

MIDDLEBURG ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Becky Wilkerson, 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)].



Signature of Principal or Designee

10-17-14

Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

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 [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

Response: Middleburg Elementary School's Title 1 team and administration will involve parents by evaluating and planning based on feedback provided from the Parent Climate Survey, ideologies suggested by the parents of MBE's School Advisory Council, parent feedback and suggestions developed at parent nights, and review of materials from parents who attend the quarterly District Title 1 Parent Advisory Committee meetings.

Middleburg Elementary School is providing monthly parent newsletters which allow comments and suggestions to assist in furthering school improvement, along with evaluation forms and Survey Monkey Input from Middleburg Elementary's Facebook page from parents following Title 1 sponsored parent events.

Middleburg Elementary promotes a climate of openness with parents by taking into account suggestions made through our Title 1 Suggestion Slips located in the front office, parent volunteers, P.A.C. member feedback, parent event feedback forms and email communication.

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 1 Parent Events-Math, Science and Literacy Activities	MBE Title 1 Teachers-Fliers, robo calls, newsletters, OneClay App notifications and Facebook notifications will be sent to parents, so they can participate in academic parent nights where take home activities and strategies will be demonstrated to help students at home
2	Title 1 District Parent Advisory Committee	District Title 1 Supervisor/ MBE Title 1 Lead Teacher-Parents will be notified via email, personal invites and phone calls as needed to help encourage participation in PAC events; Materials, ideas and public speakers are available to help parents with at-home strategies
3	Head Start	Title 1 Coordinator meets with the Head Start program nearby and has them tour MBE with instructions and ideas on how to make it a smooth transition to a new school
4	Head Start	A Head Start substation is located here at MBE and does continual screenings year round on future students

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	Develop Powerpoint Presentation and Agenda	Title 1 Teachers	August 2016	Powerpoint

2	Sign-in Sheets Created	Title 1 Teachers	August 2016	Sign-in Sheets
3	Creation of Flyers and Announcements	Title 1 Teachers	August 2016	Attendance
4	Documentation of Parent Involvement with Sign-In Sheets	Title 1 Teachers	August 2016	Completed Sign-In Sheets
5	Introduction to Title 1 Annual Parent Orientation: Presented During Teacher Meet and Greet	Title 1 Teachers/Admin	August 15th, 2016 from 5:00-7:00 PM	Minutes, Sign-in Sheets
6	Introduction to Title 1 Annual Parent Orientation: Presented During Kindergarten Parent Orientation	Title 1 Teachers/Admin	August 11th, 2016 from 6:00-7:00 PM	Powerpoint

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: Middleburg Elementary School plans Parent Orientation and Open House to be in the evenings to better accommodate working parents. As a result of parent feedback from our SAC Committee, we changed the Title 1 Annual Meeting to be incorporated within Orientation/Open House within teachers' classrooms, so parents could spend more time focused on teacher/student interaction. At orientation a PowerPoint was developed for constant circulation as an introduction to Title 1, Title 1 fliers and the Title 1 Right to Know booklets were distributed to each student during this event and the Title 1 teachers/coaches were present for help and questions. In addition, parent involvement activities are held either early in the mornings, such as "Muffins for Moms", or later in the evenings, such as our math and reading parent nights, to best serve those working parents. At all of our parent events, food and drinks are provided for families and babysitting (if applicable) is offered at evening events to encourage better participation and convenience for families.

In addition to the above mentioned, some grade levels have offered to hold an evening dedicated to parent conferences outside of school hours for working parents.

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	Muffins for Moms	Title 1 and Media Center	Literacy/Academics	September 2016	Book Fair Orders, Attendance; Sign-In Sheets
2	S'Mores and Mores Learning Event	Title 1 Coaches, MBE Faculty and Staff	Math/Literacy/Science	Winter 2017	Sign-In Sheet, Parent Feedback
3	Publix Literacy Night	Title 1, MBE Faculty and Staff	Reading/Math	Winter 2017	Sign-In Sheets, Student Activity Sheets
4	Donuts for Dads	Title 1 and Media	Literacy/Academics	Summer	Attendance; Sign-

		Center		2017	In Sheets
5	Parent Volunteer Training	Title 1 Teachers/Admin.	Academics, Reading, Math, Parent Involvement	September 2016	Volunteer Sign-In Sheets
6	Head Start Tours	Title 1 Teacher	Early Preparation to Ease Student Transition	May 2016	Sign-In Sheets; Head Start Collaboration
7	Reading Bingo/Book Swap	Title 1 Teachers/Media Center	Literacy/Academics	Fall, Spring 2016-2017	Sign-In Sheets, Parent Feedback
8	D.A.D.S. Bring Your Daughters and Sons to School Day	Title 1 Teachers	Parent Involvement/Activities	September 2016	Sign-In Sheets, Parent Feedback

