 | February 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)].

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| **Response:** Durrance 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 is also has a parent resource center that includes books on parenting, language acquisition for parents, GED resources, and other resources. The media center also has computers set up for parent and student use after normal school hours. The media center will have extended hours on Mondays, Tuesdays and Thursdays.     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. This information is also given out weekly through our electronic newsletter. |

**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:** 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, weekly and monthly electronic newsletters, and Connect Orange. Durrance 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 binders 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 or done electronically at school events.    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)].

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| **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. Durrance 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 electronic 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 accessible. 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:

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| **count** | **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| 1 | Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];and | SAC and PTA Board meetings | Principal | Student Achievement is increased with more parental support. | Monthly |
| 2 | Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and | Literacy Night | Support Team | Student Achievement is increased with more parental support. | October 2015 |
| 3 | Training parents to enhance the involvement of other parents [Section 1118(e)(9)]; | Parent Leadership Committee and PTA | ELL CCT, PTA board, Support team | Student Achievement is increased with more parental support. | Once every month |
| 4 | Maximizing parental involvement and participation in their children’s education by arranging school meetings at a 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)]; | Evening Conferences during the 1st and 3rd marking periods. Before, during, and after school conferences as well as telephone conferences at all times during the year. | Teachers, Support Team | Student Achievement is increased with more parental support. | November 2015 & April 2016 (and whenever needed by request) |
| 5 | Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | Durrance will partner with community organizations to provide information about available resources. | ELL CT, Guidance Counselor, Support Team | Student Achievement is increased with more parental support. | Year Round |