

## CENTRAL HAMILTON ELEM. SCHOOL Title I, Part A Parental Involvement Plan

I, Mrs. Lee Wetherington-Zamora , 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:** The Mission of Parental Involvement at Central Hamilton Elementary is to ensure that parents and other stakeholders are involved in the educational process through volunteerism, workshops, and collaborative efforts to help establish positive outcomes for our students.

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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:** Central Hamilton Elementary will involve parents in the improvement of Title I programs through three meetings over the school year in conjunction with the School Advisory Committee meetings. During the School Advisory Council meetings parents and/or guardians will be asked for input on how Title I funds should be utilized to maximize parental involvement activities. School Advisory meets once per quarter. Parents will receive a calendar outlining events which are planned for Central. The marquee in front of the school will be utilized to provide information to parents on current as well as upcoming events. Central Hamilton Elementary Staff will utilize the school/district website to provide information to parents on available programs and services. The call ed system will be utilized to inform parents of meetings, workshops, and other activities which are occurring at Central. An Annual Title I Meeting will be held to inform parents of their rights and responsibilities as parents of children who attend a school that receives Federal Title I Funds.

During the final School Advisory Council meeting for the year parents will review the Home to School Compact as well as the goals established for the Parent Involvement Plan for the 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	Meet the Teacher	Principal, Assistant Principal, and educational staff members at Central will coordinate and organize Meet the Teacher activities in August prior to school beginning.
2	Grade Level Workshops (Pre K - 6th grades including Exceptional Student Education)	Assistant Principal, and educational staff members both classroom and support personnel will coordinate and organize grade level workshops during the fall.
3	Community Literacy Activities	Principal, Leadership Team, and District Title I Coordinator will work collaborate to organize at least one author visit during the school year.
4	Florida Comprehensive Assessment Test and Common Core State Standards workshops	Principal, Assistant Principal, and educational staff members will coordinate parent nights prior to the testing and/or the end of school in the spring.
5	School Site Literacy Activities	Title I Coordinator, Principal, Assistant Principal, Media Specialist, and other educational staff members will coordinate literacy activities.
6	Subject Specific Academic Nights	Principal, Assistant Principal, Media Specialist, and other educational support staff will work to coordinate Muffins with Mom and Doughnuts with Dad activities.

## 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	Utilize media outlets to communicate when Annual Meeting will occur	Parent Involvement Specialist	Fall 2013	Flyers, Upcoming Events in Jasper News

2	Develop presentation highlighting importance of Title I	Parent Involvement Specialist	Fall 2013	Hardcopy of Powerpoint Presentation
3	Develop letters to go home with students detailing when and where the Annual Title I Meeting will be	Parent Involvement Specialist/Instructional Leader	Fall 2013	Copy of Letter
4	Agenda for Annual Title I Meeting	Parent Involvement Specialist	Fall 2013	Copy of Agenda
5	Parent Call-Out to remind them of Annual Title I Meeting	Instructional Leader	Fall 2013	Attendance of Parents/Guardians at Meeting
6	Develop a sign-in sheet for the Annual Title I Meeting	Parent Involvement Specialist	Fall 2013	Sign-In Sheet

## 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:** Central Hamilton Elementary School Staff will offer School Advisory Council Meetings at a convenient time in the evenings as well as during the day (if appropriate) to ensure parental attendance at meetings.

Literacy Workshops will be available during mornings, mid-day, as well as, in the evenings to ensure parental attendance.

Home visits will be scheduled to facilitate positive communication between parents/guardians, school faculty, and staff.

## 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	Workshops on grade level expectations (K - 6)	Instructional Leader, Leadership Team	Parents will be more informed of grade level expectations and able to assist the child(ren) at home.	Fall 2013	Parent Evaluation/Improved Assessment Data
2	Literacy Activities: Meet an Author	Instructional Leader, Leadership Team	Students/Families increase reading skills/knowledge as well as increase knowledge about authors	Fall 2013; Spring 2014	Parent Survey/Evaluation
3	FCAT Parent Workshops	Instructional Leader, Parent Involvement	Students are more engaged in the educational process	Spring 2014	Increased Parental Involvement/Increased Assessment Scores

