

PINEWOOD ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Jennifer Radcliff, 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

Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: Our mission is to involve parents in their children's educational experiences whilst increasing their knowledge of how to support their students for academic success

Review Rubric:

Mission statements are written concisely, free of jargon, and parent-friendly and inspire stakeholders to be involved and supportive of the program. Strong mission statements include:

- Explanation of the purpose of the parental involvement program;
- Description of what will be done; and

- Description of the beliefs or value of the LEA.

Review Status: Adequate

Review Comments:

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: *Parents on the School Advisory Council (SAC) will participate in the development of the Parent Involvement Plan.

*SAC will use the results of the parent surveys to guide the development of the Parent Involvement Plan.

*Pinewood will host a Meet the Teacher event, to give the parents and children an opportunity to meet their teacher and know their way around the facility

*Administrators will send out a Blackboard Connect call to parents to encourage families to attend the Meet the Teacher event.

*Evening family involvement events will be scheduled throughout the school year.

*Student reinforcement events will be scheduled to encourage increased parent attendance at Parent Teacher Conferences

*Implement services of a Home/School Liaison to increase communication with and involvement from parents.

Review Rubric:

Strong responses include:

- Identification of the group responsible for the development, implementation and evaluation of the plans;
- Description of the procedures for selecting members of the group;
- Explanation of how the input from parents will be documented; and
- Description of the process and involvement of parents in the development of required plans; and
- 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)].

Review Status: Adequate

Review Comments:

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	Kindergarten Screenings	Parents will be notified at registration; the PTA newsletter will be sent to all parents with dates/times. Pertinent information will be shared at the screening event. The school marquis will display upcoming parent and family events.
2	Pre-school students will be invited to a kindergarten tour.	Schools will be contacted of tour dates; letters will be sent out advertising the dates. Pre-school students and parents will visit all K classrooms.
3	Parent University	We will inform our parents about the MCSD Parent University Program which provides information on how to assist parents and students.
4	Family STEM Night	Coordinated by our math coaches, we will provide an evening of STEM activities for parents and children to increase their understanding of math and science practices.
5	Family Literacy Night	Coordinated by our literacy coaches, we will provide an evening of literacy activities for parents and children to increase their understanding of literacy practices

Review Rubric:

Strong responses include:

- Identification of the specific federal programs; and
- Description of how the programs will be coordinated.

Review Status: Adequate

Review Comments:

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	SAC will review the outcomes of the school climate surveys	SAC Chair, Principal	April 2017	2016-2017 Parent Invol. Plan
2	Administration will review the climate survey results at the April PTA General Meeting.	SAC Chair, Principal	April 2017	Parent attendance sign-in
3	School Climate Surveys	SAC Chair	February/ March 2017	Survey Results
4	Open House Review Title 1 Information	Administration	August 2016	Parent Open House Sign in Sheets

Review Rubric:

Strong responses include:

- Identification of specific activities or tasks;
- Identification of the person(s) responsible for completing the task;

- Reasonable and realistic timelines; and
- Description of the evidence the school will use to demonstrate the effectiveness and/or completion of the activity/task.

Review Status: Adequate

Review Comments:

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: *School-wide Parent and Family Night activities will be start no sooner than 5:30 PM (excluding conference nights).

*Activities and supervision will be provided for children during specific school events and activities.

*Home/School Liaison available to assist families in need of transportation to school events/meetings.

*Home visits completed by Home/School Liaison to discuss attendance practices.

Review Rubric:

Strong responses include:

- Description of the process the school will use to ensure that workshops/meetings are offered at a flexible times; and
- Specific examples of the flexible schedule offered to parents.

Review Status: Adequate

Review Comments:

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	Pinewood will host a family event (meet the teacher and PTA) event at the start of school	Principal and PTA Members	Procedures, curriculum, benchmarks	August 2016	Sign up for activities presented at the Open House
2	Evening family involvement events will be scheduled throughout the school year.	Family Involvement Committee	Procedures, curriculum, benchmarks	Quarterly over the 2016-2017 school year	Attendance rosters
3	Refer parents to the Parent Resource Center	Classroom Teachers	At home activities in reading, writing, math and science	SY 2016-2017	Parent Resource Center referrals
4	Student events scheduled to encourage attendance at Parent Teacher Conferences	Teachers, Administration	Pupil progression in all subject areas	SY 2016-2017	Parent Teacher Conference records, sign-in
5	Implement services of a parent liaison to increase communication with and involvement from parents.	Parent Liaison	Increased parent participation in curriculum and family nights	SY 2016-2017	Home/School Liaison communication log book
6	Teachers will distribute to parents information on state testing, content and achievement standards, & how monitor child's progress.	Teachers	Curriculum, benchmarks, FSA	SY 2016-2017	Parent participation and receipt of newsletters/flyers
7	Teachers will provide parents with reviews of students diagnostic information	Teachers	Increase knowledge base of student performance	SY 2016-2017	School-wide parent survey results

