

**2016-2017 School Parental Involvement Policy/Plan**  
**School: Maxey Elementary School                      LEA: West**

In support of strengthening student academic achievement, each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a written parental involvement policy that contains information required by section 1118(b)(1) of the Elementary and Secondary Education Act (ESEA). The policy establishes the expectations for parental involvement and describes how the school will implement a number of specific parental involvement activities, and is incorporated into the schoolwide Title I / School Improvement Plan submitted to the Florida Department of Education (FDOE) as required in Section 1114(b)(2) of ESEA.

**Assurances**

Maxey Elementary School agrees to:

- ✓ 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(a)(3)(B)];
- ✓ 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)];
- ✓ 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)];
- ✓ 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)(2)(E)];
- ✓ Inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Centers (PIRC) in Florida, i.e., PIRC of Family Network on Disabilities in Florida (FND) and PIRC at University of South Florida (USF) [Section 1118(g)];
- ✓ 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

**2016-2017 School Parental Involvement Policy/Plan**  
**School: Maxey Elementary School                      LEA: West**

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, as described in Section 1111(h)(6)(A) [Section 1111(h)(6)(A)].

**Parental Involvement Mission Statement**

Maxey Elementary School is dedicated to leading our students to success with the support and involvement of our parents and community. Our mission is to foster parent involvement by promoting an effective school-home communication system and providing parents a variety of learning opportunities. We believe that through a collaborative partnership with all stakeholders, all students will succeed.

1. 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)]. 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)].

A Title 1 Program Committee which includes the principal, CRT/Title 1 Resource, parents, and a community partner is established at the beginning of the year. These members volunteer to be part of the Title 1 decision making process. Our school will review the Title 1 program, parent involvement purpose, requirements, and Title 1 budget during the Annual Title 1 meeting in September 2016. Parents, teachers, and staff are asked to offer suggestions for utilizing the Title 1 funds in writing. The School Advisory Council (SAC) is responsible for reviewing our School Improvement Plan (SIP) and encouraged to provide input on our academic goals, objectives, and action plan. They also review and give input on our Parent Involvement Plan (PIP). Involvement of parents will be documented through sign in sheets and minutes of meetings. The AdvancED survey is distributed to the parents in the spring to analyze the school climate and academic implementations to assist in the development of our plans. Results are evaluated and areas of needs are identified and addressed. Results of the survey are shared with SAC and made available to all parents. The school's website is updated with timely information and a Title 1 link is added in a separate section. A copy of the Title I Plan, including the Parent Involvement Plan, is available on the website and a condensed brochure is available in the front office.

2. 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)].

**2016-2017 School Parental Involvement Policy/Plan**  
**School: Maxey Elementary School** **LEA: West**

<b>Program</b>	<b>Coordination</b>
Head Start	Head Start provides parents with various opportunities for parents and families to visit Maxey and share in their students' academic growth.
Pre-Kindergarten	Maxey Elementary includes PreK in all communication and Title 1 events. The Pre-Kg teacher keeps parents informed of all activities and events as well.
McKinney-Vento	The school's registrar coordinates resources for families identified as homeless, such as food, clothing, school supplies, transportation, and referrals to outside agencies to assist in limiting a high mobility rate among schools.
SAI	These funds at Maxey Elementary are used to provide immediate intensive instruction for identified below level students with tutors and after school tutoring programs.
Title I	Title I funds at Maxey Elementary are used for supplemental materials that students can take home and use with their parents.
Title II	Funds from Title II at Maxey Elementary will be used to pay stipends for teachers to attend staff development training sessions related to Title I.
Title III	These funds at Maxey Elementary are used for educational services, resources, and ELL support to improve education of immigrant and ELL learners.
Parent Resource Room	Parents can pick up free brochures, pamphlets, and resources (US Dept of Ed; Hippy) to take home.

3. 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 education 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)].