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	Staff Professional Development-Building Communication with Parents and Increasing Parent Involvement	Chris Simmons-Title 1 Specialist	All Content Areas	Fall 2016	Presentation and Teacher Follow-Up

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: Middleburg Elementary School provides the following communication between teachers and parents to encourage support and participation throughout the school year: Monthly newsletters to parents; weekly communication folders between parents, students, and teachers; Teacher-created and School-created websites; EduLink phone calls; a Volunteer Orientation held at the beginning of the school year; Facebook App notifications; OneClay App notifications and use of the Parent Portal.

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: Timely information about the Title 1 programs will be published in the monthly Middleburg Pirates newsletter, posted on the Middleburg Facebook Page, as well as the school marquee, notifications that will be sent out using the OneClay App and the Middleburg Elementary Website. Parents are also notified of parental involvement activities through special invites in weekly communication folders, teacher created websites, EduLink phone messages (as needed), Facebook notifications, and OneClay App notifications.

The description and explanation of the curriculum at Middleburg Elementary is presented by each grade level at the beginning of the year open house/orientation through grade specific pamphlets or handouts. Curriculum, school and district expectations and performance were presented at the Annual Title 1 Meeting held in September. Parents are advised of various assessments used to measure student progress through the monthly Middleburg Pirate newsletter and presented to the Middleburg Elementary School Advisory Council. Proficiency levels of students are relayed specifically by each grade level to the parents of each student. Grades 3 and 6 are notified of criteria for retention by multiple letters sent home and signed by parents throughout the school year.

Teachers are required to conference with each parent in their classroom no less than 1 time per school year. Parents are encouraged to request frequent conferences to stay involved and participate in their child's education. In addition, Middleburg Elementary's School Advisory Council consists of four or more parent representatives who attend regularly scheduled meetings to formulate suggestions and discuss the school's progress.

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: Parents are notified of school activities, school reports, and meetings through a variety of media including newsletters, MBE website, EduLink, teacher and Title 1 websites, Parent Portal, Tuesday folders and agendas, use of school marquee, and Facebook and OneClay App notifications. Non-English speaking parents will be provided with an interpreter as needed, and notices will be sent home in the parents home language as needed.

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	Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];and	SAC Committee Meetings	SAC Chair	Increasing the level of involvement of parents to become active in the decisions made at the school	Ongoing-2016-2017
2	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 Literacy Events, Morning reading events with media center	Title 1 Teachers/Media Specialist	Parents will be provided materials and activities to take home, along with training on how to better help their children at home to improve academic achievement in reading	Ongoing-2016-2017
3	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	District Title 1 Parent Advisory Committee quarterly meetings and follow up	Parent Members/District Title 1 Specialist	Parents will be provided training and information on how to increase their knowledge of topics and available resources provided by the Clay County School District	Ongoing-2016-2017

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)].

Upload evidence of parent input in the development of the compact.
[Uploaded Document](#)

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	Muffins for Moms-Literacy Stations and Take Homes	1	358	Increase literacy awareness
2	Reading BINGO Night-Literacy Strategies to Use At Home	1	95	Increase literacy awareness
3	Publix Literacy Night-Math and Literacy Scavenger Hunt	1	89	Use of math and literacy in the real world
4	Donuts for Dads-Literacy Stations and Take Home Activities	2	236	Increase literacy awareness
5	Head Start Tour-Pre-K students and parents tour current kindergarten classrooms	1	14	Helps students with educational transistions
6	Volunteer Orientation with Title 1	1	13	Train parents for ethical volunteering in classrooms and academics
7	Title 1 Science Fair Informational Night	1	36	Train parents and students of the science project instructional components
8	S'Mores and More Learning Event	1	231	Applications of math, reading and science awareness
9	Title 1 Book Swap	1	77	Increase literacy awareness

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	Title 1 Parent Communication Faculty Meeting	1	32	Strengthen Positive Communications Between Parents and Teachers

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	Annual Meeting is difficult to have separate of orientation because parents are focused on their children meeting the teacher	Include the Annual Meeting within the teacher classroom presentations
2	Parents have difficulty knowing about events and academics due to lack of internet service	Increase distribution of Everyone.org flier at orientation and parent events, add portal registration at parent events and invite parents to utilize the Title 1 kiosk in the front office
3	Parents who attend the Kindergarten Orientation usually have difficulty attending because of lack of childcare	Childcare was provided by the kindergarten teachers this year at orientation

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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