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

I, Chiquita Maxwell , do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

## Assurances

* The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
* Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
* Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)];
* Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
* Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school’s parental involvement policy [Section 1118(a)(E)];
* If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
* Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
* Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
* Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].

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| **Signature of Principal or Designee**  | Date Signed |

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **Response:** The faculty and staff at Ortega Elementary School are committed to meeting the needs of its students by encouraging parental involvement in a variety of ways that serve the academic, social and emotional needs of all of our students. |

**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:** Ms. Rivers,the principal,held a meeting with the PTA board as well as other parents on August 12,2016 at 10:30 am. The principal and faculty members met with parents and allowed them an opportunity to provide feedback from last year's plan and suggestions for the upcoming school year. Once the plan is approved the principal will then make the plan available for any parent to view and make suggestions for improvement. Surveys will be provided at every parent activity to receive feedback and suggestions for future activities. Parents will be reminded that our Parental Involvement Plan is a fluid document and can be updated upon request of a meeting. Parents will have the opportunity to participate in the Year End Evaluation of the Parent Involvement Plan. |

**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 | Parent Academic Nights | Teachers present information to the parents on expectations and provide ways to assist their students at home. |
| 2 | Exceptional Education Awareness Forum | ESE teachers and school guidance counselor will present information to parents on how to better understand IEPs and the process involved. |

**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 | Invites will be sent via flyers& marquee | Principal & Asst. Principal | August 4, 2016 | Parent Participation |
| 2 | Sign in sheets will be made available | Principal & Asst. Principal | August 12, 2016 | Parent Participation |
| 3 | Presentation made by principal | Principal & Asst. Principal | August 12, 2016 | Parent Participation, PTA, SAC,  |

**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:** Ortega Elementary will offer a variety of day and evening sessions at most events allowing parents, working and non, an opportunity to participate in the events. We will also provide child care to parents during our events allowing parents to remain focused on the information being provided. |

**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 | Annual Title I Meeting | Administration | Parents can continue to provide suggestions for desired involvement opportunities | August 2016 | Survey, increase in attendance to parent activities |
| 2 | Exceptional Student Education Awareness Forum | ESE Teachers, School Counselor | Student achievement will increase due to parents' familiarity with the purpose of an IEP and what it entails  | February 2017 | Surveys, more parental participation during IEP meetings |
| 3 | Museum Exhibit Night | Faculty and staff | Correlating Museum studies with Science will increase achievement in Science and foster the arts | December 2016 | Surveys, Surveys, Science Fair Projects, increase in scores on Science Assessment |
| 4 | Parent Academic Core Night | Teachers, Reading Coach | Student achievement will increase due to parents' familiarity with the new curriculum  | September 2016 | Surveys, Artifacts |
| 5 | 5th Grade Science Fair Hits  | Science Teachers, Administration | To increase parental involvement and awareness of Science curriculum and district initiatives  | November 2016 | Surveys, Science Fair Projects, increase in scores on Science Assessment |
| 6 | Dudes do Read | Reading Coach | Dads will learn effective reading strategies to do during Spring Break. This activity will also increase parent participation in their child's learning while at home and support student achievement | March 2017 | Surveys |
| 7 | Museum Exhibit Night | Faculty and Staff | Correlating Museum studies with Science will increase achievement in Science and foster the arts | May 2017 | Surveys, Science Fair Projects, increase in scores on Science Assessment |
| 8 | Career Fair | Reading Coach/School Counselor | Student achievement will increase due to parents' familiarity with the process of researching and initiating conversations with their children to promote the creation of a career plan. This activity will show parents how to support students success in reading and career readiness.  | October 2016 | Surveys,  |
| 9 | Parent Data Chat Morning/Night | Teachers/School Counselor | Increase parent awareness and knowledge of the academic standards and strategies for each subject. Parent participation will increase at home and school which will support student achievement in Reading, Math, Writing and Science Proficiency | January 2017 | Surveys, Informal/formal assessments |

**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 | OneView Training- Technology used to communicate with parents | Team Lead Teacher | Building a partnership with parents increases communication | September 2016 | Parent participation at various events |
| 2 | Using data to drive parent conferences | Team Lead Teacher/School Counselor | Parent will have a clear understanding of where their students are performing and how they are being assessed. With the parent/teacher partnership, student achievement will increase. | October 2016 | Increase achievement on FSA |