<b>Activity/Task</b>	<b>Person Responsible</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Annual Parent meeting Date posted on school marquee	Principal/ Custodian	Two weeks prior before the meeting / August 2016	Number of participants (Sign in sheets); Picture of marquee
School newsletter ans/or school flyer will be sent home with date and time of Annual Title 1 Meeting	CRT	August 2016	Number of participants
Annual Parent meeting announced via Connect Ed	Principal	One week prior to meeting/ September 2016	Message count statement
Annual Parent meeting email sent to	CRT	One week prior to meeting/ September	Number of participants (Sign in sheets)

**2016-2017 School Parental Involvement Policy/Plan**  
**School: Maxey Elementary School LEA: West**

parents		2016	
Reminder Meeting Flyer will be sent home to encourage parent participation.	Principal & CRT	Week of the meeting / September 2016	Number of participants (Sign in sheets)
Prepare and Print Classroom Sign-in Sheets	CRT	Week of the meeting / September 2016	Number of participants (Sign in sheets)
Develop agenda, handouts, and materials that address required components	CRT, Academic, Reading & Math Coach, Principal	Week of the meeting / September 2016	Copies of agenda, PowerPoint Presentation, and handouts
Hold Annual Parent meeting	Principal	September 2016	Sign in sheets, agenda
Distribute information to families that were not present at meeting.	CRT	September 2016	Number of participants (Sign in sheets)
Maintain documentation	CRT/Title 1 Resource	September 2016	Title 1 collaboration site and keep hard copy.

4. 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)].

- The school will create a master calendar consisting of the following meetings which will be held in the morning and / or evening: (Title I Annual Meeting, School Advisory Council, Parent Leadership Council, Parent Teacher Association, Open House, Report Card Conference Night, Families Participate in Focus & Discussion Groups, Joint Parent and Student Training , Education Opportunities offered to Families, Curriculum Nights, FSA Night, Meet the Teacher, Parent Breakfast, PTA events, Wildcat Awards Ceremony, Teach In, School Dances, and Read Across America Day).
- The following meetings will take place during the morning: (Parent Breakfast, a few Parent trainings, Curriculum Day and Awards Ceremony). The Report Card Conference Nights are held quarterly after school and in the evening to accommodate the needs of all families. Additional parent teacher conferences may be held before or after school and during the teacher planning period as needed throughout the year.
- Parent Leadership Council, School Advisory Council, Parent Teacher Association, Open House, Families Participate in Focus & Discussion Groups, Joint Parent and Student Training Education Opportunities offered to Families, Meet the Teacher and Curriculum Night will be held in the evenings.
- The Parent Leadership Council Meetings will also be held in the morning to accommodate our Spanish speaking parents' work hours.
- The school will advertise evening or morning meetings (Flyer, Agenda, Marquee, and Connect Orange).
- The Extended Media hours will afford all parents the opportunity to review meeting notes if they don't have a computer at home.

**2016-2017 School Parental Involvement Policy/Plan**  
**School: Maxey Elementary School** **LEA: West**

5. 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)].

<b>Content and Type of Activity</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Meet the Teacher: parents will meet their child's new teacher and receive the agenda for the school year in the child's particular grade.	Principal, CRT, Academic, Reading & Math Coach, and Teachers	Parental Involvement increases student achievement	August 2016	Sign in sheets, handouts, agendas
Additions Volunteer Program	Additions Contact	Encouraging parents to come in will provide the tools needed to assist their child at home.	August 2016- June 2017	Measured by parent volunteer hours
Parent/Teacher Association	PTA President	PTA will be a part of all Family nights throughout the year, as well as, host other activities for parents and students.	Monthly Aug 2016- May 2017	Sign-in Sheets
School/Class Newsletters: The school and teachers will provide parent specific strategies for parents to use to help children with the skills being taught.	Principal, CRT, Literacy & Math Coach, and Teachers	Parental Involvement increases student achievement	Ongoing August-May 2016-2017	Copies of Newsletters
Progress Book Reports: Parents will be able to access program to monitor student's academic progress weekly and quarterly. Parents will receive (mid) progress reports and report cards at the end of each reporting period.	CRT & Classroom Teachers	Parental Involvement increases student achievement	Ongoing August-May 2016-2017	Copies of progress reports.
School/Class Newsletters: The school and teachers will provide parent specific strategies for parents to use to help children with the skills being taught.	Principal, CRT, Literacy & Math Coach, and Teachers	Parental Involvement increases student achievement	Ongoing August-May 2016-2017	Copies of Newsletters
SAC (School Advisory Council)	SAC President, principal, and SAC	Parental Involvement increases student	Sept. 2016 – May 2017 Monthly	Agenda, Sign in sheets, SAC