		Specialist, Classroom Educators			
4	Common Core Standards Training	Instructional Leadership Team and Educators	Students will know/understand what they will learn and know what they are expected to do in each subject	Spring 2014	Sign-In Sheets
5	Water Day	Instructional Leadership Team	Students will be motivated to come to school and learn	Spring 2014	Student/Parent Climate Survey
6	Accelerated Reading Days	Instructional Leadership Team	Students are motivated to read	Fall 2013/Spring 2014	Student/Parent Climate Survey
7	Muffins with Mom	Parent Involvement Specialist and Administrative Leadership Team	Students get to spend time with adult reading.	Fall 2013/Spring 2014	Survey/Parent Input Card
8	Doughnuts with Dad	Parent Involvement Specialist and Administrative Leadership Team	Students get to spend time with adult reading.	Fall 2013/Spring 2014	Survey/Parent Input Card
9	Read for the Record	Literacy Coaches and Leadership Team	Student will read more as a result of reading being a school wide focus.	Fall 2013	Increased Number of students attending AR events.
10	Literacy Week Activities	Educators, Literacy Coaches, and Leadership Team	Increased community awareness of literacy and its importance.	Winter 2014	Increase in student reading as evidenced by AR Program and increased school grade.

## 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	Compact Training	Assistant Principal	Students are held accountable for their own learning	Fall 2013	Sign In Sheet
2	Collaboration Training	Leadership Team	Students and Parents feel a greater connection to the school.	Spring 2014	Sign In Sheet and/or Evaluation Tool

## 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:** At Central we are dedicated to the overall improvement of the school as a whole. We will continue to implement strategies and protocols to increase parent capacity as well as their involvement in the school. We will work to establish an effective volunteerism program; encouraging parents to come out to the school more often; extending opportunities for parents to eat with their child; structure times in which parents/guardians/other family members and students can interact in social/academic times such as Muffins with Mom, Doughnuts with Dad.

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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:** The Faculty and Staff at Central will utilize different types of media to keep families abreast of Title I Programs and Services such as call-outs via the call-ed system, letters home, the school and district website, the local newspaper, and the school marquee. We will utilize face-to-face meetings as well as newsletters to ensure parents are kept abreast of any changes or requirements of students academically, behaviorally, and socially.

Parents will be informed of the types of assessments which are utilized at Central Hamilton Elementary School during Meet the Teacher, Open House, grade level meetings, and via the Central Hamilton Elementary School website.

Parents will have opportunities to request additional meetings during School Advisory Council Meetings, Parent Teacher Meetings, and/or by calling the school speaking to the Instructional Leader, Parent Involvement Specialist, Family Resource Specialist, and/or School Advisory Council Chairperson.

Parents will be invited to attend the quarterly School Advisory Committee Meetings through a calendar of meetings.

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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:** The faculty and staff of Central Hamilton Elementary will provide parents with information regarding the school grade, adequate yearly progress, and school improvement goals for the school year through a planned School Advisory Committee Meeting which will have an interpreter present if necessary for parents and students who are English Language Learners. Additionally, if a parent has limited or no reading ability personnel will explain information in a way in which the parent or guardian can understand.

The parents/guardians will be notified of meetings in a timely manner, utilizing a variety of systems i.e. call-outs (through connect ed); calendars; school website/district website; flyers; information displayed on marquee in front of school; utilizing written and social media.

The Exceptional Student Education Staff, the Regular Education Educators, and District Level Staff will provide information to parents as to how students with disabilities are included in the overall school structure by means of the Individualized Education Planning meetings.

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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 2012-2013 Parental Involvement Plan**

### **Building Capacity Summary**

Provide a summary of activities provided during the 2012-2013 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	Workshops on grade level expectations (K - 6)	7	215	Parents will be more informed of grade level expectations and able to assist the child(ren) at home.
2	Literacy Activities: Meet an Author	1	350	Students/Families increase reading skills/knowledge as well as increase knowledge about authors
3	FCAT Parent Workshops	1	60	Students are more engaged in the educational process
4	Common Core Standards Training	0	0	Students will know/understand what they will learn and know what they are expected to do in each subject
5	Water Day	2	230	Students will be motivated to come to school and learn
6	Accelerated Reader Days	3	320	Students are motivated to read
7	Muffins with Mom	2	250	Students get to spend time with adult reading.
8	Doughnuts with Dad	2	235	Students get to spend time with adult reading.

### **Staff Training Summary**

Provide a summary of the professional development activities provided by the school during the 2012-2013 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	Compact Training	1	30	Students are held accountable for their own learning
2	Beyond the Sale	0	0	Educators are more aware of strategies to get parents involved

### **Barriers**

Describe the barriers that hindered participation by parents during the 2012-2013 school year in parental involvement activities. Include the steps the school will take during the 2012-2013 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)].

<b>count</b>	<b>Barrier (Including the Specific Subgroup)</b>	<b>Steps the School will Take to Overcome</b>
1	Transportation	Offer transportation to parents

### **Best Practices (Optional)**

Describe the parental involvement activity/strategy the school implemented during the 2011-2012 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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