

SANTA CLARA ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Dr. Melanie Fox, 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)];
- 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

9/29/10
Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: Guided by our vision for Santa Clara Elementary School, our mission is to dedicate ourselves to academic excellence by: (1) Developing, implementing, and monitoring a comprehensive instructional plan based upon data driven decision making; (2) Establishing an environment where students, parents, teachers, and staff are valued, nurtured, and respected; and (3) Working with all stakeholders to offer a high-quality education by building capacity and maximizing the fidelity of classroom teaching and learning experiences.

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: We believe that the parents must be involved in all aspects of the Title I Program and their child's education. They are informed during the Title I Orientation about EESAC, PTA/PTSA, PAC, DAC, DAC Talk News, Connection Newsletter, Title I Neighborhood Resource Center, and other parent workshops. They are encouraged to become members and/or to attend all up-coming meetings so that they can be a part of the decisions process regarding how funds for parental involvement will be used, what programs will be provided and utilized by our students, and have a hand in monitoring the school's progress.

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	Transition Orientation (Pre-K/Kindergarten)	This program assists parents in making an easy transition from Day Care/Head Start to Miami Dade County Public Schools.
2	Florida Standards Overview	Parents are provided with an overview of the Florida Standards and how it relates to students success. They will also be provided with necessary skills and tools that will allow them to assist their children with school work at home.
3	FSA ELA Reading Workshop	Review the McGraw Hill Core Reading Program with parents. Provide parents with tools that will better assist them in improving their child's reading skills.
4	FSA Writing Workshop	Provide parents with tools that will better assist them in improving their child's writing skills.
5	FSA Mathematics Workshop	Provide parents with tools that will better assist them in improving their child's mathematics skills.
6	FCAT 2.0 Science Workshop	Provide parents with tools that will better assist them in improving their child's science skills.
7	FDLRS Workshop	Provide parents with an understanding of their child's IEP and how it is utilized.

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	Pre-K/K Parent	Teachers/Administration/Registrar	August 19,	Parental Contact,

	Orientation		2016	Agendas, Sign-in Sheets
2	Title I Orientation	Community Involvement Specialist/Administration	September 14, 2016	Up-dated Title I Information packets, Sign-in sheets,
3	Open House	Teachers/Administration	September 14, 2016	Parental Contact Sign-in Sheets
4	Dads Take Your Child to School Day	Office of Community Engagement	September 28, 2016	Sign-in sheets and Flyer
5	FSA Reading Workshop	Reading Coaches/Parent Liaisons	November, 2016	Agendas, Sign-in Sheets, 2016-2017 FSA Reading Results
6	FSA Writing Workshop	Reading Coaches/Parent Liaisons	October, 2016	Agendas, Sign-in sheets, 2016-2017 FCAT Writing Results
7	FSA Mathematics	Math Coach/Parent Liaisons	November, 2016	Agendas, Sign-in sheets, FSA Mathematics Results
8	FCAT Science Workshop	Science Coach/Parent Liaisons	November, 2016	Agendas, Sign-in sheets, FCAT Science Results
9	EESAC Meetings	EESAC Chairperson/Administration	September 14, 2016- June 10, 2017	Sign-in Sheets for meetings, Increased number of attendees
10	PTA/PTSA Meetings	PTA President	October, 2016- June, 2017	Sign-in Sheets for Meetings, Increased number of attendees
11	Parenting Skills	Community Involvement Specialist/Administration	August, 2016- June, 2017	Improved student behavior and attendance
12	DAC Meetings	Title I Administration	November, 2016- June, 2017	Increased number of attendees
13	PAC Meetings	Title I Administration	August, 2016- June, 2017	Increased number of attendees
14	Student of the Month Assembly	Administration	September, 2016- May, 2017	Increased number of attendees
15	Pre-K Parent Orientation (Future School Year)	Teachers/Administration/Registrar	March, 2016	Parental Contact, Agendas, Sign-in Sheets
16	Kindergarten Parent Orientation (Future School Year)	Teachers/Administration/Registrar	May, 2016	Parental Contact, Agendas, 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: The Leadership Team and Staff at Santa Clara Elementary believe strongly in the importance of parental involvement and therefore, will accommodate parents by providing them with alternative means of communication regarding their child progress. During the 2016-2017 school year we will conduct meetings before and after school, including some meetings conducted via phone as necessary, and the CIS will continue to conduct home visits as needed.

