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

I, Kristina M. Alvarez , 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:** To increase student achievement, a cooperative partnership between school and families will be established. Partnership opportunities will be provided in an organized and ongoing manner, thus making students successful and responsible citizens. |

**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:** The SAC is comprised of members of the school, community, and families, with a majority of members being parents/non-employees. Voting members are aligned with the school ethnic report and are elected by the stakeholder group he or she represent. All parents are invited to attend the monthly SAC meetings in order to obtain additional recommendations for the committee. Parent suggestions will be documented in the SAC minutes. All SAC meetings are guided by an agenda and minutes are recorded and placed as documentation in online T.A.S.K. box and a copy is in the T.A.S.K. box housed at the school. Budgeted items are discussed during SAC meetings and all funding items are voted on by its members and funding items must be passed by a 2/3 majority. This includes the development of parent workshops to assist parents in helping their child with core curriculum subjects. In addition, the SAC team will make suggestions on how to implement PI funds for providing support materials for suggested activities. Delivery and participation in the selected activities will be monitored by the SAC team throughout the school year. Also, the SAC team will specifically examine the results of the School Climate Perception Survey for Parents. Documentation will be maintained in the SAC minutes. |

**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 | English Language Learners (ELL) | The ELL staff will hold two annual Parent Leadership Council(PLC) meetings to inform ELL parents about the programs offered through the district as well as events and services in the community. Information on how to receive translation services and school procedures is also presented. The ELL resource teacher will serve on the school's parent involvement committee. |
| 2 | EELP Workshop | The EELP program will hold an informational meeting on learning activities for parents to help their children at home. Included are literacy activities to promote academic achievement and activities to help students become independent learners. |

**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 powerpoint presentation that address Title l requirements  | Principal, Leadership Team, Title l Liaison, Parent Involvement team | September/October 2016 | Sign-In sheets, copies of Title l presentation, agenda |
| 2 | Create and distribute invitations and develop sign-in sheets | Principal, Title l Liaison, Parent Involvement team, Newsletter Committee Liaison | September/October 2016 | Flyers, newsletter, Parent Link with date of dissemination |
| 3 | Distribute Title l brochure and District Policy brochures to parents | Title l Liaison, teachers | October 2016 | Copies of comment portion of District PIP that are returned to school and to District PI office |
| 4 | Maintain Documentation | Principal/Title l Liaison | September 2016-May 2017 | Title l documentation box (TASK) housed in Title l liaison's room, as well as online, for monitoring purposes. |

**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:** After reviewing Parent survey results, the Leadership Team, SAC, Title l Contact, and PTA Board have made provisions for alternative meeting schedules for planned activities. Flexible scheduled meetings are and will continue to be held at various times and days. A bilingual interpreter will be available at all meetings. In addition, our Parent Resource Room, Dual Language Resource Room, Guidance and ELL departments, and Media Center are open every day during school hours for parents to check out materials. Staff, including Resource Specialists and ELL paras are available during Family and Conference Nights to assist parents and our Social Worker is available to conduct home visits as needed.August: Open House/Curriculum and Expectations 3:30-5:30 p.m.Dual Language Orientation 6:00 p.m.-7:00 p.m. Community PTSA 7:00-8:00 p.m.SAC meetings 3:00 p.m. on the last Wednesday of each month September: Kindergarten Family Curriculum Night/Community PTSA 6:00-7:00 p.m. Title l Annual Meeting 8:00 a.m.SAC Meeting 3:00 on the last Wednesday of each month Fall PAC Meeting 8:00 a.m. October: Conference Night/Assessments and Curriculum Review 3:30-8:30 p.m. 5th Grade Curriculum Family Night/Community PTSA 6:00-7:00 p.m.November: 4th Grade Family Curriculum Night/Community PTSA 6:00-7:00 p.m.January: Third Grade Family Curriculum Night/Community PTSA 6:00-7:00 p.m.February: First Grade Family Curriculum Night/Community PTSA 6:00-7:00 p.m.Spring PAC Meeting 8:30 a.m.March: Second Grade Curriculum Family Night/Community PTSA 6:00 p.m.-7:00 p.m.Conference Night/Assessments and Curriculum Review 3:30-8:30 p.m. |