**2016-2017 School Parental Involvement Policy/Plan**  
**School: Maxey Elementary School**                      **LEA: West**

	committee members	achievement	Meetings	Minutes
Families Participate in Focus & Discussion Groups. Partnering with 21 <sup>st</sup> Century Community Learning Centers after school program to provide Adult Information Sessions.	Principal, Coaches	Increase parent involvement of our Spanish speaking parents	Ongoing Sept. 2016 – May 2017	Sign in sheets
Open House.	Principal, CRT, Reading & Math Coach, and Teachers	Parental Involvement increases student achievement	September 2016	Sign in sheets
Take my parent to school day: Parents will spend the day with their child to observe the demands of an ordinary school day.	Principal, CRT, Academic, Math, and Reading Coach, and Teachers	Parental Involvement increases student achievement	September 2016	Sign In Sheets
Curriculum Day: Teachers demonstrate learning strategies for all academic areas that can be replicated at home. Teachers provide information	CRT, Academic, Reading & Math Coach, and Teachers	Parental Involvement increases student achievement	October 2016	Sign in sheets
PLC	PLC President & Principal	PLC will meet four times a year to review the PLC/SIP and ensure that Maxey Elementary is meeting the needs of all ELL students and families	October 2016, December 2016, February 2017, & April 2017	Sign in sheets, PLC Minutes, and agendas
Conference Nights	CRT	Parents attend conferences with teachers to discuss their child's progress, assessments, and curriculum.	Oct 2016, Jan 2017, & April 2017	Sign –in Sheets, parent conference logs
TEACH IN	Teach In Coordinator	Supporting school functions builds a sense of belonging and allows the students to learn about careers.	November 2016	Sign in sheets, pictures
Curriculum Night: Teachers demonstrate learning strategies for all academic areas that can be replicated at home. Teachers provide information	CRT, Reading & Math Coach, and Teachers	Parental Involvement increases student achievement	January 2017	Sign in sheets
Parent Breakfast	Principal, CRT, Academic, Math, Reading Coach, and select teachers	Parents will attend a morning breakfast the Principal and receive information about educational topics as well as, educational activities to support their at home children.	February 2017	Sign –in Sheets

**2016-2017 School Parental Involvement Policy/Plan**  
**School: Maxey Elementary School** **LEA: West**

FSA Night: Focus on third, fourth, and fifth grade testing information, promotion and retention policy.	CRT, Reading & Math Coaches, and Teachers	Parental Involvement increases student achievement	March 2017	Agenda, Sign in sheets
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6. Describe the training 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)].

<b>Content and Type of Activity</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Implementation and coordination of parental involvement program; Addition School Volunteer Staff Orientation	Addition School Volunteer Coordinator	Learn strategies for building parent school connections.	August 2016	Agenda and Sign in sheet
Teachers will be given information / resources to learn why it is important to involve parents in the school	Additions Coordinator	Increased parent participation, communication, and knowledge.	August 2016-May 2017 (meeting; ongoing)	Increased Parental Participation
Effectice Conferences Training on communicating and working with parents	Principal/ Resource Teachers	Improve the ability of the teachers to effectively work with parents and provide assistance for their child to increase student success in school.	September 2016	Conference Night sign in sheets and conference logs
Discipline Team – Parent Communication	Admin Team	Increase staff knowledge on how to communicate with parents regarding student behavior.	Sept, Nov 2016 & Feb, Apr 2017	Decreased discipline reports / referrals
Teachers will be given information / resources to learn why it is important to involve parents in the school	Additions Coordinator	Increased parent participation, communication, and knowledge.	August 2016-May 2017 (meeting; ongoing)	Increased Parental Participation
Communicating and working with parent; Conferencing	Administration	To increase effectiveness of parent teacher conferences by making parents more knowledgeable of the expectation and achievement of their children.	October 2016, January 2017, & April 2017	Agenda and Sign in sheet
Vertical Team meetings	Resource Teachers/ Classroom Teachers	Discuss ways to communicate with parents, plan, and coordinate activities that will provide parents with ways to assist their child at home and increase attendance & student achievement.	January 2017	Sign-in sheets and agendas

**2016-2017 School Parental Involvement Policy/Plan**  
**School: Maxey Elementary School LEA: West**

The Importance of Parental Involvement / Parent Module 1	CRT/Title 1 Contact	Increased parent participation, communication, and knowledge	August 2016-May 2017	Completed Exit Slips, PD sign in sheets, and copies of school to home activities
Building Ties Between Home and School / Parent Module 2	CRT/Title 1 Contact	Increased parent participation, communication, and knowledge	August 2016-May 2017	Completed Exit Slips, PD sign in sheets, and copies of school to home activities
Implementation and Coordination of Parent Involvement Programs / Parent Module 3	CRT/Title 1 Contact	Increased parent participation, communication, and knowledge	August 2016-May 2017	Completed Exit Slips, PD sign in sheets, and copies of school to home activities
Communicating and Working with Parents / Parent Module 4	CRT/Title 1 Contact	Increased parent participation, communication, and knowledge.	August 2016-May 2017	Completed Exit Slips, PD sign in sheets, and copies of school to home activities

7. 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 child [Section 1118 (e)(4)].

Our Parent Resource area has information for parents regarding testing, reading, and parenting tips, medical aid, food stamps, and financial aid. Brochures are also, furnished by the district's Title I Resource program. We provide information to the parents during morning and evening meetings such as (Parent Breakfast, and all evening meetings). We recommend and promote the Orange County Public Schools (OCPS) Parent Academy online and through school flyers to enhance parental involvement and student achievement. Academy classes will be offered in schools, libraries, community centers and faith-based institutions. The Parent Academy will focus on three primary tracks: Student Achievement, Parenting and Advocacy, and Personal and Individual Growth.

8. 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 also submit the parents' comments on the plan that will be available to the local education agency [Section 1118(c)(5)].

The Title I Annual Meeting will be held in September 2016 in conjunction with Open House. The meeting consists of an overview of the Title I program components including Student Compact, Title



**2016-2017 School Parental Involvement Policy/Plan**  
**School: Maxey Elementary School LEA: West**

I resources, Parent Involvement Policy, and Parental Involvement activities. Parents are encouraged to become Additions Volunteers, as well as be full participants in the PTA, PLC, and SAC committees. Parents visit classrooms to learn about specific grade level curriculum, instruction, assessments, grade level expectations, and strategies to implement at home. Each classroom will have a sign in sheet as documentation. Materials will be sent to parents not attending the school event. Teachers will maintain sign-in sheets and provide a copy to the CRT who will also maintain records. There will also be morning and evening meetings that entail information about the curriculum, assessments, and parental involvement opportunities. Parents will be provided with their child's progress by means of mid-quin progress reports, weekly progress reports from Progress Book, and Report Card Conference Nights. Parents will also be given access to Progress Book to check status on their children's academics. A student planner has been purchased for each child to record homework and for written two way communication between parents and teachers. A monthly newsletter will be sent home to share upcoming events. Email will be utilized as an additional communication option between school, teachers, and parents. Maxey Elementary remains in compliance with all timelines and deadlines per the district and state. Any information from Title 1 regarding Parental Involvement is disseminated expeditiously. Additionally, all information is disseminated in English and Spanish. We also send Connect Orange messages which reach parents via telephone.

9. 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)].

Maxey Elementary provides bilingual services at meetings, parent teacher conferences to assist parents of English Language Learners. We have an ELL paraprofessional on staff and several staff members to assist in translating school information as needed. A condensed version of the PIP will be summarized into a brochure that will be printed in English and Spanish and provided to parents. The brochure will outline the major components of the policy and will offer a hard copy upon request. In addition, hard copies will be available in the front office and parent resource room. Written communication will be provided in both English and Spanish. Translators will be available at all parent meetings and in school office. Also, American Sign Language translation services will be available at Maxey Elementary for parent conferences, and when needed. Maxey Elementary is also wheel chair accessible. The registrar at Maxey Elementary keeps current up to date records of all students and parents. Information is sent home multiple ways, such as bilingual flyers, and bilingual Connect Orange Messages. All activities are arranged so all parents can be active participants.

**Discretionary School Level Parental Involvement Policy Components**

☐ Check here if the school does not plan to implement the discretionary activities.

Check all activities the school plans to implement:

- ✓ Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];

**2016-2017 School Parental Involvement Policy/Plan**  
**School: Maxey Elementary School** **LEA: West**

- ✓ Providing necessary literacy training for parents from Title I, Part A funds, if the school has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)];
- ✓ Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions [Section 1118(e)(8)];
- ✓ Training parents to enhance the involvement of other parents [Section 1118(e)(9)] ;
- ✓ 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)];
- ✓ Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and
- ✓ Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].