Review Rubric:

Strong responses include:

- Description of the content and type of activity including the following:
 - o The state's academic content standards and state student academic achievement standards, State and local assessments including alternative assessments, Parental involvement requirements of Section 1118, and How to monitor their child's progress and work with educators to improve the achievement of their child;
- Identification of the person(s) responsible;
- Correlation to student academic achievement;
- Reasonable and realistic timelines; and
- Description of the evidence the LEA will use to demonstrate the effectiveness and/or completion of the activity/task

Review Status: Adequate

Review Comments:

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	Volunteer Orientation for Staff	Principal and Volunteer Coordinator	All subjects	August 2016	Volunteer Records, parent participation in activities
2	Math Training	Math Coaches	Math	SY 2016-2017	Classroom Observations, Lesson Plans, Progress Monitoring Assessments
3	Science Training	Valerie Gaynor	Science	SY 2016-2017	Classroom Observations, Lesson Plans
4	Balanced Literacy Training	Literacy Coaches	Reading	SY 2016-2017	Classroom Observations, Lesson Plans, Progress Monitoring Assessments
5	Columbia University Reader's Workshop Training	Teachers	Reading and Writing	July 2016	Classroom Observations, Running Records, Lesson Plans
6	Buck Institute PBL Training	Administration and Teachers	All subjects	SY 2016-2017	Classroom Observations of PBL implementation
7	Kagan Cooperative Learning Training	Administration and Teachers	All subjects	July 2016	Classroom Observations, Lesson Plans

Review Rubric:

- Content and type of activity including the following: Value following:
 - Valuing of parental involvement,
 - Communicating and working with parents,
 - Implementation and coordination of parental involvement program,
 - Building ties between home and school,; and
 - Cultural sensitivity;
- Identification of person(s) responsible;
- Correlation to student academic achievement;
- Reasonable and realistic timelines; and
- Description of the evidence the LEA will use to demonstrate the effectiveness and/or completion of the activity/task.

Review Status: Adequate

Review Comments:

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: *Increase the number of teacher referrals for parents to use the Parent Resource Center to assist their child.

*Increase visibility of the Home/School Liaison and send flyers about the Parent Resource Center home to families. Inservice teachers in the use of prescriptions for the center.

*Continue "All Pro Dads" program to get fathers involved at school. Hold "All-Pro Dads" events off campus during the school year.

Review Rubric:

Strong responses include:

- Identification of the type of activity;
- Specific steps necessary to implement this activity;
- Person(s) responsible;
- Timeline; and
- Description of the evidence the school will use to demonstrate the effectiveness and/or completion of the activity/task.

Review Status: Adequate

Review Comments:

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: *Notify parents through newsletters.

*Use Connect 5 message system to notify parents of upcoming events.

*Newsletters include a Title I article with necessary information.

Review Rubric:

Strong responses include:

- Process for providing information to parents;
- Dissemination methods;
- Reasonable and realistic timelines for specific parent notifications; and
- Description of how the school will monitor that the information was provided.

Review Status: Adequate

Review Comments:

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: *The Parent Involvement Plan in the Parent/Student Handbook in English and Spanish.

*The plan will be available on the school's website.

*A copy of the plan will be located in Parent Notebook in front office.

*The plan will be continually developed throughout the year by the Parent-Involvement Collaborative Learning Team.

*Parents will be contacted and activities will be advertised.

*Home/School Liaison will contact families to increase interest and involvement in activities.

Review Rubric:

Strong responses include:

- Process the school will use for translating information into a parent's native language;
- Description of how the school will ensure that parents with disabilities will have access to parental involvement activities and/or services;
- Description of how the school will ensure that information is available to parents considering the fluctuating student populations;
- Specific languages in which information will be provided; and
- Process the school will use to monitor that schools provide information to parents in a language they can understand, if feasible.

