

## APALACHEE ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Iris C. Wilson , 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:**

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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:** Convene an annual meeting at a time convenient for parents of participating

children for the purpose of: explaining Title I and the requirements of Title I. Parents rights will also be shared with parents. The opportunities that Title I provides for children and families will be explained. Parents will be invited to participate on shared-decision making and advisory committees to help make decisions regarding how parent involvement funds will be used as well as other related funds. They will be encouraged/recruited to join the P.T.O., and be elected by their peers to serve on the School-Advisory Council, the Parent Involvement Committee and/or The Action Team for Partnership.

Although some parents will become members of standing committees, all parents shall be invited and encouraged to attend the annual meeting to provide awareness of Title I and its requirements. Parents will also be made aware that events and activities will be held at various dates and times in order to accommodate as many parents as possible.

The leadership team will plan and coordinate dates and activities in conjunction with the Parent Involvement Committee, the ATP, and P.T.O. Agenda(s) will be developed and minutes will be kept.

In addition, monthly SAC and PTO meetings will be held in the evening. "Parent Right to Know" letters will be sent home with students in August. Also, parent letters will be posted in the front office and the Parents' Resource Room. Although some parents will become members of standing committees, information will be shared with all parents throughout the year at various intervals.

Information about parents' rights and Title I requirements will be sent to parents through the school's monthly newsletter, ListServ, and school homepage for the 2013-14 school year.

Parent Information Resource Center(PIRC)parent notification letter and information will be sent home.

To effectively assess and identify the needs of parents, a Parent Needs Survey will be sent home in September 2013. This data will be analyzed and resources will be directed in accordance to identified needs. These activities will help empower parents to be active partners in increasing student achievement as well as help to establish a welcoming and friendly parent climate.

Success will be measured by the Spring Title I Survey, Climate Survey results, as well as, feedback from discussions in PTO meetings, SAC meetings, and parent and teacher conferences. Feedback information will be used to develop the next school year's Parent Involvement Plan and the Parent Involvement section of our School Improvement Plan.

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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	Annual Parent Meeting	The calendar committee, in conjunction with parents and administration, will set dates for the activities (to be shared with parents at the annual meeting.) Teachers share academic tips, academic expectations, assessment information, daily schedule, as well as Title I support.
2	School Intervention Team	IAT Team identifies students to monitor based on attendance, behavior, and potential academic failure. Strategies are developed to provide support and monitor improvement over time. Team conferences with parent, provides data, and support; decisions about services for students aimed at increasing student achievement.
3	Parent Nights (Reading, Math, and Science workshops)	Teachers / consultants demonstrate ways to reinforce benchmark mastery in Reading, Mathematics, Writing and Science.
4	Reading Workshop	Reading Coach to host workshop to teach parents, students, and faculty reading strategies for parents to use at home with their children.
5	21st Century-Technology Night Math/Science Media Night	The Media Center is opened the first and second Monday evenings for families to utilize the resources. Teachers are available to assist with checking out books, working on long term research and science projects.
6	Math Accaletics-Math Club for Parents	Mental math skills will be taught to parents through an interactive session with a math and vocabulary mix to help their children at home.
7	The Annual School-wide Reading Picnic	To follow-up on previous reading skills taught to parents and students as well to create a friendly and warm environment for families and faculty to bond as a "whole family". To show parents we are co-partners.
8	Dr. Seuss School-Wide Reading Picnic	To provide an effective literacy event that promotes reading for students and parents. Another opportunity for parents to interact and assist their children in the educational process.
9	The Star-Luscious Dessert and Read-A-Thon	Continuation/modification of Dr. Seuss' Reading Picnic to accommodate parents who work in the day ( 4:00 p.m. until 8:00 p.m.)
10	Orientation Nights-Pre-K -2 and 3-5th	To make parents aware of grade level expectations, teacher expectations, school and District policies; as well as student responsibilities.
11	Nine Week Awards and Citizenship Recognition	To recognize students' accomplishments and success for reaching milestones.
12	P.T.O. meetings	Promote active parenting engagement and fundraising activities to get additional resources for students.
13	Action Team Partnership Meetings	To foster the six types of parent involvement and be a strong parent involvement structure to involve parents in the educational process
14	Media Science Nights	To provide additional assistance to students and families in Science on a one-to-one basis or smaller groups.
15	Parent-Need Assessment Survey	To identify parent and family needs and to receive another form of data from parents.

## 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	Title I Annual Meeting - Meetings will be planned with significant input of parents.	Administrator, SAC Chair, DAC Rep	August or Early September	Minutes, Sign-in sheets, Feedback forms
2	Meeting will be advertised through newsletters, letters, listserv, and school website, etc	Administrator, SAC Chair, PTO President	At least two weeks before meeting	Flyers or school newsletters and number of attendees
3	Make Agenda for Title I Meeting	Administrators	August	Attendance sheets, Evaluation feedback...

