**MICHIGAN AVENUE ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan**

I, Diane Crook-Nichols , 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:**Michigan Avenue Elementary strives to involve parents in meaningful ways through educational activities, collaboration, and events that will help their child and our students, reach their highest potential. |

**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:**Michigan Avenue Elementary (MAE) involves parents in the planning, review, and improvement of Title I programs and our Parent Involvement Plan (PIP). The School Advisory Council (SAC), will oversee Title I parent involvement after the PIP has been completed. The SAC consists of administration, teachers, community members, and parent representatives. All parents are notified and invited to help implement and evaluate the School Improvement Plan (PIP) and PIP. All interested parents are welcome to participate in the group.     In April and May, during two planning meetings held, parents are given the opportunity to provide input on activities, trainings, and materials provided by the school. The School Advisory Council (SAC) determines how parent involvement funds will be spent. Parent input will be documented by a written summary of parent comments on the various surveys and/or by recording minutes to document parent comments on during meetings. Parents are invited to attend meetings regarding the development of the required plans through flyers, the school marquee, website, and via School Messenger. Parents will review the plan at the conclusion of each school year and participate in a group discussion as to what should remain in the notes from the group discussion to guide writing the plan for the new year to come. Michigan Avenue will also encourage parent participation with the County PAC by increasing advertising of it at the school level. MAE provides childcare as needed during the School Advisory Council Meeting and at other activities/events, as needed, depending on the nature of the event. |

**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 | Title III | The MAES Leadership Team will work in conjunction with the Multicultural Education Department to provide translation for parent activities and communication at the school level throughout the school year. |
| 2 | IDEA (Individuals with Disabilities Education Act | The benefits of program used to provide supplemental instruction at Michigan Avenue Elementary are discussed with parents when developing an Individual Education Plan (IEP). |
| 3 | Title X | Our Guidance Department provides supplies, clothing, and other services as needed, to the families identified as Families in Transition (FIT). |
| 4 | Title II | Professional activities are facilitated and monitored by MAES resource teachers, as well as, district level professional development staff in relation to increasing parental involvement. |

**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 | Maintain documentation | Diane Crook-Nichols | on-going | All documents will be saved and uploaded to Sharepoint. |
| 2 | Sign-in sheets | SAC Chair, Principal, and Assistant Principal | August - on-going | sign-in sheets for meetings |
| 3 | Advertise/publicize events | Diane Crook-Nichols, Principal, Assistant Principal, Computer Technician, and Head Custodian | August - on-going | flyers, website, School Messenger, school marquee |
| 4 | Develop agenda and handouts that address the require components | Administration | August - on-going | Copies of agenda and handouts |

**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:**Parent meetings and events will be held at various times throughout the school year. The School Advisory Council (SAC) meetings will be held before school at 7:30 a.m. on the second Thursday of each month. This meeting date and time was determined after parent collaboration and a vote taken at the first SAC Meeting (August 23, 2016) as to the most convenient time for parents and faculty to attend such meetings. Our annual Title I Parent Information meeting will be held during the first 9 weeks with one session in the AM and one in the PM. The Title I mobile lab will also be available on reoccurring days each month. Most academic events/activities are scheduled during the evening hours. The Parent Teacher Organization (PTO) will join our SAC meeting dates and times and take place consecutively. The PTO board will be voted on at the September SAC/PTO meeting. PTO board members will call PTO workshop meetings and invite all parents to attend. Plans developed during the workshop sessions will be shared and voted on at the monthly SAC/PTO Meeting. |

**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 | Parent Assessment Conferences | Classroom teacher | Teachers will conduct individual parent conference 2 times each semester. Student assessment data/results, expectations, extension or remediation plans will be shared, and goals for the current school year will be covered. | on-going; throughout the school year | Parent Contact Log |
| 2 | Title I Information Night | MAES Administration, Leadership Team, and Teachers | Parents will learn what it means to be a Title I School. They will learn what a Title I is, how we use our Title I funds, and how parents are involved in the process. The will discover that Title I is the largest federal assistance program that provides a higher quality of education for every child. | September 2016 | Parent sign-in sheets and flyer |
| 3 | Report Card Night | MAES Administration, Leadership Team, and Teachers | Teachers will meet with parents to discuss students' progress and state academic content Standards and academic achievement Standards thereby creating parental awareness so they too can better support their child(ren) and increase academic/student achievement. | November 2016 | Parent sign-in sheets and flyer |
| 4 | STEM Night | MAES Administration, Leadership Team,, and Teachers | Parents and students will participate in hands-on math and science games/activities that reinforce required academic skills. This will provide tools and resources for parents to help increase student knowledge and achievement. | December 2016 | Parent sign-in sheets, handouts, parent survey, and flyer |
| 5 | Fall Literacy Night | MAES Administration, Leadership Team, Literacy Coach and Media Specialist | Parents will participate in literacy based activities and receive training on a variety of activities they can participate in with their child at home to help increase literacy skills. This training will provide tools and resources for parents to help increase student achievement. | October 2016 | Parent sign-in sheets and flyer |
| 6 | Spring Literacy Night | MAES Administration, Literacy Coach, Media Specialist, and Leadership Team | Parents and students will participate in a variety of activities that will reinforce literacy skills. | March 2017 | Parent sign-in sheets and flyer |
| 7 | FSA (state assessment) Information Night | Administration and Leadership Team | A general overview will be provided for parents. Information will include grade level proficiency expectations, Florida Standards, NG-SSS, strategies parents can implement at home and an explanation of achievement levels on the Florida Standards Assessment (FSA) in ELA and Math and FCAT 2.0 Science for 5th grade students. | January - March 2017 | Parent sign-sheets, handouts, parent surveys, and flyer |

**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 | Cultural Sensitivity | Administration | Training will provide framework for developing cultural awareness to help bridge the culture gap. | On-going | Handouts |
| 2 | The 5 Levels of Parent Involvement 2016-17 | Administration | Training will provide information about the 5 levels of parent involvement and parents' rights. | September - December | Sign-in sheets, agenda, and Powerpoint presentation. |

**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:**A Fall and Spring Literacy Night event will be held in October 2016 and March 2017 where families will learn strategies and activities in reading that they can work on with their children at home. A Parent Report Card Conference Night will be held (November) where parents will have the opportunity to conference with their child's teacher, learn about the 2016-17 report card and receive their child's first quarter report card. In December, MAES will host a Science STEM Night event. Parents and students will be able to tour the STEM bus and work through various Standards based science stations. In the Summer 2017, a Parent-Child Book Club will be offered. This club will encourage summer reading and ways for students to beat the "summer slide" that often occurs with students who do not read over the summer. A book that appeals to students in grades 2-5 will be provided free. Discussion questions and tips for parents to use while reading with their children at home will be given to parents. The book club will meet in the Media Center to discuss the book. An Informational brochure and tips for parents will be provided, as well as snacks for everyone. Two books will be read and discussed together during the summer break.   The Title I Mobile Lab will be available bi-monthly. Parents can request and borrow three supplemental educational items per child for a two-week period to utilize at home. Parents will be able to view available materials online and work with their Parent Resource Liaison to place an order. The educational materials will be dropped-off and picked-up at the school.   The Leadership Team will complete an in-house Title I check list prior to each family event. This will ensure that proper advertisement and communication is fulfilled. It also ensures that flyers and advertising are completed in a timely manner.   In an effort to monitor parent participation at events, all facilitators will use sign-in sheets. |