**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 | Open House/Curriculum Expectations-each teacher provides expectations of student achievement, goals, and activities parents can use at home  | Administration and Faculty and staff  | Provide information to parents on expectations and the Florida Standards and how parents can help their children, | August 2016 | Parent Input; Forms/Surveys/Sign-In sheets |
| 2 | Conference Nights will be held to reinforce the parent-teacher-student assessment partnership that will result in an increase in student achievement | Classroom teachers and Resource Teachers | Provide information to parents on their child's current level and develop a goal to reach their goals inorder to make academic gains.  | October 2016 and March 2017 | District/State assessment scores/Sign-In sheets |
| 3 | Monthly Family Nights. will be conducted. Teachers demonstrate specific skills and strategies that support the Florida Standards and provide information on how and when students will be assessed, and how parents can help. | Classroom teachers, Resource teachers, Parent Involvement Committee | Provide information to parents on expectations and how parents can help their children at home. | September 2016 through March 2017 | District/State assessment scores/Sign-In sheets |
| 4 | Dual Language Orientation-each teacher provides expectations of student achievement, goals, and activities parents can use at home | Dual Language Teachers | Provide information to parents on expectations and how parents can help their children at home. | September 2016 | Parent Input/Forms/Surveys/Sign-In sheets |
| 5 | Quarterly Academic Award Ceremonies | Classroom Teacher, Guidance Counselor, Administration | Provide information to parents on child's current academic level. | Quarterly through the 2016-2017 school year | Sign-In sheets and surveys |

**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 | PLC's will be conducted to improve the ability of staff to work effectively with parents | Grade level teams, Resource teachers, and Administration | Improve the ability of staff to work effectively with parents to increase academic achievement. | August 2016- May 2017 | PLC notes, surveys, sign-in sheets |
| 2 | MAFS Updates, including sharing infomation on parent letters that go home for parents to help support their child's education | Administration, Math Resource Specialist,  | Provide information to parents  | Fall 2016-Spring 2017 | Gains in FSA scores |
| 3 | LAFS Updates, including how to inform parents on the use of IStation at home | Administration, Reading Coach, ELA Resource Specialists | Provide information to parents | Fall 2016-Spring 2017 | Gains in FSA scores |

**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:** Our school houses a Parent Resource Center in the guidance suite of the school. The resource center has current information about community and educational resources for parents. The Parent/Family Resource Handbook provided by the district is also housed in this center. Parents may access the resource center throughout the school hours. Documentation of parent use will be in the form of sign-in sheets that are located in the various locations that house the parent resources. The Title l liaison will keep record of the sign-in sheets and keep them on file in the TASK box after they have been evaluated for effectiveness. This process is in effect from August through May of the current school year. In addition, the Dual Language Resource Center is located in the school's Media Center. The resource center maintains books, books with tapes, and academic resources for parents to use at home with their children and also has sign-out sheets for parents to check out materials. The Dual Language teachers are responsible for this center. This center is open from August through May. The seating area of the front office displays parenting magazines in both English and Spanish and also in the office is the Parent Information Handbook for accessibility. |

