## STARLIGHT COVE ELEMENTARY SCHL Title I, Part A Parental Involvement Plan

I, Cara Hayden , 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:** |

**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:** Parents are invited to be voting members of our School Advisory Council (SAC). Phone calls home as well as flyers asking for members are sent in August and September before our first meeting of the school year. Voting members will be selected in accordance with the SAC By-Laws to ensure the required ratio of staff, parents and community membership.    The School Improvement Plan will reviewed by parents at these monthly meetings to ensure understanding and involvement. Parents will be involved in the development of the Family Involvement Policy/Plan and the School-Home Compact. Input from parents will be documented in SAC minutes. For convenience, an online survey will also be created to invite stakeholder feedback. |

**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 | VPK Program | Assistance with transition to Kindergarten. |
| 2 | A.R.M.Y. Dads | Active Responsible Men for Youth... Assistant Principal will coordinate Father-child workshops and meetings. |
| 3 | Parent Workshops | Counselors deliver parent workshops on topics such as Internet Safety. Counselors will often invite outside community agencies such as PBSO for support and assistance. |
| 4 | Migrant Student Services | Our ESOL Guidance Counselor serves as our Migrant Contact. She keeps a list and is sure to provide support to students, when necessary. |
| 5 | Exceptional Student Education | Our ESE teachers and coordinator work closely with district ESE support personnel to service students and families. |
| 6 | APTT Nights | Academic Parent Teacher Team Meetings review current student status with parents as well as ways to assist them at home with their work. |

**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 | Backpack Flyer | Assistant Principal | One week before event | Flyer |
| 2 | One-Voice Call-out the evening before | Principal | October 1, 2016 | Attendance/Sign in |
| 3 | Power-Point Presentation on Parents Right to Know. | Assistant Principal | October 1, 2016 | Parent Feedback/Minutes |
| 4 | Marquee Advertisement | Principal | October 1, 2016 | Attendance/Sign in |
| 5 | Title I Annual Meeting | Assistant Principal | October 1, 2016 | Sign in, agenda, minutes, evaluation |
| 6 | Discuss Highly Qualified | Assistant Principal | October 1, 2016 | Sign-in, minutes, agenda PowerPoint |
| 7 | Student Standards and Assessments | Assistant Principal | October 1, 2016 | Sign-in, minutes, agenda PowerPoint |
| 8 | Title I funding | Assistant Principal | October 1, 2016 | Sign-in, minutes, agenda PowerPoint |
| 9 | FSA Basics | Assistant Principal | October 1, 2016 | Sign-in, minutes, agenda PowerPoint |
| 10 | DOJ Agreement Parent Informational Session | Administration | October 1, 2016 | Sign-in sheets, evaluations |

**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:** To the extent feasible, Starlight Cove Elementary School will hold SAC Meetings, PTA Meetings and Parent Workshops on the same evening as a convenience to parents and respect for their time. Teachers will offer flexible meeting times (before school/after school) for individual conferences.   APTT Meetings will be divided by Primary and Intermediate Grade levels so parents can attend both sessions, if needed. |

**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 | Academic Parent Teacher Teams (APTT) Meeting 1 | Teachers, Administration | Meeting with parents to review data and ways to assist at home with academics. | September 6 (Pre-k-2) and 8 (3-5) | Class work, sign in sheets, student data, feedback from parents. |
| 2 | APTT Night 2 | Teachers, Administration | Meeting with parents to review data and ways to assist at home with academics. | December 13 (Pre K-2) and 15(3-5) | Class work, sign in sheets, student data, feedback from parents |
| 3 | APTT NIght 3 | Teachers, Administration | Meeting with parents to review data and ways to assist at home with academics. | January 24 (Pre K-2) and 26 (3-5) | Class work, sign in sheets, student data, feedback from parents |