On the first Wednesday of every month, the parent center will remain open in the evening until 4:00 P.M. The principal will work with the parent liaison to create a flexible schedule to ensure that the center is open at times convenient for parents. The parent liaison will maintain and record participation. Adjustments will be made accordingly.

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 Orientation	Community Involvement Specialist/Administration	Parents will be better able to assist their children in Reading.	September 14, 2016	Agendas, Sign-in sheets, and any hand-out materials.
2	Florida Standards pertaining to specific grade level	Instructional Coaches	Parents will be provided with an overview including expectations and grade specific information regarding the CCSS. They will also be directed to additional information available on the Miami Dade Schools website and the FLDOE websites.	October, 2016	Agendas and Sign-in sheets
3	FSA ELA Reading/Writing Workshop	Instructional Coach	Parents will be better able to assist their children in Writing.	October, 2016	Agendas, Sign-in sheets, and any hand-out materials. Increased student achievement in all academics
4	FSA Mathematics	Instructional Coaches	Parents will be better able to assist their children in Mathematics.	November, 2016	Agendas, Sign-in sheets, and any hand-out materials. Increased student achievement in all academics
5	FCAT Science Workshop	Instructional Coaches	Parents will be better able to	November, 2016	Agendas, Sign-in sheets, and any

			assist their children in Science.		hand-out materials. Increased student achievement in all academics
6	SAT-10 Reading/Mathematics Workshop	Instructional Coaches	Parents will be better able to assist their children in Reading and Mathematics.	January, 2016	Agendas, Sign-in sheets, and any hand-out materials.
7	EESAC Meetings	EESAC Chairperson/Administration	Parents will be presented with an opportunity to become a stakeholder in their child's education. More informed parents are the better able they are to assist their children.	August, 2016- June, 2017	Agendas, Sign-in sheets, and any hand-out materials.
8	Individual Conferences regarding technology and access to the Parent Portal	Community Involvement Specialist/Administration	Parent liaisons will provide parents with individual help regarding how to access and log in on the Parent Portal.	August, 2016 - June, 2017	Agendas, Sign-in sheets, and any hand-out materials.
9	DAC Meetings	Title I Administration	Parents will become better equipped to work with their children at home.	November, 2016 - May, 2017	Agendas, Sign-in sheets/Flyers
10	PAC Meetings	Title I Administration	Parents will become better equipped to work with their children at home.	November, 2016 - May, 2017	Agendas, Sign-in sheets/Flyers
11	Student of the Month	Administration	Parents will provide support and encouragement for academic achievement.	September, 2016- May, 2017	Sign-in sheets/Notifications

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	The importance of Maintaining Parental Contact Logs	Grade Level Chairperson/Parent Liaison	Maintain improved communication with parents	August, 2016	Sign-in sheets and agendas
2	Cultural Sensitivity; Review Training	School Counselor and Community Outreach with parent Liaisons and school Leadership	Provide information to staff on the various cultures represented in school to promote and respect the diversities among all cultures.	November, 2016	Sign-in sheets and agendas
3	Library Media Services	Media Specialist	Knowledge of materials and services available to students and teachers; Improved student achievement.	September, 2016	Library Media Orientation Schedule and/or hand-outs
4	ETO Instructional Review	ETO/Administration/Leadership Team/Instructional Coaches	Provide Assistance that will impact Student outcomes	September 8, 2016	Classroom Walk-thru and student achievement
5	WonderWorks Intervention Wonder Works (FSA/ACT)/Saxon	Reading Instructional Coach	Content-based PD	September 12-14, 2016	Attendance Roster, Student Work Folders, Monitoring of implementation
6	Differentiated Instruction	Instructional Coaches	Content -based PD, Classroom Management	September 16, 2016	Classroom Walkthroughs
7	Web Tools for Effective Teaching	Administration, Instructional Coach	Infusion of Technology	September 23, 2016	Student performances on classroom assessments
8	i-Ready Training (Reading & Math)	Instructional Coaches	Infusion of Technology	September 7, 2016	Student performance on Diagnostics
9	Promethean Training (New Teachers)	Promethean Representative	Infusion of Technology	October, 2016	Use of Promethean Boards, Classroom Walkthroughs
10	Close Reading Training	Instructional Coach	Content-based PD	October 3, 2016	Classroom Walkthroughs and Student Achievement
11	Authentic Learning	Instructional Coach (Reading)	Content-based PD	October 26, 2016	Attendance Roster, Student Work Folders, Monitoring of

					implementation
12	Authentic Learning	Instructional Coach (Reading)	Content-based PD	November 2, 2016	Classroom Walkthroughs and Student Achievement
13	Authentic Learning	Instructional Coach (Reading)	Content-based PD	November 9, 2016	Classroom Walkthroughs and Student Achievement