10. Describe how each discretionary activity checked above will be implemented.

<b>Activity</b>	<b>Description of Implementation Strategy</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>
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)]	Curriculum Night: Teachers demonstrate learning strategies for reading, math, writing and science skills that can be replicated at home. Parents and students participate in a family curriculum night that includes hands-on interactive centers. Teachers will provide information on the specific skills students need. Also, adult ESOL classes offered.	Leadership Team, Teachers & West Side Tech	Intense Focus on Student Achievement in Reading; Building Capacity so parents can help their children.	August 2016 - May 2017
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	Parent meetings/activities are held before, during, and after school and on a variety of dates. Additionally, parents will be called by teachers to receive information, and some educators will do an in-home conference, when needed.  Conference Nights	Leadership Team and Teachers	Student achievement is increased with parental involvement.	August 2016 - May 2017

**2016-2017 School Parental Involvement Policy/Plan**  
**School: Maxey Elementary School** **LEA: West**

other educators, who work directly with participating children, with parents who are unable to attend those conferences at school Section 1118(e)(6) ; Section 1118(e)(10)				
Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(6)] Section 1189e(13)]	Work with area churches and businesses to recruit mentors for students	Principal, Leadership Team, PIE Representative	Improving student achievement with Community Involvement	August 2016 - May 2017
Adopt and implement model approaches to improve parental involvement. Training parents to enhance the involvement of other parents [Section 1118(e)(11)]	Curriculum Nights	Admin Team, & Instructional Staff	Provide parents with the tools needed to work with their child at home.	August 2016 - May 2017
Training parents to enhance the involvement of other parents [1118(e)(9)]	PTA – Promotion of Activities that are coordinated by PTA	Admin / PTA President	Intense Focus on Student Achievement and Sustained Community Engagement	August 2016 – May 2017

**School-Parent Compact:**

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 school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

**2016-2017 School Parental Involvement Policy/Plan**  
**School: Maxey Elementary School LEA: West**

Provide a copy of the School-Parent Compact and evidence of parent input in the development of the compact.

## Adoption

The parental involvement policy/plan has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by SAC meeting minutes/agenda held on May 19, 2016.].

This policy/plan was adopted by the school on mm/dd/yy and will be in effect for the period of mm/dd/yy. The school will distribute this policy to all parents of participating Title I, Part A children on or before mm/dd/yy.

(Signature of Authorized Representative)

(Date)

Provide evidence that this policy/plan has been developed with the input from parents and based on the review of the 2015-16 PIP.

## Review of 2015-2016 School Parental Involvement Policy/Plan

1. Provide a summary of activities provided during the 2015-2016 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.

Content and Type of Activity	Number of Activities	Number of Participants	Correlation to Student Achievement
Meet the Teacher	1	218	Increased parent participation, communication, and knowledge
Open House/Title I Meeting	1	73	Increased parent participation, communication, and knowledge
PLC	4	20	PLC will meet four times a year to review the PLC/SIP and ensure that Maxey Elementary is meeting the needs of all ELL students and families
Conference Nights	3	317	Increased parent participation, communication, and knowledge
Muffins For Moms	1	19	Moms will attend a morning breakfast with muffins with the Principal and receive educational activities to work with their children.
Donuts for Dads	1	6	Dads will attend a morning breakfast with donuts & juice with the Principal and receive educational activities to work with their children.
SAC (School Advisory Council)	8	266	Increased parent participation, communication, and knowledge
3 "R" and Science Night:	1	10	Parents are able to support their child with academics,
FSA Night	1	16	

2. Provide a summary of the professional development activities provided by the school during the 2015-2016 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)].

Content and Type of Activity	Number of Activities	Number of Participants	Correlation to Student Achievement
Presentation of Parental Involvement Plan during Pre-Planning	1	24	Set goals of parental involvement with faculty. Improved the ability of staff members to work effectively with parents and made teachers aware of Parent Activities that were planned for the year.
Parent Involvement Module 1: Importance of Parental Involvement	1	24	Describe the importance of Parental Involvement

## Review of 2015-2016 School Parental Involvement Policy/Plan

Parent Involvement Module 2: Building Ties between Home and School	1	24	Set goals for ties between nhome and school
Parent Involvement Module 3: Implementation and Coordination of Parental Involvement Programs	1	24	Describe Parental Involvement programs
Parent Involvement Module 4: Communicating and Working with Parents	1	24	Set goals for communicating with parents
Vertical Team meetings to plan Monthly Family Nights and discuss ways to communicate with parents.	1	24	Increased effectiveness of Monthly Family Nights that provided parents with assistance to work with their child at home
PreConference Night Training on communicating and working with parents	1	24	Increased efficiency of parent teacher conferences by making teachers effective in communicating with parents.