**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 | PDD/Faculty Meeting on Parental Involvement | Assistant Principal | Teachers will learn research-proven methods to establish lasting, supportive relationships with parents. | September 2017 | Agenda, Minutes, Teacher feedback |
| 2 | PDD/Faculty Meeting on dealing with difficult parents | Assistant Principal | Teachers will become better equipped to come to consensus with parents on academic issues. | October-November 2016 PDD | Agenda, Minutes, Teacher feedback |
| 3 | PDD/Faculty Meeting on Standards Based Report Card | Administration | Teachers able to explain report card to parents | Ongoing | Agenda, Minutes, Teacher feedback |
| 4 | PDD/Faculty Meeting on Response to Intervention | SSC Coordinator | Teachers able to use and explain RtI process to parents | Ongoing | Agenda, Minutes, Teacher feedback |
| 5 | How to plan for APTT-Academic Parent Teacher Teams | Administration, Teachers | Parents take part/support student learning | 3x per year beginning in September 2016 | Agenda, Minutes, Teacher feedback |

**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:** Parents will be encouraged to visit our Parent Resource Room. We will keep sign-in/sign out records of items used in the Parent Resource Room to check out materials for academic support in the home.     APTT Night attendance will be encouraged by call-outs, flyers, text messages and attendance incentives. Parents will be equipped to take an active role in their child's education by knowing where they stand and what they can do at home to assist. |

**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:** Parents will be informed of student achievement targets and School Grade status and information shared during our Annual Meeting.     Parents will be informed of the assessments (ie Diagnostic Tests, FSA Test etc...) on an ongoing basis through Edline, teacher newsletters, SAC Meetings, monthly newsletters, and FSA Informational Nights. In addition, APTT Nights provide parents with their child's current level of performance.     Our school utilizes the state and district adopted curriculum. For Reading, we have implemented the Scholastic system. For Math, we use Go Math. Both of these curriculum have built-in home-school communication components teachers send home throughout the lessons chapters.     This year, we will also be using iReady Software for Reading and Math for 45 minutes daily. In addition, we will be using other ancillary materials such as Science Studies Weekly Newspaper and Reading Plus to build student strength in linking informational text with reading and writing skills. |

**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:** Starlight Cove will provide Community Language Facilitators in both Spanish and Haitian-Creole to assist parents in understanding and effective communication with the school. Document translation will be done on all relevant items sent home. We do automated telephone "call-outs" in both English and Spanish to remind parents of upcoming meetings. Our ESE contact has a flexible schedule to accommodate child study team meetings for parents of students with disabilities. Our ESOL CLF's will often make home visits to relay important information or get important documents reviewed and signed when neessary. Key meeting dates will be listed on our Edline webpage.     In addition, we contact the district for a small contingent of Guatamalan parents who speak only Quanjubal.     We are an ADA approved facility and disabled individuals are able to navigate throughout the school.    We also work closely with the district's Migrant Coordinator, constantly keeping these children identified to avail services to. |

**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:\Users\paynerm\Downloads\fileUploads\500771_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:\Users\paynerm\Downloads\fileUploads\500771_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:\Users\paynerm\Downloads\fileUploads\500771_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 | FSA Night | 1 | 100 | Parents made aware of FSA Expectations. |
| 2 | APTT Night Meetings | 4 | 1000 | Parents given tools to work with their children at home in Math and Reading. |
| 3 | DOJ Meetings and Presentations | 2 | 175 | Parents given update on DOJ Agreement and Student Code of Conduct |

**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 | Essentilals of Backwards Design | 4 | 320 | Teachers educated on changes to report card |
| 2 | SAGES | 1 | 80 | Teachers trained on SAGES Attendance/Grade software |
| 3 | Effective Parent Engagement | 2 | 160 | Teachers educated on characteristics of Welcoming Schools |
| 4 | APTT Trainings | 4 | 320 | Teachers educated on basics of APTT Model and how to successfully engage parents. |

**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 | Time. Too many events | Schedule events on same days |
| 2 | Focus | Assign staff to monitor intitiatives |
| 3 | Parents unaware of the impact tardiness or poor attendance have on student achievement | Train parents in awareness and steps to take to ensure good attendance. |
| 4 | Poor follow-through with late or poor attending students | Assign staff to monitor and follow through with parents. |

**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** |