

## **NORMANDY VILLAGE ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan**

I, Lindsey S. Connor , 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)

**Response:** Inform. Engage. Involve.

In order to increase parental involvement at Normandy Village Elementary School, we realize that we must first heavily inform our parents of the events and happenings within the walls of our school as well as in the community. School-Parent Communication is vital and will lead to increased engagement. We will strive to engage our parents/guardians through encouraging volunteering and being active and present throughout the school day. We firmly believe that this process will increase parental involvement and lead to an increase in student achievement.

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## 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:** 2015-2016 Title 1 Developmental Meeting, August 21, 2015

On Friday, August 21, 2015, parents/guardians had the opportunity to review the 2014-2015 School-Parent Compact and make any comments or suggestions to the document to submit as feedback to the school to use in the creation of the 2015-2016 School-Parent Compact. This process was completed through the implementation of the Chalk Talk protocol. Copies of the 2014-2015 School-Parent Compact were glued to the center of large pieces of paper (poster board-size) and parents/guardians were given the opportunity to read the compacts and write any comments or suggestions that they would like to see in the 2015-2016 School-Parent Compact.

2015-2016 Annual Title 1 Meeting, September 10, 2015

On Thursday, September 10, 2015, parents/guardians were invited to the Normandy Village Elementary School's Annual Title 1 Meeting prior to gathering in classrooms for the 2015-2016 Open House. At this meeting, an overview of the Title 1 Program at Normandy Village Elementary School was shared including, Title 1 funds, the Parent Resource Room, quarterly Parent/Family Events, increased communication tools (Student Agendas, Tuesday Folders), the Parent Involvement Plan, the School-Parent Compact, etc.

Initial School Advisory Council (SAC) Meeting, September 24, 2015

On Thursday, September 24, 2015, Normandy Village Elementary School will hold the initial School Advisory Council Meeting of the 2015-2016 school year. One of the items on the agenda will be to share the overview of the Title 1 Program at Normandy Village Elementary School (i.e. Title 1 fund expenditures, the Parent Resource Room, the Parent Involvement Plan, the School-Parent Compact, quarterly Parent/Family Events, Communication Tools—student agendas and Tuesday Folders).

Monthly Newsletters/Calendars of Events

The first Tuesday of each month (or the last Tuesday, depending on the day of the month), parents/guardians will receive a copy of the N.V.E. News Flash and Calendar of Events in their child's Tuesday Folder. These additional communication tools will keep parents/guardians informed of events and happenings at the school as well as in the community.

School Marquee

The school's marquee is updated bi-monthly to keep parents/guardians/community members up-to-date and informed of the school's upcoming events.

## Weekly Call-Outs Via Parent Messenger

Weekly call-outs are sent out on Tuesdays to remind parents/guardians to check for their child's Tuesday Folder and to give other reminders (i.e. Early Release Days, Fundraisers, Parent/Family Nights)

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## 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 One Pre K	We will provide parents with strategies and enrichment activities to work with their students at home.
2	IDEA	Parents are invited and involved in the collaborative process through MRT meetings to determine a plan for student success.

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## 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	School Newsletter will be sent home with information pertaining to the annual meeting.	Michelle Matthews	8/24/15	Number of Participants
2	Reminder Meeting Flyer will be sent home to encourage parent participation.	Michelle Matthews	8/25/15	Number of Participants
3	Agenda Developed	Michelle Matthews	9/9/15	Number of Participants
4	Prepare and Print Sign-in Sheets	Michelle Matthews	9/9/15	Number of Participants
5	Xerox handouts (Agenda, PIP plan)	Michelle Matthews	9/9/15	Number of Participants
6	Formal Invitation Sent Home to Parents of Annual Title 1 Meeting	Michelle Matthews	9/1/15	Number of Participants
7	Reminder Labels Go Home in Folders	Michelle Matthews	8/25/15	Number of Participants

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## 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:** A variety of day and evening parent involvement opportunities will be provided throughout the school year. Transportation, child care, home visits, or such services related to parental involvement will be provided with Title I funds.

Student of the Month Celebrations (1:45 pm) Parents will be invited to attend our monthly celebrations held on the second Thursday of each month at 1:45 p.m. The celebration allows the school to publicly recognize a selected student from each classroom.

Day time programs (9:15 a.m. and/or throughout the school day) will be held to promote science, literacy, and or math. Various assemblies are available anti-bullying programs, drug resistance programs, MAD Science, etc.

Evening Programs (6:00 - 7:30 p.m.) Family Literacy Night, Academic Expectations, Math Mania Night, Career Night & Starry Nights will be held in order to allow adults and students to participate in educational activities.

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## 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	Grandparents' Tea	Leadership Team, Resource Teachers, Classroom Teachers	Prior to the Talent Show, students will audition to perform for parents/guardians, the school, and the community.	May 26, 2016	Participation/Feedback
2	Academic "Pizza Theme" Night	Leadership Team, Resource Teachers, Classroom Teachers	Parents/Guardians and Students will view student artwork on display, visit the Media Center, and enjoy a performance directed by the Music Teacher	March 10, 2016	Participation/Feedback
3	Going Green Mad Science Night	Leadership Team, Resource Teachers, Classroom Teachers	Parents/Guardians and Students will learn of different ways to maintain a healthy lifestyle through diet, exercise, and having a positive attitude!	February 25, 2016	Participation/Feedback

4	Winter Musical	Leadership Team, Classroom Teachers	Parents/Guardians and Students will create games, flashcards, and other activities to review Reading, Writing, Science, and Math Skills/Words/Facts at home to reinforce what is learned at school.	January 21, 2016	Participation/Feedback/ongoing data analysis of student achievement
5	Make and Take Night	Leadership Team, Resource Teachers, Classroom Teachers	*Parents/Guardians will be treated to a winter-themed musical directed by the school's Music Teacher, Mrs. Bevis.	December 16, 2015	Participation/Feedback
6	Healthy Heart Night	Leadership Team, Classroom Teachers	*Parents/Guardians and Students will receive information on the school-based and district-based Science Fairs	November 19, 2015	Participation/Feedback
7	Fine Arts Showcase	Leadership Team, Classroom Teachers	*Parents/Guardians and Students will participate in pizza-themed learning tasks aligned to the new Florida Standards for ELA and Math.	October 29, 2015	Participation/Feedback
8	Talent Night	Assistant Principal and School Counselor	*Grandparents and Grandchildren will interact with one another and discuss and compare popular topics using a "Now" and "Then" graphic organizer (i.e. Homework, School, Technology)	September 9, 2015	Participation/Feedback

## 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	Staff Memos/Weekly Updates/Newsletters/Emails	Lindsey Connor, Michelle Matthews	The results of parental involvement in their children's schooling will result in improved achievement, reduced absenteeism, improved behavior, and restored parental confidence in their children's schooling.	September 2015-May 2016	Comparison of parent/staff climate surveys 2012 vs 2013

2	Communicating and Working with Parents	Lindsey Connor, Michelle Matthews	Improved school/community relations	September 2015-May 2016	Climate Surveys
3	Collaborative Planning Sessions	Michelle Matthews	Increase in Parent Involvement	September 2015-May 2016	Surveys, Attendance
4	Leadership Team Meetings	Lindsey Connor	Increase in Parent Involvement/Student Achievement	September 2015-May 2016	Surveys/Attendance

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## 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:** Response: Home and School Connection Newsletters (The NVE News Flash) are distributed monthly and keep parents up-to-date with important dates and school information. In addition, mini-newsletters will be sent home that provide academic tips and strategies that parents can use at home to extend the concepts introduced in the classroom to the home environment. Our Parent Resource Center, located in our Main Office, is available to parents from 7:50-8:30 a.m. and from 3:00-4:00 pm each day. Computers, academic resources, leveled books and educational games are available for parents to utilize when working with their child. Our NVE Parent Involvement Committee is responsible for monitoring our Parent Resource Center.

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## 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:** \*Labels in Student Agendas

\*Monthly Newsletters

\*Invites/RSVP Forms

\*Parent/Guardian Calls Using Duval Messenger

\*School Calendar

\*Parent Calendars

\*Marquee

\*School Website

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## 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 parental 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.

To provide full access and opportunities for all English limited proficiency, school reports, and informational letters from the school and or district will be provided (TransAct, District ESOL department) in the child's home language according to federal/state guidelines. In addition, steps will be taken to ensure disabled parents have access to school events and or information. As of now, we do not have a need for translation, however there is a small Spanish population present.

Staff members and or district support personnel will be available to assist parents who have disabilities (visual, physical, deaf). Buses for parent field trips will be handicap accessible as needed.

A log will be maintained to identify when/how accessibility for parent functions has been provided. Information will be provided to parents two weeks before a function to ensure their needs are met.

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## 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:  
☒ Not Applicable

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## **Upload Evidence of Input from Parents**

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

[Uploaded Document](#)

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## **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](#)

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## **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](#)

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## **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.

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	Science Night	2	30	Students who met their reading goals (100 books in K-2, 25 in 3-5) were rewarded with certificates, popcorn, snowcones, and other treats.
2	Holiday Arts Night	6	65	Showcase Visual and Performing Arts
3	Literacy Night	6	5	Make and Take Activities to Build Skills at Home
4	Math Night	6	40	Make and Take Activities to Build Skills at Home
5	Art Extravaganza	3	48	Showcase Visual and Performing Arts
6	Muffins for Moms	2	12	Prevention of Summer Learning Loss
7	Reading Celebration	1	250	Students who met their reading goal participated in outdoor activities.
8	Great Behavior Carnival	8	200	Students with great behavior the 4th quarter of school participated in outdoor activities

### **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)].

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	Reading Celebration	6	14	Teachers discussed strategies to increase reading proficiency and more accountability for reading at home. Students who met the reading goals for 2013-2014 would be able to participate in the Reading Celebration; however, with the transition to the new standards, this goal may need to be revised to reflect reading various types of text and genres.
2	Great Behavior Carnival	8	14	Teachers discussed the use of the Connor's Cash Incentive and how to roll it out for the 2015-2016 school year; the students enjoyed earning Connor's Cash
3	Family Nights/Workshops	8	28	Teachers/Leadership Team met following each Family Night/Parent Workshop to reflect and brainstorm ways to increase attendance

### **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	Parents/Guardians had difficulty attending some of the parent workshops in the evenings and those offered during the day.	We will notify parents sooner of the upcoming parent events/workshops so that they can arrange transportation if needed; also offer workshops/events closer to dismissal time when most parents arrive to pick up their children.
2	Some parents speak English as a second language.	We will strive to make sure that a translator is available if needed and also provide documentation/materials to parents in other languages by translating documents created in Microsoft Word.
3	Parent Workshops that included performance, art displays, make and take nights had more attendance than other parent workshops/events	All of our Parent Workshops for the 2015-2016 school year will be centered around a theme; resource teachers will be involved in the planning and presentations during Parent Workshops as well.

### 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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