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

I, Shari Tressler , 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 Mims Elementary Family takes pride in providing opportunities for each member to reach their individual potential through knowledge, skills, and values in a respectful and safe learning environment. |

**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:** Mims Elementary will hold an annual meeting during the first quarter of each school year. This meeting will take place during Open House in August in a large and small group format. All Mims parents will be invited and encouraged to attend. This meeting will inform parents of our school's participation in the Title 1 program, the requirements will be explained, and the right of the parents to be involved. This information will be explained by the Title 1 coordinator and/or the principal, and classroom teachers.  2. Mims Elementary will offer a variety of meetings and programs for parents to attend throughout the school year. The results of the annual Parent Involvement/Title 1 survey will be used to plan meetings and programs that are of interest to the parents. When possible, meetings will be offered during the school day as well as at night to ensure optimal participation. The meetings will be provided by Mims classroom teachers and resource teachers. Success will be measured by the feedback from surveys handed out at the end of each meeting.  3. Mims values the participation of parents and encourages our parents to become involved in planning, reviewing, and improving our Title 1 program. Parent participation in our School Advisory Council (SAC) will be used to get parental input regarding the use of Title 1 parental involvement funds, review results from surveys as well as develop and revise, as necessary, the Parental Involvement Policy/Plan. Parents are be selected for the SAC through nominations and a ballot system. All parents vote on SAC members in September when paper ballots are sent home. All families are encouraged to participate in school activities and volunteer where needed whether field trips, classroom, tutoring, and/or special projects. Success will be measured by the amount of volunteer hours that Mims has accumulated at the end of the 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 | EELP/Blended EELP | Families of students in EELP/Blended EELP are invited to all schoolwide family involvement events. |
| 2 | Title II, Part A (Improving Teacher Quality) | Mims Elementary Title 1 staff, the district Title 1 Parent Involvement Resource teacher, and the Office of Educational Leadership and Professional Development staff work collaboratively to provide school staff with professional development on working effectively with parents. |
| 3 | Title II, Part D(Enhancing Education through Technology) | Mims Elementary teachers and the District Office of Education Technology work together to address the needs of students and families. We collaborate to plan and implement appropriate programs, services, and training opportunities for school staff and families, including opportunities to access and utilize Edline as a communciation tool between school and home. |
| 4 | Title III (ESOL) | Our ESOL contact works directly with the district ESOL staff to address the needs of English Language Learners. Training opportunites are offered to staff and families of ELL students, without duplicating services. |
| 5 | School Age Child Care (SACC) | SACC staff provide before and after school child care for parents who need this service. SACC staff members communicate with parents to best meet the children’s needs. Our SACC earned the 21st Century Grant and will be incorporating new life skills, technology, and fitness related lessons into the program this year. |
| 6 | Exceptional Student Education | Joint professional development opportunities are provided for staff and training opportunities are offered to parents by the Office of Exceptional Education, Title 1, and FDLRS. Parents are informed of Title 1 services their child receives during conferences and/or meetings. |
| 7 | Florida Diagnostic and Resources System (FDLRS) | FDLRS provides diagnostic and instructional support services to staff members and to families of students with exceptionalities. FDLRS and the district Title 1 office work collaboratively to implement and evaluate various parent involvement intitiatives and training opportunities, such as the annual Parenting in Today's World Conference, which we encourage our parents to attend. |
| 8 | Title X (Homeless) | Any Mims Elementary students identified as homeless are eligible for tutoring services paid for by district Title 1 funds, if the students demonstrate academic deficiences. |

**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 | Develop agenda, handouts, and presentation materials that address the required components | principal | August 2015 | Copies of agendas, handouts |
| 2 | Develop and disseminate invitations and synervoice and classroom newsletters | Principal, Title 1 contact and classroom teachers | August 2015 | Newsletter with date and synervoice message |
| 3 | Develop sign in sheets | Title 1 Contact | August 2015 | Sign in sheets for individual classrooms |
| 4 | Maintain documentation | Title 1 Contact | August 2015 | Title 1 documentation box house in parent liason's office |
| 5 | Request input from Parents | Title 1 Contact | August 2015 | Exit slip/comment station by door |