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: Santa Clara Elementary will conduct other activities such as Read with your Child, Science Fair Hands-on sample activity/inquiry, a technology activity that includes showing parents how and where to access the released sample questions for the Florida Standards Assessments, Parent Portal access training, through Parent Academy(August-May); provide parents with up-dated Handbooks (2016-2017), School Calendars/Flyers, conduct parent conferences, Connect-Ed Phone communications, DAC Talk and News for Title I Parents. Expanded hours of service for the Parent outreach center.

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)].

Response: Santa Clara Elementary maintains regular communications with parents through phone calls, parent conferences, parent/teacher/student conferences, home visits, school calendars/flyers/newsletters, Connect-Ed phone communications, DAC Talk and News for Title I Parents.

At the annual meeting of parents in August, Santa Clara Elementary School will hold a general meeting (Title I Orientation) where information will be presented about the Title I programs, the curriculum, and academic assessments. Parents will learn about the school-wide programs, how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child. Upon conclusion of the general meeting, parents will be invited to visit their child's classrooms and meet staff (Open House). During the classroom visits, teachers will provided with additional information on the subjects they teach, assessments plans, and how parents can help at home.

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: Part of our commitment at Santa Clara Elementary School includes providing opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migrant children through ensuring that all school correspondence and communication are in both English and Spanish, as well as by providing translation services as needed and assistance upon request for those parents with disabilities. In addition, the school will host parent meetings on an array of subject areas through The Parent Academy (TPA). The school will disseminate information through various sources such as parent letters, flyers, Connect Ed messages, posting on the school's webpage. Santa Clara Elementary will also conduct Parent Academy Conferences, workshops in reading, writing, mathematics, science, and parents will be notified of all EESAC, PTA, DAC and PAC Meetings in a timely manner.

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:
☒ Not Applicable

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)].

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	PAC Meetings	4	6	Parents will become better equipped to work with their children at home and provide support for academic success.
2	DAC Meetings	2	2	Parents will become better equipped to work with their children at home and provide support for academic success.
3	Individual Conferences regarding technology and access to the Parent Portal	13	164	Parent liaisons will provide parents with individual assistance on how to access and log in on the Parent Portal.
4	EESAC Meetings	4	59	Parents will be presented with an opportunity to become a stakeholder in their child's education. The more informed they are the better able they are to assist their children.
5	FSA Mathematics/FCAT Science	2	42	Parents will be better able to assist their children in Mathematics and Science
6	FSA Reading/Writing	2	101	Parents will be better able to assist their children in Reading and Writing.
7	FSA Standards pertaining to specific grade levels	1	450	Parents will provide with an overview , expectations, and grade specific information regarding the FSA Standards. They will also be directed to additional information available on the Miami Dade Schools website and the FLDOE website.
8	Title I Orientation	1	83	Parents will be better able to assist their children in Reading, Writing, Mathematics and Science

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 importance of maintaining Parental Contact Logs	1	45	Maintain improved communication with parents.
2	Cultural Sensitivity; Train the Trainer	1	45	Provide information to staff on the various cultures represented in school and to promote and respect the diversities among all cultures
3	Library Media Services	1	29	Knowledge of materials and services

				available to students and teachers; improved student achievement; increased utilization of technology.
4	Provide Professional Development to teachers to unpack the Florida Standards.	1	45	Student achievement and outcome on State assessments.
5	District Pacing Guide Professional Development	1	45	Student achievement and outcome on State assessments.

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	Parents work multiple job	Meetings are being schedule both in the mornings and afternoons. Some meetings are conduct via phone if parents are unable to physically attend
2	Limited English	Provide translations as needed
3	Limited Literacy	Provide information and locations for Adult ESOL classes
4	Mobility Rate	Provide information on outside agencies and services
5	Limited in Home Language	Provide information and locations for Adult ESOL and Home Language classes
6	In Transition Families	Provide information/resources for services

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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