

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

I, Hollie Wilkins , 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 Montclair Elementary School is to create a school where parents want to send their children, students want to learn, teachers want to teach, and employees want to work.

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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:** Montclair ES will invite all parents to the annual Parent Involvement meeting and to School Advisory Council Meetings to provide input into all school events and plans. Montclair will encourage parents to be involved with the School Advisory Council, Family Fun Nights, and to volunteer through the use of home call outs, training, monthly parent calendar, school website, SAC Meetings, and flyers. The School Advisory Committee meets regularly to discuss school status and school needs. This group is comprised of many parents and employees representing an equal percentage of our student demographics.

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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	Voluntary/HeadStart Pre-K	Melinda Leonard, Title I
2	Committee Meetings & Planning	Administration/Teachers
3	Written Communications	Administration/Teachers
4	Workshops	District/Administration/Teachers
5	Family Day & Night Events	Administration/Teachers
6	HIPPY Early Learning Program	Juanita Diggs/Title 1

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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	Monthly Parent Calendar	Principal	Aug-June 2016-17	Parent Response
2	School web site calendar	School Website Team	Ongoing	Hits on website
3	Letter for Annual Title I meeting	Administration	October 2016	Number of people attending meeting
4	School Marquis	Administration	Aug-June 2016-17	Parent response
5	Call-Outs	Administration	Aug-June 2016-17	Parent Response

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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:** We will try to make conferences possible for all parents based on their schedule by offering conference times before, during, and after school. A visiting teacher will make home visits as needed to reach those parents unable to make it to the school.

## 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	Orientation	Principal/Teachers	Improve achievement	August 8, 2016	Sign in sheets
2	Open House	Principal/Teachers	Improve achievement	September 13, 2016	Sign in sheets
3	Family Literacy Night	ELA Committee	Parent Inv & achievement	December 2016	Sign in sheets
4	Parent Volunteer Training	Assistant Principal & Guidance Counselor	Improve achievement	Sept-May 2016-17	Sign in sheets
5	Rtl Meetings	Guidance Counselor	Improve achievement	Weekly throughout year	Academic progress
6	Wellness Family Fun Night	Wellness/Safety Team	improve parent inv & achievement	Feb 2016	Sign in sheets
7	1st Grade Retention Meeting	1st Grade Teachers & Principal	Parent Inv & Achievement	October 2016	Sign-in sheets
8	SAC Meetings	Principal	Parent Inv & Achievement	4-5 Times a year	Sign-in sheets
9	Student Programs	Grade Level chair and Admins	Parent Involvement	November & May	Sign-in sheets
10	PreK Christmas Program	Grade level chair and admin	Parent Involvement	December	Sign - in sheets
11	PreK Lapsits	Grade level chair and admin	Parent Inv & Achievement	Aug-June 2016-17	Sign-in sheets

## 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 Volunteer Training	Kristen Danley	Improve achievement	August 2016	Sign in sheets

2	Capturing Kids Hearts summer training	CKH Trainer	Improve achievement, relationships, & communication	July 2016	Teacher attendance
3	Faculty Meetings/PD	Administration	Improve achievement	Ongoing	Teacher attendance
4	Leadership Development Meetings	District	Improve achievement	Ongoing	Principal attendance
5	Teachers Visit/observe other schools	Wilkins/Danley/Instructional Coaches	Improve achievement	Ongoing	Achievement
6	Ruby Payne	Admin & PBS coach	Behavior & Achievement	July 2016	Less referrals & Achievement
7	PBIS Training/Rtib training	Behavior coach	Behavior & Achievement	Ongoing	Less referrals & Achievement

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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:** -Volunteer Training will provide parents with opportunities to be actively involved at Montclair.

-HIPPI Early Learning Teacher will provide training to parents of young children.

-Family Fun nights will provide training in a supportive environment that includes strategies for increased academic success.

-Bagels and Books

-FSA Family Night for 3-5 parents

-Parent Workshops (behavior, homework, resume writing, etc)

1st Grade & 3rd Grade Retention Parent Meeting to provide parents with resources and ideas to help their child be successful.

Math & Muffin Day will allow parents to come to their child's class during the day, enjoy muffins and coffee, mingle with the Principal and AP, and enjoy a fun math activity in their child's classroom.

Field Day with parent and community volunteers

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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:** Parents will receive information about the school, curriculum, and assessments through newsletters, monthly calendar, orientation, Open House, parent/teacher conferences, School Advisory Council Meetings, RtI meetings, school website, and family nights. Parents will be notified of functions through school messenger phone calls, the school marquis, school website, and notes from teachers and the office. The guidance counselor will send notification (by letter) of an attendance meeting or an RtI Meeting. Teachers will call/text/class DoJo, or email parents to set up parent/teacher conferences. Sometimes it is necessary to send the Social Worker to the house to get a parent to contact a teacher when they have used every method possible. District and Principal sends out annual parent surveys to gain feedback about school and communication methods. Our school administrative clerk calls SAC team on phone to remind of all SAC 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:** All necessary accommodations are made for parents and students with disabilities and those with limited English proficiency. Interpreters and translated documents are available through the district.

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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	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; PTA; Parent/Teacher Conferences	Administration/Teachers	SIP Goals	Ongoing
2	Developing appropriate roles for community-based organizations and	Community Involvement	Partners in Education; Churches	SIP Goals	Ongoing

	businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].				
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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.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Family Literacy Night	1	220	hopefully enjoy reading more
2	Book Fair	1	254	hopefully enjoy reading more
3	Wellness family fun night	1	100	teach families about health and nutrition
4	Open House	1	289	informational meeting
5	orientation	1	222	informational meeting
6	1st grade retention meeting	1	58	informational meeting
7	3rd grade retention meetings	1	60	informational meeting
8	FSA family night 3-5	1	22	informational meeting

### **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)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Capturing Kids Hearts	5	35	strong rapport
2	PBS Behavior Trainings	6	35	building parent relationships
3	Ruby Payne	1	36	understanding poverty

### **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	Transportation	provide various time of day for events
2	Parent participation & interest	provide more awareness

### **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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