**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 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:**The Meet the Teacher Open House event provides an opportunity for parents/guardians to visit the school and become familiar with the resources available to students and families. The Title I packet will be included in the Welcome Back packet and distributed the Meet the Teacher event. For the families that register after Open House, or who were unable to attend the event, Title I packets will be sent home on the child's first day of school (included in Welcome Back packet) and/or provided to parent/student when the student is registered.     MAES will develop/design flyers and reminder notices (in English and Spanish) that will go home with students to notify parents/guardians about upcoming parent meetings and events.     The annual Title I Parent Information Night/Meeting will include: a general overview of the Title I Program at MAES, how to schedule parent/teacher conferences, as well as information on how to participate in decisions related to the education of their child. Sign-in sheets, meeting agendas, and copies of the flyers will be placed in the Title I documentation box located in the bookkeeper's office.     Teacher are reminded throughout the year to ensure that all compact meetings are being held in a timely manner. Teachers are encouraged to maintain a high-level of parent communication making them aware of all of the events and activities her at MAES.     Teachers will hold parent/teacher conferences (two per semester) to inform parents of the following: grade level curriculum, progress, forms of assessments that will be used throughout the year, Florida Standards (ELA and Mathematics), NG-SSS (Science) and grade level proficiency expectations. Each teacher will maintain records of parent conferences in their Parent Contact Log. These conferences will be on going throughout the school year.     Curriculum and Standards are discussed with parents, not only in individual meetings, but also during parent nights including an FSA (State Standards) Parent Night.     A Title I PowerPoint is presented at each annual Title I meeting and discussed with parents to clarify any concerns and questions.     School website will include a Title I menu with links to pertinent Title I information.     Parents are encouraged to contact teachers via email, phone, or by writing a note in their child's agenda. Every child, K-5th, has an agenda to encourage parent-teacher communication regarding behavior, expectations, and student academic progress. Teachers make themselves available for face-to-face conferences (AM and PM), phone conferences, and Open House events. Although we prefer parents to provide adequate notice for a meeting request, our teachers often meet with parents promptly even if they are contacted on the same day. All communication between parent/guarding and the school will be returned with 24 hours upon notice/receipt.     The school agenda for 2016-17 school year will contain a Student/Parent Handbook outlining school procedures and policies. The Title I Summary and Compact will be included in the 2017-18 handbook.     Contact information is available to our parents on our website.     SAC/PTO meetings are held comprising of both parents, volunteers and faculty members. This group works together to review and revise the SIP, PIP, and MAES Title I Compact. This group meets monthly and receives administrative updates, as well as, information regarding school achievements and events.     An EOY Survey is provided for parents to provide feedback for school improvement. A link to the survey is located on our school's web site. The results of the survey are presented to the SAC Committee. |

**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:**The District Title I Parent Involvement Plan/Policy brochure will be sent home with each student. Every new student enrolling at MAES will be given the brochure upon enrollment. All written communication (flyers, brochures, etc..) will be provided for parents in English and Spanish. A translator will be available when feasible, at parent meetings/nights, and in school offices to provide translation services so parents are able to fully participate in parent meetings. MAES will contact the LEA if translation services in languages other than Spanish are required (this includes sign language).   Documentation of parent notices, translated information, and newsletters will be kept in the Title I Documentation Box located in the Secretary's office.   All parental involvement activities will be accessible to parents with disabilities.   MAES also utilizes an automatic dial out system (School Messenger) to contact parents and make them aware of events, as well as, to provide information in case of an emergency.   MAES maintains a website. This site allows us to communicate with parents and provide a calendar of events, important news with updated information, documents and newsletters as needed.   The MAES marquee is on Michigan Avenue. The marquee is updated frequently to notify parents of various times and dates of events.   A summary of the PIP will be available to parents and will be included in the 2017-18 Student Agendas along with a copy of the COMPACT. A copy of the PIP will be available in its entirety on the MAES website.   MAES serves migrant children and accommodations will be provided as needed to support any new students/families. |

**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:

X Not Applicable

**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:\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\N5Y1CX70\fileUploads\490271_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:\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\N5Y1CX70\fileUploads\490271_2016-2017_uploadCompact.doc) |

**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:\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\N5Y1CX70\fileUploads\490271_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** |

**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** |

**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** |

**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** |