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

I, Carolyn Wilkins , 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:** The group responsible for the planning, review, and improvement of the Title 1 programs is the School Advisory Counsil (SAC). Parent information is given to parents throughout the school year. This also includes opportunities to become involved in the process of planning, review and improvement of the Title 1 programs. Such times include, but are not limited to: Meet the Teacher Day,Title 1 Annual Meeting, Parent Teacher conferences, PTO meetings, School Newsletters, and the local newspaper. Parents are given the opportunity to provide feedback and offer ideas on ways to improve via a survey. Sign in sheets, agendas and minutes (where applicable) will provide the necessary documentation. |

**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 | Head Start, Early Learning Coalition of St. Lucie County, and surrounding day care centers | Workshop can be provided for VPK and Pre-K daycare staff with information on what the children will be expected to learn at the kindergarten level so they can better prepare the children. Parkway will work with the agencies to coordinate the dissemination of flyers and other information. |
| 2 | Title IV | The "Too Good for Drugs" curriculum is used in the school system. Also Parkway is provided with additional curricula such as "Second Step" and "Peace" curriculum. |
| 3 | PTO Learning Events | Grade groups provide specific strategies to enhance student learning. These nights are held throughout the year with a focus on reading, math and content areas. |
| 4 | Title III | ESOL night to support the families of our ELL students so that they are better able to help their children learn within their new community. |
| 5 | Title III | ESOL parents will be provided with dates, times and locations of district ESOL family support events, including second language labs. |
| 6 | Parent Academies | Parents will be provided information for the various district academies to encourage positive parenting as a means to increasing student behaviors aligned to learning. |
| 7 | Sheriff's Bike Rodeo | Families will be invited to learn bike safety for traveling to and from school. |

**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 | Plan Annual Meeting | Administration, Leadership team, PTO | August 25, 2016 | Copies of agenda, flyers handouts. Post on website, marque, local newspaper and community TV channel |
| 2 | Conduct Annual Parent Meeting | Administration, Leadership team, PTO | October 2016 | Sign-In sheets which will be used as documentation and kept in Parkway's office Title 1 box. |

**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:** Feedback from Parkway Parent Involvement Meetings reveal parent preference for the day and time best suited for them to attend school functions. Wednesdays and Thursdays were the preferential days. Parents responded that morning and afternoon sessions was the best time frame. Parkway will offer meetings/parent training sessions to accommodate the desired time frame. Parents will be provided with surveys to give input regarding the type of programs and workshops they would prefer to see as well as voice the need for alternative meeting times and days. An activity log will be kept with dates and times to ensure a variety of days and times are offered. Information will be provided to the parents via the school newsletter, school marquee, PTO meetings, signs posted in parent pick-up zone, email (when applicable), and when appropriate, the School Messenger System will be used to telephone parents informing them of upcoming events. |

**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 | State's academic standards/workshops, distribution of information and materials | Administration, instructional coaches and grade level teachers | Provides information to parents regarding the content of standards | Sept. 2016 through end of school year | Sign-In sheets and/or evaluation forms |
| 2 | Science Fair/provide information to parents in an easy to understand format regarding requirements of science fair projects | Science committee and grade level teachers | Increase parent/student baseline knowledge of scientific process | January 2017 | Sign-In sheets and/or evaluation forms |
| 3 | FSA/workshops inform parents about FCAT, curriculum, and strategies to help prepare their children | grade level teams, instructionl coaches | Increased student achievement on FCAT due to Parental involvement | On-going | Sign-In sheets and/or evaluation forms |
| 4 | Monthly Family involvement activities | PTO | Parents will reengage in the school and will support school programs | Once a month August-May | Sign-In sheets |

**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 | Volunteer orientation | Parkway volunteer liaison, district volunteer coordinator | Assist teachers with ways to utilize parent volunteers in the classroom to improve student achievement | August 2016 | Sign-In sheets and #of volunteer hours |
| 2 | PBS/Bullying Training | Administration, PBS Core team | Better communication with parents regarding students needs | August 2016 and ongoing for students | Sign-In sheets |