**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:** Parent mail-outs and Parent Link messages (in English and Spanish) providing general information about the start of the school year are sent to parents one month prior to the school year. In addition, all handouts and general information are on the school website. Included in the mail-out and online is information on Open House which is held prior to the start of the school year. Parents visiting classrooms are given information by the teachers regarding school wide programs, curriculum, classroom procedures, assessments being utilized, how to access Edsby using a password, and how to support their child at home. In addition, business partners donate backpacks filled with school supplies for distribution to our students. On the first day of school, students take home an Opening Day packet (in English and Spanish) which include volunteer forms, school procedures, information on student handbooks online, district Parent Guides and detailed information regarding our Title l school. Florida Standards are explained to parents(in English and Spanish) during Family Curriculum Nights which is our school's mode of providing curriculum information to parents. Conference nights are also utilized to keep parents informed on current curriculum and assessments. ELL staff is present for translating purposes. Personal invitations are sent to parents via phone calls (Parent Link), school website.flyers, monthly calendars, and newsletters, and the school marquee. Parents are always offered opportunities to participate in school activities. Parent surveys will be issued to give feedback on how we are working as a Family Friendly School.Information is provided to parents in the following ways:(In English and Spanish)Monthly calendars and Home School Connection and monthly newslettersSchool Web page: updated with information and upcoming eventsParent Involvement, SAC, PTA monthly meetingsDistrict online mode of communication, PeachjarFlyers: sent one week prior to an event and a reminder flyer sent home the day before scheduled eventMarquee: updated as needed to advertise school related events or newsParent Link: sent several days prior to event and a reminder call sent out the evening before the eventThe school will monitor the information that was provided to parents through surveys, attendance records, and documentation of parent notification included in the Title l T.A.S.K. box housed at school as well as in the T.A.S.K. Box online. |

**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:** All flyers, school letters, and Parent Links, as well as district forms and publications are sent home and posted on the school's website in both English and Spanish. ELL translators are available during conference nights, family nights, and all meetings as needed. If requested, translators are available on school-site to translate newsletters and all written communications. Individual I.E.P. meetings are scheduled throughout the school year to address student needs. Newsletters are sent home with information from administration, guidance counselor, each grade level, specials area, and resource area teachers. Also, for parents and families with disabilities, our school has handicapped accessible restrooms as well as universal restrooms for students and families. In addition there are handicapped parking spaces available in all of our visitor parking lots. The dissemination of information to parents will be monitored through sign-in sheets, parent surveys, Parent Link documentation, and by the school's SAC committee. |

**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:

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| **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)]; | Family Nights; Parent activities will be offered at various times and days, Parent-Teacher Conferences | Teachers, Title l Liaison, Administration, School Social Worker, Business Partners | Provide information to parents on expectations and how parents can help their children | August 2016-May 2017 |
| 2 | Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and | Home Visits- Parents will be involved in their child’s education through the school social worker as liaison between home and school | Social Worker, Teachers | Provide information to parents on expectations and how parents can help their children at home | August 2016-May 2017 |

**Upload Evidence of Input from Parents**

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

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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.

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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.

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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.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Open House/Curriculum and Expectations | 1 | 472 | Provide information to parents on curriculum expectations and how parents can help their children. |
| 2 | Title l Annual Meeting | 1 | 28 | Provide information to parents on how services provided increase student achievement. |
| 3 | ELL Language Learners Parent Leadership Council Meeting | 2 | 58 | Provide information to parents on how services provided increase student achievement. |
| 4 | Conference Nights | 2 | 859 | Provide information to parents on their children's current level and develop a plan to reach academic goals. |
| 5 | Dual Language Open House | 1 | 28 | To provide information to parents on the Dual Language Program's expectations and how parents can help their children to increase achievement. |
| 6 | SAC | 10 | 120 | To increase student achievement. |
| 7 | Monthly Family Curriculum Nights | 6 | 122 | Provide information to parents on the implementation of CCSS and how parents can help their children increase achievement. |
| 8 | Dual Language Hispanic Heritage Celebration | 1 | 82 | Provide parents with information on children's achievement in the Dual Language Program |

**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 | PLC's conducted to improve the staff's ability to work effectively with parents | 8 | 182 | Improve the ability of staff to work effectively with parents to increase academic achievement. |
| 2 | School City/SAMS Training | 1 | 47 | Provide assessment information to teaching staff to share with parens to increase student achievement. |

**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 | The majority of our parents/families are Hispanic and speak little or no English | Translators will be present for all school related activities. All communications will be provided in English and Spanish (notes, flyers, Parent Link,...) |

**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** |