**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:** Ortega Elementary has a Title 1 Parent Resource Center located in the Media Center. This room contains a computer, printer and materials for parents to check out and use with their children for home learning. |

**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:** \*Timely information about the Title 1 programs will be shared via the School Messenger system. This format will ensure the message is provided in the family's preferred language. Also, Ortega's website, marquee and a monthly newsletter will be used to advertise the activities. \* Open House, ongoing parent conferences, mid-term progress reports, Progress Monitoring Plans, and quarterly report cards will be opportunities to provide parents with an explanation of the curriculum, forms of academic assessment used and the proficiency levels students are expected to meet.\*Realizing parent input is vital to the formulation of the school's Parent Involvement Plan, we will provide surveys for continuous feedback. Various workshops have been scheduled; however, we will use surveys to alter the schedule if the feedback suggests experiences that will increase home learning. Evaluations and surveys will be used to determine the effectiveness of the programs offered by the school. The Parent Involvement Plan will be posted on the school's website, will be available in the main office and the parent resource room. |

**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:** Parents will be invited via the School Messenger system which translates the information in their preferred language. Also, monthly newsletters, flyers and info on the marquee will be avenues the school will use to provide opportunities for participation in parental involvement activities. |

**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)]; | Teachers and administrators will visit the apartment complex where many of our at-risk students reside and provide training as well as hold parent conferences | Administrators/Teachers | Increased parental involvement with home learning activities  | annually |

**Upload Evidence of Input from Parents**

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

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| [Uploaded Document](file:///C%3A%5CUsers%5Csmithn5%5CDownloads%5CfileUploads%5C160161_2016-2017_uploadEvidenceParentInput.pdf) |

**Upload Parent-School Compact**

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload an electronic version of the Parent-School Compact.

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| [Uploaded Document](file:///C%3A%5CUsers%5Csmithn5%5CDownloads%5CfileUploads%5C160161_2016-2017_uploadCompact.pdf) |

**Upload Evidence of Parent Involvement in Development of Parent-School Compact**

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

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

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| [Uploaded Document](file:///C%3A%5CUsers%5Csmithn5%5CDownloads%5CfileUploads%5C160161_2016-2017_uploadCompactEvidence.pdf) |

## 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 | Community Reach-Out at Courtney Manor Apartments | 1 | 15 | Sharing the Code of Conduct expectations and surveying parents for desired Parent Night topics will ensure that parents are partners with the staff to ensure success from the beginning of the school year |
| 2 | Do Dads Breakfast | 2 | 16 | Students will understand that receiving an education is important for all |
| 3 | Annual Title I Meeting/Open House | 1 | 50 | Parents can continue to provide suggestions for desired involvement opportunities |
| 4 | 3rd-5th Grade Spotlight the Curriculum Night | 1 | 23 | Student achievement will increase due to parents' familiarity with the new curriculum |
| 5 | Exceptional Student Education Awareness Forum | 1 | 4 | Student achievement will increase due to parents' familiarity with the purpose of an IEP and what it entails |
| 6 | Museum Exhibit Night | 2 | 96 | Correlating Museum studies with Science will increase achievement in Science and foster the arts |
| 7 | K-2nd Core Night | 1 | 20 | Student achievement will increase due to parents' familiarity with the new curriculum |
| 8 | 5th Grade Science Fair Hits | 2 | 19 | Student achievement will increase due to parents' familiarity with the new curriculum |
| 9 | Dudes do Read | 1 | 12 | Increase Literacy & parental involvement |
| 10 | Literacy with a Storyteller | 1 | 20 | Student achievement will increase due to parents' familiarity with the new curriculum |

**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 | Parent Involvement 101  | 1 | 35 | Building a partnership with parents increases communication |
| 2 | Communicating with parents Dealing with poverty  | 1 | 35 | Communication between parent and school increases student achievement |
| 3 | Connecting with parents at home | 1 | 35 | Helping teachers to bridge partnerships with parents |
| 4 | Dealing with poverty | 1 | 35 | Giving teachers a better understanding of our students |

**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 | Parents were overwhelmed with the frequent events offered at the school | The school surveyed parents and was informed that combining activities would increase attendance. Parents prefer to stay longer instead of coming out more often.  |

**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** |