**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:** Kindergarten Roundup to increase parent awareness of skills to practice at home with their children. Parent Trainings to inform and provide parents with opportunities to understand parent portal, grade level specific curriculum, homework and build skill base which can be used at home to support academic achievement. |

**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:** At the beginning of the year, parent will be invited to Meet the Teacher Day. During this time, parents will be given detailed information about the school-wide program, the purpose of the Parent-Student-Teacher compacts, how to schedule parent-teacher conferences and opportunities for participation in the decision making process relating to the education of their child. Each classroom teacher will encourage parents, who are interested; to consider becoming a member of the School Advisory Council, the PTO and a sign in sheet will be made available in each classroom for the contact information of those interested. At the annual Title 1 Parent Meeting, information will be provided to parents about the Title 1 programs, the curriculum and academic assessments, and the rights of the parents. Sign-In sheets for the meetings will be housed in the Title 1 box located in the office for documentation. Notification and information will be distributed in a variety of ways including, but not limited to, school newsletters, flyers, parent conferences, School Messenger System, parent emails, signs posted in parent pick-up zone, and student planners. Parkway will maintain an activity log documenting the various activities which includes date, time, day of week, and the number in attendance, and who organized the event. |

**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 mailings, Title 1 information and school documents will be made available to parents in English, Spanish and Creole as requested. For parents who speak different languages other than English, a translation system will be used to promote family involvement activities, Parkway will endeavor to translate School Messenger messages in Spanish and Creole whenever possible. A monthly newsletter is distributed to all parents and business/community partners. Parents are also encouraged to utilize the school website where activities and parental resources are available electronically. Student planners are used to communicate between the classroom and home. Parents are also provided regular reports of academic progress through report cards, progress reports and completed assignments. Invitations to school meetings and conferences go home by the student via the Tuesday Folder or in their backpacks. If needed, an intervention plan is developed between the Problem Solving Team and parent. Regular meetings are encouraged as follow up to the strategies outlined to check on progress. |

**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 | Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and | Parent Academies- Parents will learn strategies to help their child at home | Instructional coaches | Parents will learn strategies and activities to use with their child at home. | October 2016-March 2017 |
| 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)]; | Student Led Conferences with parents | Administration and Coaches | Students and parents will conference to discuss adademic and personal goals as well as develop and action plan for success. | October 2016 and May 2017 |

**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%3A%5CUsers%5Ccwi0429.SLCSB%5CDownloads%5CfileUploads%5C560311_2016-2017_uploadEvidenceParentInput.docx) |

**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%3A%5CUsers%5Ccwi0429.SLCSB%5CDownloads%5CfileUploads%5C560311_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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## 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 | Parent/Teacher Open House | 1 | 300 | Parents confident in working with teachers to support students' success will coorelate to increase in student time on task resulting in increase of learning material. |
| 2 | Title I Parent Informational Meeting | 1 | 10 | Parents understanding of additional services will increase usage of such resulting in an increase in student achievement. |
| 3 | ESOL Informational Meeting | 2 | 10 | Parents gaining knowledge of how we work to support their child and what they can do to help them will result in an increase in student achievement. |
| 4 | Parent/Teacher night | 4 | 100 | Learning opportunities to help parents understand how to assist their students using various strategies resulting in increase of student achievement. |
| 5 | PTO nights/events | 7 | 400 | Building relationships with parents has an impact on student achievement. |
| 6 | Community events | 3 | 200 | Building relationships and connecting to the community results in an increase of 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** |
| 1 | Volunteer orientation | 3 | 80 | Assist teachers with ways to utilize parent volunteers in the classroom to improve student achievement |
| 2 | PBS/Bullying Training | 2 | 20 | Better communication with parents regarding students needs |

**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 | Teachers working to contract reduced participation | Planned more activities with compensation to teachers |
| 2 | Low parent participation | Facilitate a more active PTO |

**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** |