## 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:** Most parent survey results showed that parents requested evening meetings. Therefore, most meetings will be held in the evening to accommodate the majority of parents. However, a few mid-day events are planned for the 2013-14 school year to show flexibility. Grade level student performances will be coordinated around these meetings and a light dinner may be served. In addition, when appropriate, students will be provided planned activities so parents can fully participate in the meeting without interruptions. These events include Reading Picnics, the African-American History Celebration, and Arts Festivals that integrate the arts in reading, mathematics, science, and writing.

Child-care will be offered on an as need basis for some events. Structured activities will be implemented during the child-care sessions.

## 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	Reading Workshop(s)	Reading Coach and SIP Reading Committee Chairperson	Improve parents' skills to assist their children in reading	By October 15th	Positive evaluation Evaluation showing that parents feel more prepared to help their child with reading; improved reading scores
2	Bi-Annual Reading Picnic	Reading Coach	Increased reading ability; increased love for reading	October/March	Increase in parent involvement; positive feedback from parents on climate survey
3	FCAT Reading, Math, and Science Night - Understanding	Grade Chairs/teachers	Direct correlation with FCAT	September/November	Increased understanding of the FCAT as measured by the

	the NGSSSs.				parent evaluation
4	Math/Science Night K-5 - focus on number sense and forces, motion, energy and matter	Chairs of the Science and Math SIP Committees	Direct correlation with FC	September/November	Increased understanding of the most important benchmarks covered on FCAT; positive evaluations by parents
5	Go Math Training	Teachers	Direct correlation with FCAT	December	Positive evaluations by parents
6	Family Math Manipulative Night - January	Teachers, Acaletics Consultant	Direct correlation with FCAT	September	Evaluations indicating that parents feel more prepared to assist their children in math
7	Enrichment Strategies for Families with Dinner	Teachers	Direct correlation with FCAT	May	Data from evaluations showing that parents feel more prepared to help their children over the summer.
8	Individual /Group Consultation with Parents	Parent Liaison	More help /paradigm shift for parents to work with their children more effectively.	October through April	Feedback from parents and sign-in sheets from workshops
9	Orientations	Administrators and Teachers	Share expectations and discuss Common Core Standards	By September	Sign-in sheets and feed-back
10	P.T.O./SAC meetings	Iris Wilson, Staci Lindsey, and Tammy Arnold	Plan for resources ,activities, and other support for student achievement.	On-going monthly meetings	Sign-in sheets and evaluation feedback
11	Parent-Involvement and ATP meetings	Chairpersons of Parent Involvement and ATP	To hlep plan activities to support student achievement and warm climate for learning	September and Bi-monthly meetings and as necessary	Event productions and sign-in sheets
12	Music Programs and GALA	Administrators, P.T.O., and Tapestry Team	To obtain more parent engagement and provide motivation for all stakeholders	October and on-going thru May	Parent attendance as demonstrated by sign-in sheets; and feed-back from parents, students, and community members
13	Fall Festival	P.T.O., Parent Involvement Comm., and ATP	Motivational Incentive, Community Relations, Fund raiser for resources	October 2013	Parent and Community Participation and Attendance, Amount of Funds raised.
14	Monet's	Coach Prevatt, M.	To support Math	March and gardening	Results of harvest

	Friendship Gardening Day	Bryd, G. Lazarus and Administration	and Science learning gains as well as other disciplines in an interdisciplinary way. Also to promote pride in school.	activities through the year.	and plants grown and maintained.
15	Author's Tea	Grade Level Teams	Reading and Writing	January - May 2014	Number of parents attending, student productions
16	Math Club for Parents	SIP Math Committee and Parent Involvement Committee and Administration	Mathematics	October through February 2014	Sign-in sheets and specific students' homework

## 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	Effective Instruction	Administrators	Consistent high expectations	September - May 2014	FCAT and decrease in referrals
2	Monet Garden-Hands on Inservice	Arts Integration team	Science benchmark mastery	Spring 2013 & ongoing	Improved science grades on cards, increased science proficiency-benchmarks
3	Festival of Stars Carnival	PTO, Teacher Representatives/PTO President	raises funds for equipment and materials geared toward student achievement	May 2014	Increase in the amount of money raised
4	Mathematics – helping parents develop manipulatives	Administrators, Consultant	Increased % of benchmark mastery	July 2013	District benchmark assessment, SuccessMaker, report cards
5	Dancing Under the Stars	Parent Liaison	Celebration of parent/students working on benchmarks	May 2014	Increased number of parents completing compacts, as compared to 2012-2013
6	GEMS	FSU Professors	Increased, engaging, challenging hands on science to deepen the understanding of science concepts.	August 2013 -May 2014	Increased science and math achievement.
7	Positive Behavior	Consultant	Increased time on task	August-December	Improved citizenship and consistency in behavior expectations
8	Summer Institute	Iris Wilson and Stu Greenberg	Reading and Math	July 2013 and on-going (6	Teacher and Faculty Attendance, students' interim progress

				sessions)	reports; and result of parent workshops offered.
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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:** The school will continue to acquire literature and resources to be used for assisting families to achieve learning goals in the home.

Monday Night Media - opening the Media Center to the community one evening a week for their needs, and activities focused on student achievement, e.g. working on the Science Fair, technology training, etc. This gives access to technology, as well as books and educational games.

