

CLAY HILL ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Adele Reed, 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)].

Signature of Principal or Designee

Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: The mission of Clay Hill Elementary School is to prepare students to become productive citizens by providing a challenging curriculum in a safe environment. We know that parent involvement in our school can have a dramatic effect on the academic achievement of our students. This plan is designed with the goal of developing a strong partnership with all of our parents so that our children will be provided with the best possible education we can offer.

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: Parents will have the opportunity to provide input into planning and evaluating their child's educational activities through School Advisory Council and Parent Advisory Committee meetings, annual surveys, parent conferences, student report cards, Tuesday folders, and communication through the daily student agendas. Parent input will also be used to develop 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)].

count	Program	Coordination
1	Parent Informational Night	Community Involvement, Parent Information Meeting
2	Donuts with Dad	Develop math strategies
3	Muffins with Mom	Assist parents with developing activities to use with second grade students
4	Science Fair	Assist parents in developing an understanding of science
5	Breakfast with Santa	Encourage literacy development
6	Literacy Week/Book Bingo	Encourage literacy development and provide opportunities for parents to enhance reading comprehension

Annual Parent Meeting

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

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Agendas, handouts, and/or presentation materials	Administration, Classroom Teacher	September	Completed sign in sheets, Signed agendas
2	Develop and disseminate invitations/postcards	Administration, Classroom Teachers	September	Invitations mailed home
3	Advertise/publicize event	Administration, Classroom Teachers	September	School Marquee
4	Develop sign in sheets	Administration, Classroom Teachers	September	Completed Sign In Sheets
5	Maintain Documentation	Classroom Teachers	September	Completed Sign In Sheets
6	Present information to parents via power point presentation	Administration	September	Completed Sign In Sheets

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: Parent/teacher activities will be scheduled mornings, afternoons, and evenings or via telephone, if by mutual agreement between parent and teacher. Teachers will continue to seek input from parents when scheduling individual conferences so that times convenient for parents can be arranged. The school social worker and administrators will make home visits on an as needed basis. Title 1 funds for Parent Involvement will be used for materials and supplies for parent meetings.

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	Annual Meeting	Administration	Parent Involvement plans and school improvement plans are discussed to ensure that parents are involved in the success of their children.	August	Sign In Sheets
2	Ongoing Conferences	Classroom Teachers	Ongoing conferences assist in keeping parents informed and also giving parents an opportunity to become part of the child's academic growth.	Ongoing	Conference Forms
3	Breakfast With Santa	Administration/Classroom Teachers	Florida State Standards	December	Parent Survey
4	Science Fair	Classroom Teacher	Florida State Standards	January	Sign In Sheet
5	Fall Festival	Administration/Classroom Teachers	Florida State Standards	October	Sign In Sheet
6	Literacy Week	Administration/Classroom Teachers	Florida State Standards	January	Sign In Sheet
7	Nutrition Night	21st Century Personnel	Florida State Standards	October	Sign In Sheet
8	Book Bingo	Title I Personnel	Florida State Standards	October	Sign In Sheet
9	Music Night	21st Century Personnel	Florida State Standards	January	Sign In Sheet
10	Muffins/Donuts	Title I Personnel	Florida State Standards	February	Sign In Sheet
11	CHE Night of the Arts	Teachers	Florida State Standards	April	Sign In Sheet
12	Wax Museum	21st Century Personnel	Florida State Standards	September	Sign In Sheet

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	Parent Involvement	Administration	Encourage parent involvement	Throughout the year	Parent Conference/Compacts
2	Communicating with Parents	Administration	Encourage parent involvement	Throughout the year	Parent Conference/Compacts
3	Implementation and Coordination of Programs	Grade Levels	Parent Involvement Activities	Throughout the year	Sign In Sheets
4	Building Ties between home and school	Grade Levels	Parent Involvement Activities	Throughout the year	Sign In Sheets

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: Parent Resource Room - a parent resource center has been created to assist parents in understanding student needs. The room has a computer for parent usage plus supplies to create activities for home use. The room also has activities that have already been created that parents can take home to assist their children.