3. Describe the barriers that hindered participation by parents during the 2015-2016 school year in parental involvement activities. Include the steps the school will take to during the 2016-2017 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>Barrier (Including the Specific Subgroup)</b>	<b>Steps the School will Take to Overcome</b>
Limited English Proficiency (Spanish) (Subgroup: ELL)	Provide bilingual services at meetings and conferences. Translate forms in home language (Spanish). Provide English classes for Spanish speaking parents.
Lack of computers to access school information	Advertise meetings using flyers, student planners, marquee, and automated phone system.
Limited understanding of how to help students at home (Subgroup: ELL, SWD, African Americans, Hispanics)	Provide Family Workshops; provide Family Nights in content areas; and Encourage open communication between families and staff.

# Review Rubric for 2015-2016 School Parental Involvement Policy/Plan

School Name: \_\_\_\_\_

Reviewer: \_\_\_\_\_ Review Date: \_\_\_\_\_

Policy/Plan Components	YES	NO
<b>2015-2016 Plan Review</b>		
Was evidence adequate to demonstrate that the PIP was developed jointly with and agreed upon by parents of children participating in Title I programs?		
Is the PIP written in an understandable format and provided in a language parents can understand?		
Were revisions/updates to the plan made based upon the review of the 2015-2016 plan? Did the school address the barriers identified in the review?		
<b>LEA Policy Mission Statement</b>		
Mission statements are written concisely, free of jargon, and parent-friendly and inspire stakeholders to be involved and supportive of the program. Strong mission statements include: <ul style="list-style-type: none"> <li>• Explanation of the purpose of the parental involvement program;</li> <li>• Description of what will be done; and</li> <li>• Description of the beliefs or values of the LEA.</li> </ul>		
<b>1. 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)]. 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)].</b>		
Strong responses include: <ul style="list-style-type: none"> <li>• Identification of the group responsible for the planning, review, and improvement of the Title I program;</li> <li>• Description of the procedures selecting members of the group;</li> <li>• Explanation of how input from parents will be documented; and</li> <li>• Description of the process for schools to involve parents in the development of the required plans; and</li> <li>• Includes 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)].</li> </ul>		
<b>2. 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)].</b>		
Strong responses include: <ul style="list-style-type: none"> <li>• Identification of the specific federal program; and</li> <li>• Description of how the programs were coordinated.</li> </ul>		

## Review Rubric for 2015-2016 School Parental Involvement Policy/Plan

<b>3. 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 education 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)]</b>		
Strong responses include: <ul style="list-style-type: none"> <li>• Identification of specific activities or tasks;</li> <li>• Identification of the person(s) responsible for completing the task;</li> <li>• Reasonable and realistic timelines; and</li> <li>• Description of the evidence the school will use to demonstrate the effectiveness and/or completion of the activity/task.</li> </ul>		
<b>4. 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)].</b>		
Strong responses include: <ul style="list-style-type: none"> <li>• Description of the process the school will use to ensure that workshops/meetings are offered at a flexible times; and</li> <li>• Specific examples of the flexible schedule offered to parents.</li> </ul>		
<b>5. Describe how the school will implement activities which 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 children to improve their children'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)].</b>		
Strong responses include: <ul style="list-style-type: none"> <li>• Content and type of activity including the following:               <ul style="list-style-type: none"> <li>• The state's academic content standards and State student academic achievement standards,</li> <li>• State and local academic assessments including alternative assessments,</li> <li>• Parental involvement requirements of Section 1118, and</li> <li>• How to monitor their child's progress and work with educators to improve the achievement of their child.</li> </ul> </li> <li>• Identification of person(s) responsible;</li> <li>• Reasonable and realistic proposed timelines;</li> <li>• Correlation to student academic achievement; and</li> <li>• Description of the evidence the school will use to demonstrate the effectiveness and/or completion of the activity/task.</li> </ul>		



