## NORLAND ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Dr. Christina Ravelo , 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:** We, the staff and community of Norland Elementary School, believe that all students can become lifelong learners  and participatory citizens in a global society. Our mission is to provide students with a variety of valuable learning experiences and the tools necessary to succeed, in order for them to develop the life skills necessary to become independent critical thinkers and life-long learners. |

**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:** Norland Elementary School will involve parents in the planning and improvement of Title I programs by first convening an annual orientation meeting to inform parents of their schools's participation in the Title I Program. Parent Academy Workshops will be scheduled during the year based on a survey indicating what training parents would like to attend. Parental workshops will be scheduled at various times to provide all parents an opportunity to attend. All parents are invited to the EESAC meetings to give them an opportunity to make suggestions as to how funds for parental involement will be used. |

**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 | Parent Workshops | Kindergarten teachers, reading coach and the community involvement specialist will share information with PreKindergarten parents about transitioning from Pre K to Kindergarten |

**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 | Annual Title I Orientation | Christina Ravelo | Beginning of school year | Parent involvement in school activities |

**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:** Most of our meetings are scheduled either after school or early evening. A survey was given to our parents requesting the best day of the week and time for parents to meet so we can better meet their needs. |

**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 | The Title I Administration Parent Involvement Monthly School Report and the Title I Parent Involvement Monthly Activities Report are used to coordinate & plan the year's parent involvement activities, and identiify barriers to greater participation. | Principal and CIS | It provides training, information , and support services that strengthen the relations between parents and the school in meaningful ways that improve academic achievement. | Monthly | as evidenced by increased achievement in standarized test scores |
| 2 | The School's Parent Survey Compilation of Results is analyzed and used to amend the Title I Program and the Title I PIP at the school site for the current year. | Assistant Principal and CIS | It provides training, information , and support services that strengthen the relations between parents and the school in meaningful ways that improve academic achievement. | Throughout the year | as evidenced by increased achievement in standarized test scores |
| 3 | The Title I CIS school site on going meetings/workshops for parents. | Principal and CIS | It provides training, information , and support services that strengthen the relations between parents and the school in meaningful ways that improve academic achievement. | Throughout the year | as evidenced by increased achievement in standarized test scores |
| 4 | Title I Administration Home Training/Visitations with Parents | Title I Community Liaison Specialists | It provides training, information , and support services that strengthen the relations between parents and the school in meaningful ways that improve academic achievement. | Throughout the year | as evidenced by increased achievement in standarized test scores |

**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 | CIS Training of Trainers | Principal and CIS | The implementation of effective parental involvement activities are linked to improved academic achievement. | Throughout the year | as evidenced by increased achievement in standarized test scores |
| 2 | Title I Administration Annual Procedures Meeting for Principals | Title I Administration and Schools of Operations | Compliance and guidelines for the effective implementation of Title I and NCLB procedures. | During the first few months of the fiscal year | as evidenced by increased achievement in standarized test scores |
| 3 | Title I Annual Meeting conducted at the school site level | Title I Administration, School's Principal | It is to understand and implement the No Child Left Behind Act and also to increase academic achievement through parent involvement. | Conducted by September 30th | as evidenced by increased achievement in standarized test scores |

**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:** Workshops will be organized for parents/guardians that will provide training and instruction on how parents can be involved at school and at home in the education of their children. Some of the activities will include: Parent Portal training, Family Assessment Night, Literacy and Math Night. |

**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 are provided information about the Title I Program on a timely basis by flyers that are sent home and the use of Connect-Ed phone system. Teachers have been requested to schedule at least one parent conference this year for every child in their homeroom. At this meeting, the curriculum is discussed, behavior and progress of the student is also addressed. |

**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:** All parents are invited to attend the Parent Academy Workshops. Flyers are sent home with students and the CIS follows up with phone calls. If they are unable to attend, the CIS will schedule a one-on-one training with them. |

**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:

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| **count** | **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| 1 | Training parents to enhance the involvement of other parents [Section 1118(e)(9)]; | In collaboration with the Parent Academy, a workshop will be held to train our current parents that frequently invovled in their child's education. These parents will help motivate other parents. | The Parent Academy and CIS | To increase academic achievement through parent involvement. | In the first few month of the school year. |
| 2 | 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)]; | There are scheduled monthly meetings, CIS "training of trainers", and CIS trainings. | Title I Administration District Director , Title I District Supervisor | To increase academic achievement through parent involvement. | Throughout the school year |
| 3 | Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and | The Title I Accountability & Technical Assistance Team schedules school site monitoring and support. | Title I Adminstration District Director | To increase academic achievement through parent involvement. | Throughout the school year |

**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\209355\Downloads\fileUploads\133701_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\209355\Downloads\fileUploads\133701_2016-2017_uploadCompact.docx) |

**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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## 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 | Title I Annual Meeting | 1 | 204 | Strenthened relationship between the home and school, increased parental involvment and student achievement |
| 2 | Parent Portal Training | 1 | 26 | Increase parent involvement and support of student achievement |
| 3 | Literacy/Math Night | 1 | 92 | Increase parental involvement and support of content area |
| 4 | Meet & Greet | 1 | 75 | Increase parental involvement and to introduce students to teachers |

**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 | CIS Training of Trainers | 4 | 12 | The implementation of effective parental involvement activities are linked to student improvement in academics and behavior. |
| 2 | Title I Annual Procedures Meeting for Principals | 1 | 150 | Compliance and guidelines for the effective implementation of Title I ESEA procedures. |

**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 | Many of our Economically disadvantaged parents have work schedules that prevent them from participating in parent involvement activities. | Allow parents to access school resources at times that are convenient for them. |

**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** |