Communication

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

- Timely information about the Title I programs [Section 1118(c)(4)(A)];
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)];
- If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children [Section 1118(c)(4)(C)]; and
- If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents' comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

Response: Annual Orientation and parent informational meeting held near the beginning of school will provide opportunities for all parents to receive information regarding Florida State Standards, grade level benchmarks of the Florida State Standards, the new Florida State Assessments, the School Improvement Plan, and individual results of state and district mandated performance based tests (FSA/FCAT, FAIR, Performance Matters), new report cards in K-2. District brochures provide information on grade level standards and expectations as well as information posted on the district website. Annually, parents are provided with a Student Handbook that contains information regarding the school's philosophy and mission statement along with ideas and methods of obtaining additional information about the school and its programs.

Parents will be provided reports of student progress at the end of every nine weeks and interim reports between each grading period. Interim reports will both be printed and available online through the Parent Portal. A conference will be scheduled when discussion of grades is needed when developing the child's Progress Monitoring and Multi-Tier System of Support (MTSS). A written report will be sent to parents indicating the individual child's assessment results and interpretation of those results in grades K-6 throughout the year (FCAT, Florida State Assessments, One Clay Writes, FAIR, Performance Matters) in a language parents can understand. School performance profiles and an interpretation of the standardized test results will be shared with parents in the annual school report.

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: Clay Hill Elementary School administration and staff will provide assistance and resources as needed to those parents who have hardships, are disabled, and/or who are Limited English Proficient in order to maximize positive communication regarding the academic progress of their child/children. Resources may include but are not limited to: translation of materials; assistance with facilities for handicapped parents; home visits and transportation by the school social worker.

Discretionary Activities

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

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)]; and	SAC Meetings	Administration	Parent Involvement	Ongoing
2	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)]; and	Parent Informational Night	Classroom Teachers	Florida State Standards	Sign In Sheet
3	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Parent Informational Night	Classroom Teachers	Florida State Standards	Sign In Sheet
4	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)];	Curriculum Council	Team Leaders	Conferences/Family Nights	Sign In Sheets
5	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	SAC Meetings	SAC Members	Parent Involvement	SAC Minutes
6	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Family Nights	Classroom Teachers	Parent Involvement	Sign In Sheets

Upload Evidence of Input from Parents

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

[Uploaded Document](#)

Upload Parent-School Compact

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

Upload an electronic version of the Parent-School Compact.

[Uploaded Document](#)

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

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

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

Uploaded Document

Evaluation of the previous year's Parental Involvement Plan

Building Capacity Summary

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Orientation/Open House	1	250	Provide guidelines for school success
2	Title 1 Annual Meeting & Parent Informational Night K-2/3-6	1	250	Inform parents about Title 1, new grading system for grades K-2, and technology uses in grades 3-6
3	Parent Conference Week	1	200	Communicate with parents about child's progress
4	Family Literacy Night	1	200	Provide parents with reading strategies to build better readers
5	Technology Night	1	200	Inform parents about programs and tools used by students in school through their iPads
6	Muffins with Mom	1	100	Activities designed to engage young learners
7	Donuts with Dad	1	100	Activities designed to engage young learners

Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118 (e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Literacy Skills for Parents	5	200	Increased reading proficiency
2	Writing and Reading PLCs	16	35	Increased reading and writing proficiency
3	Parent Involvement	10	200	Encourage parent involvement
4	Building ties between home and school	10	200	Parent involvement activities
5	Chromebook Training	3	35	Increase technology integration

Barriers

Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Economy	Offer additional times that are convenient for parents and their work schedule
2	Transportation	Offer events at varying times and plenty of notice

Best Practices (Optional)

Describe the parental involvement activity/strategy the school implemented during the previous school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

count	Content/Purpose	Description of the Activity
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