

## C. W. NORTON ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

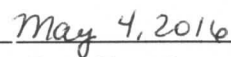
I, Kim Neal, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and 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 school wide 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)];
- 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 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)].



Signature of Principal or Designee



Date Signed

### Mission Statement

Parental Involvement Mission Statement (Optional)

**Response:** C.W. Norton Elementary encourages parents and families to be actively involved in their children's learning and school activities which will promote student success.

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## Involvement of Parents

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

**Response:** All parents were asked to complete a "Climate Survey" to give input on how the school is meeting their children's needs and asks for suggestions on how to improve the quality of their child's education and social needs. This information is shared at School Advisory Council (S.A.C.) meetings, which are advertised and open to the public. Using this information with a parent survey, staff surveys and feedback on past parent workshops, a new Title I Parent Involvement Plan and a School Improvement Plan are developed and shared. As workshops are offered during the school year, parents provide feedback on the effectiveness of the programs and are asked to give suggestions on how the school can further assist in helping their child be more successful.

In addition, parents are invited to participate in PTA and SAC meetings which are advertised on the marquee, school newsletter and website. The SAC consists of school staff, community and parent members and has the responsibility for the development, implementation, and evaluation of the School Improvement Plan. Each April, parents may nominate (or self nominate) a parent to serve on the upcoming School Advisory Council. In May, parents vote for three representatives from their peers to serve and be a voting member for the upcoming school year.

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## Coordination and Integration

Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1118(e)(4)].

count	Program	Coordination
1	VPK, Head Start, and Pre K	Norton Elementary advertises Kindergarten Round-up on the school marquee and monthly newsletters home. The school holds an afternoon session where parents can fill out necessary paperwork to enroll their child, meet school staff, ask questions concerning the transition to elementary school, and their children experience kindergarten with our teachers through story time, songs and hands-on activities. Parents are given handouts, a children's book, and a learning mat to help prepare their children for school. Title I provides "School is Cool" student workbooks for each student and one copy of Parenting Magazine for all Head Start parents and parents registering students for kindergarten.

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## Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (school wide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Schedule and advertise Annual Meeting	Principal	August/ September 2016	Picture of school marquee, flyers sent home to parents
2	Develop meeting agenda	Title I Lead Teacher	September 2016	Copy of agenda
3	Create/ Edit Title I Presentation	Principal, Title I Lead Teacher	September 2016	Copy of Power Point presentation
4	Prepare handouts for	Title I Lead	September	Copy of handout

	Annual Meeting	Teacher	2016	
5	Prepare Sign-In sheets	Title I Lead Teacher	September 2016	Copy of Sign-In sheets
6	Conduct Annual Parent Meeting	Principal, Title I Teachers	September 2016	Copies of sign-in sheets, handouts, agenda, minutes, evaluation, and Power Point Presentation

### Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

**Response:** C.W. Norton Elementary offers parent meetings throughout the school year and at different times. Times of day and events are determined from parent evaluations of past workshops and suggestions that staff received from parents/guardians. Many of the workshops or meetings include both parent and child so strategies can be modeled and shared. Sometimes, childcare may be provided if the meetings are aimed at parent/guardian audience. Some of these services include:

**Kick Off to Summer Reading:** Parents will participate in reading games and make-it, take-it activities that they can do at home over the summer with their child to help strengthen ELA skills. A free book and sight word flash cards will be given to students for summer practice.

**Math Night:** Publix Math night is held at a local Publix store and parents are provided information and strategies to help apply math to real life situations.

**FL Standards Family Night:** Parents of students in grades K-5 learn about the types of questions and skills their children will be responsible for mastering at each grade level. Resources for working with children at home are also made available for parents.

### Building Capacity

Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child's academic achievement [Section 1118(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Title I Annual Meeting	Principal, Title I Team and Teachers	Provide parents with information about the benefits of the Title 1 program, parent resource materials, and student materials to borrow to assist their child.	September 2016	Agendas, sign in sheets, Power Point presentation, handouts, evaluations
2	Summer Assessment and Parent Information meeting	Principal, AP, Title I, Kindergarten teachers	Assessment results will be used to place students in the most appropriate learning environment. Data will be shared with parents during a Family Data Chat to increase student success.	2016-2017	Agenda, sign in sheets and collection of data, evaluations
3	Planner Training	Principal, Title I Team, Teachers	Provide parents with information on how to use the daily planners.	August or September 2016	Sign in sheets, agenda, handouts, parent evaluations.
4	EduTone	Principal, Alachua County Digital Educator,	Provide parents with information about the many programs/resources available	Fall 2016	Sign in sheets, agenda, evaluations