## Review Rubric for 2015-2016 School Parental Involvement Policy/Plan

<b>6. Describe the training for staff 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)].</b>		
<p>Strong responses include:</p> <ul style="list-style-type: none"> <li>• Content and type of activity including the following: <ul style="list-style-type: none"> <li>○ Value of parental involvement,</li> <li>○ Communicating and working with parents,</li> <li>○ Implementation and coordination of parental involvement program,</li> <li>○ Building ties between home and school, and</li> <li>○ Cultural sensitivity;</li> </ul> </li> <li>• Specific correlation to student achievement;</li> <li>• Reasonable and realistic timelines; and</li> <li>• Description of the evidence the school will use to demonstrate the effectiveness and/or completion of the activity/task.</li> </ul>		
<b>7. 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)].</b>		
<p>Strong responses include:</p> <ul style="list-style-type: none"> <li>• Identification of the type of activity;</li> <li>• Specific steps necessary to implement this activity;</li> <li>• Person(s) responsible;</li> <li>• Timeline; and</li> <li>• Description of the evidence the school will use to demonstrate the effectiveness and/or completion of the activity/task.</li> </ul>		
<b>8. Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:</b> <ul style="list-style-type: none"> <li>• Timely information about the Title I programs [Section 1118(c)(4)(A)];</li> <li>• 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)]; and</li> <li>• 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)].</li> </ul> <p><b>Note: If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will also submit the parents' comments on the plan that will be available to the local education agency [Section 1118(c)(5)].</b></p>		
<p>Strong responses include:</p> <ul style="list-style-type: none"> <li>• Process for providing information to parents;</li> <li>• Dissemination methods;</li> <li>• Reasonable and realistic timelines for specific parent notifications; and</li> <li>• Description of how the school will monitor that the information was provided.</li> </ul>		

## Review Rubric for 2015-2016 School Parental Involvement Policy/Plan

<b>9. 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 LEA 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)].</b>		
<p>Strong responses include:</p> <ul style="list-style-type: none"> <li>• Process for translating information into a parent's native language;</li> <li>• Description of how the school will ensure that parents with disabilities have access to parental involvement activities and/or services;</li> <li>• Description of how the school will ensure that information is available to parents considering the fluctuating student populations;</li> <li>• Specific languages that information will be routinely provided; and</li> <li>• Process the school will use to monitor the dissemination of information to parents.</li> </ul>		
<b>10. Describe how each discretionary activity checked will be implemented.</b>		
<p><b>Strong Responses Include:</b></p> <ul style="list-style-type: none"> <li>• Content and type of activity including the following: <ul style="list-style-type: none"> <li>○ Involve parents in the development of staff training,</li> <li>○ Provide literacy training,</li> <li>○ Pay reasonable and necessary expenses to conduct parental involvement activities,</li> <li>○ Train parents to help other parents,</li> <li>○ Maximizing parent participation,</li> <li>○ Adopt and implement model parental involvement programs, or</li> <li>○ Develop roles for community organizations and/or businesses in parental involvement activities;</li> </ul> </li> <li>• Description of the implementation strategy;</li> <li>• Identification of person(s) responsible;</li> <li>• Correlation to student academic achievement; and</li> <li>• Reasonable and realistic timelines.</li> </ul>		
<b>School-Parent Compact</b>		
<p><b>School-Parent Compact must include the following components:</b></p> <ul style="list-style-type: none"> <li>• Description of the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State's student academic achievement standards;</li> <li>• Identification of ways parents will be responsible for supporting their children's learning (for example, monitoring attendance, homework completion, or television watching; volunteering in their child's classroom; and participating as appropriate in decisions relating to the education of their children and positive use of extracurricular time); and</li> <li>• Highlight the importance of communication between teachers and</li> </ul>		

## Review Rubric for 2015-2016 School Parental Involvement Policy/Plan

<p>parents on an ongoing basis through, at a minimum—</p> <ul style="list-style-type: none"> <li>○ Parent-teacher conferences in elementary schools, at least annually, during which the compact will be discussed as it relates to the individual child's achievement;</li> <li>○ Frequent reports to parents on their child's progress; and</li> <li>○ Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and</li> </ul> <ul style="list-style-type: none"> <li>• Evidence that parents were involved in the development/revisions to the compact [Section 1118(d), ESEA].</li> </ul>		
<b>Review of the 2015-2016 Policy/Plan</b>		
Did the school include a copy of the review of the 2015-2016 policy/plan?		
<p>Did the review include all required components?</p> <ul style="list-style-type: none"> <li>• A summary of the results of the activities conducted for parents;</li> <li>• A summary of the staff training activities;</li> <li>• Identification of barrier which hindered participation by parents in parental involvement activities (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); and</li> <li>• Description of how the school will use the information gathered from the review to design strategies for more effective parental involvement policies.</li> </ul>		

**Additional Comments or Concerns:**

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