**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:** The leadership and staff at Mims Elementary have a strong belief in the importance of parental involvement and therefore have put measures in place to offer parent meetings on a flexible schedule. Our annual Title I meeting will be offered on a Saturday morning within the first nine weeks of school. The school will offer school wide parent meetings twice; once during the day and another at night. These meetings will possibly take place at another place if we feel we could reach more parents by changing the location. The Title 1 parent center will be open everyday from 8:00-3:00 for parents to pick up materials and/or to meet with the parent liason. The parent liason will maintain records of parent participation. The schedule may be modified as needed based on parent participation. |

**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 | Grade Level Parent Nights | Classroom Teachers | Parents will learn from teachers strategies to use at home to help students with reading, math, and homework. | Ongoing | Sign-in sheets, exit slips, and student progress. |
| 2 | School Improvement | Principal and School Improvement CoChairpersons | School Improvement will ensure that the School Improvement Plan and its connection to parental involvement will be followed and necessary purchases made | Ongoing | Parent sign-in sheets and SAC attendance |
| 3 | Student Planners | School Improvement | Parents and teachers of students in all grades will communicate using planners. Students will write down homework and assignments. Teachers are able to leave daily notes to parents as needed. | Ongoing | Parent signatures in planners |
| 4 | Parent Conferences | Classroom Teachers | Teachers will inform parents of individual student progress, strengths, and weaknesses. Parents will be given strategies to use at home to strengthen skills where necessary. | Ongoing | Parent Conference Forms |
| 5 | Edline | Classroom Teachers and administration | Teachers will keep parents informed of individual student progress through grades and keep parents informed of classroom events. The adminstration will include information to parents on the edline home page of upcoming events. The monthly newsletter will be included for parents to access. A school wide calendar of events will be available for parents to view on edline as well. | Ongoing | Questions included on client survey |
| 6 | Parent Connection Newsletter | Title 1 Contact | This newsletter includes information and tips for parents on how to handle discipline, homework, and other school related activities. | Ongoing | Parent feedback |
| 7 | Mims Newsletter | Title 1 Contact | This newsletter includes the latest news here at Mims Elementary as well as happenings that are going on in each grade level and activity. | Ongoing | Parent feedback |
| 8 | Wellness Information | Parrish Medical Center, PE Coach, and district personnel | Parents will learn about healthy snacks, good eating habits and exercise. | Ongoing | Parent evaluation sheet |
| 9 | Science Fair Project Help Nights | Title 1 science teacher, classroom teachers | Teachers will be available at the local community center (Cuyler Center) for 4 nights to assist students with science fair projects. | October, 2015 | Student science fair projects, sign in sheets, and exit slips |

**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 | Teacher Training | Principal | Parent Conference Expectations | September/October 2015 | Effective Parent Conferences, Parent Sign-in sheets at conferences, parent conference sheets |
| 2 | Title 1 Parent Involvement Contact Meetings | Coordinating Teacher/Title 1 Contact | The Title 1 contact will receive information and strategies to increase parental involvement and correlate activities to student achievement. | Fall and Spring | Staff Feedback |
| 3 | Professional Learning Communities | Classrom Teachers and Adminstration | Teachers/Instructional Assistants will meet to discuss mentoring students designated to the lowest 25%. Teachers will also meet in their grade level teams to discuss students and share best instructional practices. | Ongoing | Feedback sheets and notes from PLC meetings |
| 4 | CPI | CPI Trainer | Teachers/Instructional Assistants will be trained in the program CPI. This program is intended to train teachers and staff in the safest and most effective ways to handle a crisis with students. | Fall 2015 | Staff Feedback |
| 5 | Teacher Training | Title 1 Contact | Teachers will be trained on Florida Standards & Peer Coaching/Mentoring | Fall 2015 | Staff Feedback |