The Parent Resource Room will be open for parents to browse or check-out materials for working with their children. In addition, if parents are struggling with activities that occurred during workshops, they will be encouraged to seek additional help from grade level teachers for further clarification and/or the parent liaison.

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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 Title I Annual meeting will focus on the rights of parents and children. Other information will be shared. A minimum of one parent teacher conference per semester will be held for students in grades K-5. A minimum of one additional conference in the second semester. Students are monitored for progress using district and school-created assessments, as well as other identified progress monitoring assessments. Classroom teachers' common assessments are used on a regular basis; and on a more frequent basis for underachieving students. Student mid-term progress reports are sent home once each grading period and report cards are sent home quarterly.

Assessment and grade level proficiency levels will be shared with parents during parent conferences, newsletters, school meetings and on report cards.

The Annual Title I Parent Survey will be used to improve and plan Parent Involvement activities for the following school year. Also, a school created parent needs survey will be administered to receive input from parents regarding their needs and concerns.

Success will be measured by the Spring Title I Survey and School Climate Survey results, as well as, feedback from discussions in PTO meetings, SAC meetings, Parent Input Forms, parent and teacher conferences. Data will be shared with parents.

Curriculum and the forms of assessment are shared with parents in different ways including at orientation, parent-teacher and student conferences, grade level meetings, and as well through P.T.O. and newsletters.

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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:** Parent support groups are strong in the community and school. New students and new parents are introduced and strongly encouraged by teacher/counselor to become part of the school family. The parent liaison recruits parents as they enter the school for volunteering and mentoring. School carnivals, reading picnics, and other events, provide numerous volunteer opportunities that create a nurturing environment. The Parent Liaison and Guidance Counselor supports new families and makes sure materials are available for families with Limited English proficiency, and that availability is widely communicated to these families. Documents are translated, where feasible. Teachers and students assist with translations to make sure information is understood. The district has a list of translators who can be used if needed.

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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:

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	SACS Review School Improvement Plan	Administrator/SAC Chair	Increased mastery of reading and mathematics benchmarks	July 2013 - on-going
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	Building Better Readers	Reading Coach	Improved reading	January 2014
3	Training parents to enhance the	Council for Homeroom Parents	Principal/SAC member	Teaches parents how to	September - May 2014



	involvement of other parents [Section 1118(e)(9)];			recruit others to enhance their involvement	
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)];	Open House by grade level with child care, if needed. Phone conference are held with parents without transportation. Teachers meet with parents at other times, e.g, very early morning, Saturday,etc. Parents are invited to attend conferences/visits to other arts magnet schools	Administrators/teachers	Parent information to provide academic support at home	September - May 2014
5	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	Math Club for Parents	Administrators/Rep. from Math Acaletics	Increased math proficiency and also to enhance vocabulary.	By October 2013 and February 2014
6	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Volunteering, Mentoring and tutoring	Parent Liaison/Administrators	Increased academic proficiency in reading and mathematics	September 2013 - on-going

## 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](#)

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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	Building Better Readers - workshop for parents	3	54	Improve parents' skills to assist their children in reading
2	Bi-Annual Reading Picnic	2	403	Increased reading ability; increased love for reading
3	FCAT Reading, Math, and Science Night - Understanding the NGSSs.	2	78	Direct correlation with FCAT
4	Math/Science Night K-5 - focus on number sense and forces, motion, energy and matter	2	44	Direct correlation with FC
5	Go Math Training	1	59	Direct correlation with FCAT
6	Family Math Manipulative Night - January	1	67	Direct correlation with FCAT
7	Enrichment Strategies for Families with Dinner	1	94	Direct correlation with FCAT
8	Parent Book Study	1	5	Books available that highlight the benefits of parent academic support for their child.

### **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	Book Study	3	49	Consistent high expectations
2	Monet Garden-Hands on Inservice	1	85	Science benchmark mastery
3	Festival of Stars Carnival	1	48	raises funds for equipment and materials geared toward student achievement
4	Mathematics –helping parents develop manipulatives	2	43	Increased % of benchmark mastery
5	Dancing Under the Stars	1	94	Celebration of parent/students working on benchmarks
6	GEMS	5	4	Increased, engaging, challenging hands on science to deepen the understanding of science concepts.
7	Positive Behavior	2	48	Increased time on task

### **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)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Parent Attendance at intermediate grades	Increase session ties; provide childcare, classroom incentives for high attendance
2	Transportation	Car pooling for parents, buses

### 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
1	Building Capacity of Parents	School-wide Annual Picnic - this event helps to increase parent involvement as well as to assist in increasing student achievement in Reading. The annual picnic helps to support the love for reading and provides a family environment for the ATMSA family. It has been an effective tool to make parents feel welcome! The children were very proud to read to their parents and their parents were proud to read to their children as well. The picnic provides for a very inviting atmosphere.
2	Building Capacity of Parents	Monet Family and Community Gardening Day - This event is a powerful gardening tool in helping ATMSA to teach Science and Math in an interdisciplinary way. It is an engaging activity that is on-hands and it helps students to connect to nature and other core subjects. Students and parents have to be creative also when gardening.