		Title I	through EduTone including Achieve3000, Reflex Math, & curriculum resources		
5	Kindergarten Success Workshop	School Counselor, Kindergarten Teachers	Provide parents with information about the Kindergarten curriculum, the importance of good nutrition, and how parents can support their child's learning.	Fall 2016	Sign in sheets, agenda, evaluations
6	Title I Science Night	Assistant Principal, Title I and grade level teachers	Provide parents with information about the science curriculum, the importance of water conservation, and how parents can support their child's learning at home	Fall 2016	Sign in sheets, agenda, evaluations
7	Florida Standards Family Night	Principal, AP, Title I and grade level teams	Provide parents with knowledge, strategies and resources to help prepare their children for success in school, FSA and FCAT 2.0 Science	Winter 2017	Sign in sheets, agenda, handouts, parent evaluations
8	Parent Workshop: Transition to Middle School	Principal, Counselor, Title I and grade level teachers	Provide parents with strategies to support their child as they transition to middle school. Parents will learn about local magnet programs.	Winter 2017	Sign in sheets, agenda, and parent evaluations.
9	Math Night at Publix	Principal, AP, Title I Team, teachers	Provide parents with information and strategies on how to apply math to real life situations.	Spring 2017	Sign in sheets, agenda, evaluations
10	Kick Off to Summer Reading	Principal, AP, Title I and grade level teams	Provide parents with strategies and materials for helping students at home with reading comprehension, fluency, vocabulary, and writing.	Spring 2017	Sign in sheets agenda, handouts, parent evaluations

## Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Teachers new to Norton will meet with the AP and Guidance Counselor on how to work with parents effectively using "A Teacher's Guide to Working with Parents" as a resource.	AP, Guidance Counselor	Improve ability and confidence of creating a positive home-school working relationship.	Pre planning 2016 and as needed	Agenda, sign-in sheets
2	Review Title I Parent Resource Area and materials available	Title I Team	Increased parent involvement	August 2016-May 2017	Agenda, sign-in sheets, evaluations
3	Planner training for teachers	Title I Team	Increased parent involvement	August 2016	Agenda, sign-in sheets
4	PIP and HSC training for teachers	Title I Team, principal	Increased parent involvement	August 2016	Agenda, sign-in sheets
5	Parent Involvement Modules	Title I Team, principal	Increased parent involvement	August – December	Agenda, sign-in sheets

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## Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

**Response:** Principal will send home a monthly newsletter with school-wide information, including Title I and a portion with upcoming events. The Counselor's Corner in the newsletter will also be used to focus on school-wide topics. In addition to the monthly newsletter, a monthly calendar which includes school events is also sent home.

Teachers will provide regular newsletters and the school's website will be updated regularly to inform parents of activities and events. The school marquee will also be utilized for parent information of activities and events.

Title I teachers will continue to develop and expand the Parent Resource Area, which is located in the school's media center. Title I teachers will ensure that teachers are aware of the location and materials available for parent check out. Parents are able to visit the media center throughout the student day, and it is located in a more accessible location. Title I Lead Teacher will include a link to the Title I Parents as Partners newsletter to the school website and mention it and location in the monthly school newsletter.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Kindergarten Round Up	Principal, AP, School Counselor, Title I Lead Teacher, Kindergarten Teachers	Provide parents with information and tips for helping their child start elementary school.	May 2017	Sign in sheets, agenda, evaluations

## 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 school-wide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will submit the parents comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

**Response:** Information about available Title 1 programs is shared with parents through the school's newsletters, Title 1 Annual meeting, and through letters if a student is targeted to receive a double dose of instruction or tutoring through the school.

Parents are invited to all IEP, 504 and EPT meetings. Parent meetings are also held before or after school and during evening conference nights upon request. Participants may include additional staff members in addition to the teacher in order to provide a support team to assist the student become more successful by the home and school families working together.

Parental input through conferences, written correspondences, phone calls and/or annual climate surveys are taken into consideration and used to design improved services for families and school to work together.

Documentation of sign in sheets, newsletters sent home, conference forms, etc. are collected and filed in the Title 1 audit box each year.



Parents are required to attend one conference during the school year, where the Title I Home-School Compact is referenced.

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## **Accessibility**

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

**Response:** The school will provide research based articles in Spanish to families when needed. In addition, Norton Elementary has staff that can translate during parent workshops, conferences, and sharing of school reports or programs in Spanish and American Sign Language. Quarterly reports of ELL enrollment will document fluctuations in school population and ensure that information is being communicated and made available to parents of English Language Learners. Resources are also available through the ESOL district office as needed to translate information for parents. As needed, support is sought from the migrant education office to facilitate the needs of students and families.

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## **Discretionary Activities**

Discretionary School Level Parental Involvement Policy Components check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

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