**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:** Mims Elementary will enhance the parent information center and increase the amount of resources available for parents. We will also leave feedback forms there for parents to give input. Mims Elementary will create a family-friendly school with the assistance of resources at the district. We will also increase the use of the parent liason and make this person more accessible to parents. |

**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 annual meeting of parents in August, Mims Elementary will hold a general meeting where information will be presented about the Title 1 programs, the curriculum, and academic assessments. Parents will learn about the schoolwide program, how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child. The parent handbook, which includes more detailed information on these topics, will be available on the school's webpage (a hard copy will be available upon parent request) and a copy of the PIP. Upon conclusion of the general meeting, parents will be invited to visit their child's classroom and meet the staff. During the classroom visits, teachers will provide additional information on the subjects they teach, assessment plans, and how parents can help at home. Teachers will maintain sign in sheets and provide a copy to the Title 1 Coordinator who will also maintain documentation on the dissemination of information, distribution, methods, and timelines. |

**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:** Mims Elementary will provide information to ESOL families in their native language. Currently, Mims Elementary only has three ESOL students. Information on report cards, assessments, district information is given to ESOL parents in their native language spoken at home. The classrooom teacher will meet frequently with the parent along with our ESOL contact to relay information to the parents in an understandable manner.  To the extent practicable, Mims Elementary School will make necessary accommodations and provide opportunities for the participation of parents with disabilities or those who are homeless/migratory.  All parents will be given information in several ways. Teachers will post weekly or monthly newsletters on edline, administration will send out synervoice messages, the school will provide a monthly newsletter that will be sent out through email (hard copy for parents without email). Teachers will communicate with parents with phone calls and emails when appropriate. School wide "Update emails" will be sent to parents on a weekly basis. Information will also be included on the marquee.   The School Improvement Committee will meet monthly to review the school improvement plan and disseminate information to parents as necessary to increase parent knowledge of district or school initiatives. |

**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:

X Not Applicable

**Upload Evidence of Input from Parents**

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

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| [Uploaded Document](fileUploads/050101_2015-2016_uploadEvidenceParentInput.docx) |

**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.

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| [Uploaded Document](fileUploads/050101_2015-2016_uploadCompact.pdf) |

**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.

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| [Uploaded Document](fileUploads/050101_2015-2016_uploadCompactEvidence.docx) |

## 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.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Science Help Night | 1 | 50 | Parents are aware of expectations of their children and can provide the appropriate support systems at home. |
| 2 | Science Night | 1 | 50 | Parents learn effective ways of dealing with behavior problems. |
| 3 | Parent Conference Night | 2 | 100 | Parents get to spend quality time and learn family building strategies. |
| 4 | All Pro Dad | 9 | 15 | Parents are able to meet in private with their childs teacher to discuss progress and strategies to help them. |
| 5 | Love and Logic | 8 | 20 | Parents and students were able to enjoy a night of science fun and get inspired about science. |
| 6 | Annual Title 1 Meeting | 1 | 120 | Parents and students are able to attend to learn more about science fair projects and can get tips on getting started. |

**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)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Love and Logic | 8 | 20 | Teachers will learn effective ways of dealing with parents and children. |
| 2 | Conference Training | 1 | 40 | Teachers will be taught effective conferencing strategies. |

**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)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Child Care during meetings (economically disadvantaged) | We offer childcare at many evening meetings. |
| 2 | Time of Meetings (economically disadvantaged) | We offer a morning and evening time for many of our meetings, and have even offered meetings on weekends. |
| 3 | Lack of Transportation (economically disadvantaged) | We offer meetings at other places closer to home (Cuyler Center) |

**Best Practices (Optional)**

Describe the parental involvement activity/strategy the school implemented during the previous schoool year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

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| **count** | **Content/Purpose** | **Description of the Activity** |