

## NORTH TWIN LAKES ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Jose R. Fernandez, 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 1111(h)(6)(A)].

Signature of Principal or Designee

Date Signed

### Mission Statement

Parental Involvement Mission Statement (Optional)

**Response:** The purpose of the parental involvement program is to provide parents of all children with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency level students are expected to meet through informational meetings and educational workshops provided for parents during the 2016 - 2017 school year.

### 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 parent stakeholders are invited to attend the annual Title I Parent Orientation Meeting (09/13/16). At this meeting, parents are encouraged to participate as members of the District Advisory Council and Parent Advisory Council. The selected members of these councils attend district meetings to support Title I parental involvement at the school site. This information is shared at general assembly meetings of the Parent Teacher Student Association (PTSA) and the Educational Excellence School Advisory Council (EESAC) Committee where decisions involving the use of Title I funds are made. The Community Involvement Specialist works closely with the principal and assistant principal to organize activities that involve parents.

## 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	Title I	North Twin Lakes offers an array of opportunities for parents to attend a number of meetings and workshops throughout the school year. These meetings include, but are not limited to: quarterly PTSA Meetings; Parent Academy classes; Educational Excellence School Advisory Council; FCAT Preparation; Bilingual Outreach; Book Fairs, and Community School offerings.
2	Voluntary Pre-Kindergarten - VPK	Parents of students who participate in the VPK Program at North Twin Lakes Elementary School are highly encouraged to schedule collaborative parent conferences. During these conferences, parents are advised of students' academic progress and their transition to the kindergarten program.
3	Individuals with Disabilities Act (IDEA)	Supplemental instructional support provided by Title I will be discussed with parents during the development of the student's Individual Education Plan (IEP).
4	Title III Tutoring Academy for English Language Learners (ELL) Students	This tutorial program is designed to assist ELL students who are not making adequate progress due to lack of English language proficiency.

## 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	Annual Title I Orientation Meeting	Administration, CIS	September 2016	Attendance Log, Agendas, Minutes
2	Agenda/PowerPoint Presentation	Administration, CIS	September 2016	Agenda/PPP

3	Flyers to send home	Community Involvement Specialist	September 2016	Flyer
4	Telephone Message to Parents	Community School Administration	September 2016	Report from Blackboard Connect-ED Message Services

## 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:** To the extent possible, we will continue to establish personal ties between our District, school, and parents through building the school's and parents' capacity for involvement by offering a flexible number of meetings and workshops. Such meetings will take place in the morning as parents drop off their child at school. Other meetings will take place in the evening for parents who work in the morning. In addition, we will accommodate such meetings for English Language Learners and parents of migratory children by ensuring that all meetings and verbal/written communications are bilingual.

## 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	How to Access the Parent/Student Portal	Community Involvement Specialist	The on-line parent/student portal provides students with the opportunity to use various software programs to assist reading, mathematics, and science.	August 2016- June 2016	Attendance Logs, increase use in the parent/student portal
2	Bilingual Outreach Workshop: FCAT 2014	Community Involvement Specialist	Parents are invited to attend this workshop to receive up to date information and test taking strategies on how it relates to FCAT.	August 2016- June 2016	Attendance Logs
3	Collaborative Parent Conference	Community Involvement Specialist	Parents are encouraged to schedule and attend formal parent conferences with teachers to discuss their child's academic progress and opportunities for improvement.	August 2016- June 2016	Parent Conference Logs

## 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	Communication Skills with Parents	Administration	Improve the ability of staff to work effectively with parents.	August 2016- June 2016	Attendance Log, Agendas, Minutes
2	The Parent Academy	Community Involvement Specialist	Improve the ability of staff to work effectively with parents.	August 2016- June 2016	Attendance Log, Agendas, Minutes
3	Community Involvement Specialist - Technical Assistance Session	Community Involvement Specialist	Improve the ability of staff to work effectively with parents.	August 2016- June 2016	Attendance Log, Agendas, Minutes
4	Ready Schools University	Community Involvement Specialist	Improve the ability of staff to work effectively with parents.	August 2016- June 2016	Attendance Log, Agendas, Minutes

## 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:** Parents are highly encouraged to visit the Parent Resource Center to become familiar with the supplemental educational tools that are available to them. The Parent Resource Center is located in the school's Media Center. This venue allows parents who do not have internet access at home to use the computer lab. The Community Involvement Specialist welcomes parents to the Resource Center from 8:00 AM to 1:30 PM. Members of the Community School Program also assist at the Resource Center from 1:00 PM to 6:00 PM.

## 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:** North Twin Lakes will host Open House for all parents on September 13, 2016. During this annual event, parents will visit the Resource Fair to receive information on the resources available to them by Miami-Dade County Public Schools. After visiting the Resource Fair, parents will have the opportunity to meet with their child's teacher to discuss expectations for the school year. Most importantly, teachers will encourage parents to build a strong home and school connection.

Also in September, parents will be invited to the Annual Title I Orientation Meeting where they will receive information regarding Title I programs, curriculum, and academic assessments. At this meeting, parents will learn the process to schedule collaborative conferences and how they can get involved in the Parent Teacher Student Association (PTSA). The School Improvement Plan is also reviewed with parents along with the Annual Report Card.

## 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:** All written communication will be provided in English and Spanish. The Community Involvement Specialist, School Counselor, and Assistant Principal's, who are bilingual, are available to translate during parent conferences. The Blackboard Connect messaging system is designed to send information in English and Spanish.

## 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	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)];	Parents will attend Bilingual Parent Outreach Workshops	Administration, Community Involvement Specialist	Increase student achievement and parent participation in student learning.	August 2016-- June 2016

## 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](#)

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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.

[Uploaded Document](#)

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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.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Arts Night at HML	1	40	Promote art through a gallery walk to parents and students.
2	PK Parent Orientation	1	12	Provide VPK information to parents.
3	Muffins and Moms	1	47	Promote collaborative conversations with moms over muffins.
4	Transition to Kindergarten Meeting	1	21	Promote articulation and transition from PK-KG amongst teachers, parents and students.
5	Nutrition Classes	4	28	Promote healthier eating habits.
6	PTA General Assembly Meeting	1	25	Involve parents in their children education.
7	Open House	1	206	Involve parents in their children education.
8	Parent Orientation Meeting	1	209	Provide information to parents.
9	Title I Annual Meeting	1	209	Provide general Title I information to parents.

### 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	The Parent Academy	10	72	Teachers were informed on resources for parents that assist them in helping their children to increase student achievement.
2	Community Involvement Specialist Technical Assistance Session	10	72	Teachers gained information regarding the duties and responsibilities of the Community Involvement Specialist with regards to assisting in increasing 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)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
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1	Low attendance at events for parents.	Schedule events at times that are more flexible for working parents.
2	Lack of Parent Academy sponsored events.	Parent Academy events will be requested through the school district.
3	Times of activities not compatible with parent work schedules.	Survey parents to identify best time of day for meetings.

### **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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