Review Status: Adequate

Review Comments:

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

Review Rubric:

Strong responses include:

- Identification of the activity which may include the following:

- Involving parents in the development of staff training, providing literacy training, paying reasonable and necessary expenses to conduct parental involvement activities, training parents to help other parents, adopting and implementing model parental involvement programs, organizing a local education agency parent advisory council, and/or developing roles for community organizations and/or business in parental involvement activities;
- Description of the implementation strategy;
- Identification of person(s) responsible;
- Correlation to student academic achievement; and
- Reasonable and realistic timelines.

Review Status: Adequate

Review Comments:

Upload Evidence of Input from Parents

Upload evidence of parent input in the development of the plan.

[Uploaded Document](#)

Review Rubric:

Review Status: Adequate

Review Comments:

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](#)

Review Rubric:

School-Parent Compact must include the following components:

- Description of the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State's student academic achievement standards;
- Identification of ways parents will be responsible for supporting their children's learning (for example, monitoring attendance, homework completion, or television watching; volunteering in their child's classroom; and participating as appropriate in decisions relating to the education of their children and positive use of extracurricular time); and
- Highlight the importance of communication between teachers and parents on an ongoing basis through, at a minimum: parent-teacher conferences in elementary schools, at least annually, during which the compact will be discussed as it relates to the individual child's achievement; Frequent reports to parents on their child's progress; and Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and

- Evidence that parents were involved in the development/revisions to the compact [Section 1118(d), ESEA].

Review Status: Adequate

Review Comments:

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](#)

Review Rubric:

Review Status: Adequate

Review Comments:

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	Pinewood will host an Open House event (meet the teacher and PTA) event at the start of school.	2	700	Procedures, curriculum, benchmarks
2	Evening family involvement events will be scheduled throughout the school year.	4	300	curriculum, benchmarks
3	Refer parents to the Parent Resource Center	25	25	increased practice for individual students
4	Implement services of a parent liaison to increase communication with and involvement from parents.	10	300	increased understanding for parents in attendance
5	Teachers will distribute to parents information on state testing, content and achievement standards,	3	750	increased understanding for parents
6	Advertise SAC and PTA meetings on the school marquis	8	100	increased parent involvement
7	Coffee Talks for parents to increase their understanding of the standards and reporting system	8	50	increased understanding for parents

Review Rubric:

Strong responses include the content and type of activity, number of activities, number of participants, and the correlation to student achievement.

Review Status: Adequate

Review Comments:

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	Balanced Literacy	5	40	increased instructional strategies implemented for our EL learners in ELA
2	ELA and Math Benchmark - reviewing results and strategies	3	40	increased instructional strategies implemented for our EL learners in math
3	Volunteer Orientation for Staff	1	50	all subjects

4	3 Act Task Training	1	30	increased instructional strategies implemented for our EL learners in math and science
5	Pathways Book Club	6	20	increased instructional strategies implemented for our EL learners in ELA
6	Mindset Book Club	10	15	increased instructional strategies implemented for our EL learners in all areas
7	Ron Clark Academy-engaging learners	1	4	increased engagement strategies implemented for our EL learners in all areas
8	PLC training to increase teachers' skills in collaborative planning	4	40	increased instructional strategies implemented for our EL learners in all areas

Review Rubric:

Strong responses include the content and type of activity, number of activities, number of participants, and the correlation to student achievement.

Review Status: Adequate

Review Comments:

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	Language	increase the number of interpreters available at events
2	Child-care	allow siblings to attend events
3	Language	hire someone that is bi-lingual in the front office
4	Transportation	use parent liaison to assist parents needing transportation

Review Rubric:

Strong responses include:

- Identification of barrier which hindered participation by parents in parental involvement activities (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); and
- Description of how the LEA will use the information gathered from the evaluation to design strategies for more effective parental involvement policies described in Section 1118.

Review Status: Adequate

Review Comments:

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
1	Professional Development	use of the instructional coaches for job embedded professional development
2	Effective Communication	use of the marquis, Connect 5 calling system, and school newsletter to communicate with parents

Review Rubric:

Activities described in this section should be correlated to student achievement and include sufficient detail that another LEA or school could use the information to develop a similar program.

Review Status: Adequate

Review Comments:
