

## OTIS A. MASON ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Nigel Pillay, 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 8101 of 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;
- 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;
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school-wide program plan
- 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;
- If the plan for Title I, Part A, developed under ESEA Section [1116], 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;
- Provide to each parent an individualized student report about the performance of their child(ren) on the state assessments [ESEA Section 1116];
- 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 out of field; 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.



7/7/2017

Signature of Principal or Designee

Date Signed

## Mission Statement

Parental Involvement Mission Statement (Optional)

**Response:**

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## 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 [ESEA Section 1116].

**Response:** Parents are actively recruited by the SAC chair(s), classroom teachers, and PTO members to serve on the SAC and PTO committees. Announcements are communicated utilizing backpack letters, personal phone calls or interactions to/with parents from teachers and staff, publications such as the newsletter, and over the Blackboard Connect phone notification system. Volunteers are welcomed. Parents serve on the SAC committee and assist in developing and implementing the PI Policy. Input is



sought through surveys and feedback. SAC and PTO meetings occur at least monthly and input is sought from parents in attendance. The PTO board is consulted on a regular basis. Implementation of strategies to inform, involve, and encourage participation of families in school activities, student academic endeavors, and increase home to school dialogue will be facilitated by school staff including administration, instructional and non-instructional staff and the volunteer coordinator.

## 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 [ESEA 1116].

Account	Program	Coordination
1	Preschool Providers	We meet with preschool parents and provide information. We provide VPK at our school and work with providers of HeadStart and VPK
2	DCF and other agencies	Our guidance counselor makes and maintains contact with social services to assist families in need of social services and emergency assistance. This provides outreach and collaboration with agencies that will assist parents with health, psychological, and educational resources.
3	Mental Health Providers	We maintain open communication with providers of Mental Health Care. This provides a source for emergency mental health assistance for children and families and ongoing collaboration to ensure continuity of service for students.
4	Title I Programs	The school utilizes funding provided by Title I to provide programs, tutoring, resources, and parental education to support families, ensuring appropriate support is given at school and at home.

## Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (school-wide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity.

Account	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Advertise Parent Meeting	Principal	September	Newsletter, Website, Marquee and Blackboard Connect Message
2	Hold Annual Title I Parent Meeting	Principal	September	Agenda and Parent Feedback
3	Distribute Title I Materials	Administration/Teachers	August/September	Sign in sheets and contracts

## 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 parent and family engagement [ESEA Section 1116].

**Response:** Meetings will be scheduled to cover a range of topics. Meetings and events will be held at various times including mornings, afternoons, evenings, before and after school, during school and home site visits. Events often include families and may include child care. Parents are surveyed to determine convenient times. Based on the feedback from surveys, meetings will be held at various times and by phone depending on what is convenient for parents and able to be scheduled for teachers.



## Building Capacity

Describe how the school will implement activities that will build the capacity for meaningful parent/family 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. 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. Include information on how the school will provide other reasonable support for parent/family engagement activities under [ESEA Section 1116)].

Account	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Curriculum Night	Teachers and School Staff	Increase parent's knowledge of instruction and reading techniques and participation	Minimum 1x yearly	Parent Suvey, Attendance and Student Gains
2	Title I Open House Activity	School Staff and Administration	Provide an overview of the school, its programs (AVID, TIDE, MTSS) and the purpose and impact of Title I	First semester	Student gains, Parent suvey, Parent attendance
3	Book Fair	Media Specialist	Provide parents opportunity to practice reading with students and provide tips for parents to use to support student reading at home.	2	Increase in reading participation and success on quizzes, increased student reading gains
4	STEM Fair	Staff and Volunteer Co.	Fosters Involvement and provides training and exposure for parents who will be able to use the same strategies at home.	1	Increased student participation in STEM Fair
5	Volunteer Training	Staff and PTO	Fosters good home/school connections and provides training for parents that allows them to use appropriate techniques to assist their children	Ongoing	Volunteer Logs and Training Sign In Sheets
6	Informational Parent Conferences with All Families	Teachers and Administration	Increased student achievement as a result of data sharing and parent/teacher communication	Minimum 2x per year	Parent feedback and participation logs
7	Standardized Testing Night (FSA)	Teachers and Administration	Increase parent awareness and at home support to increase student achievement.	1x per year (start of Second Semester)	Parent feedback and student gains and test score results
8	All Pro Dads	Staff and Parents	Increases family involvement at school. Provides opportunities for fathers to spend quality time with their students.	Ongoing	Participation logs, parent feedback
9	Chorus	Music Teacher, Staff	Increases family involvement at school by providing parents opportunities to volunteer. Also allows parents to attend chorus concerts and spend time at school.	Ongoing	Participation and Volunteer log, parent feedback



10	Proctoring	Teachers, Staff and Testing Coordinator	Provides parents with several opportunities to volunteer and expose themselves to standardized testing. (DE & FSA)	Ongoing	Volunteer logs, Parent Feedback and test score gains
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## Staff Development

Describe the professional development activities the school will provide to educate the teachers, specialized instructional personnel, principals, other school leaders and other staff with the assistance of parents/families, in the value and utility of contributions of parents/families, including how to reach out to, communicate with, and work with parents/families as equal partners. Include implementation and coordinating of parent/family programs and in details of building ties between parents/families and the school. [ESEA Section 1116]

Account	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Tips for Conducting Parent Conferences Training	Principal, Literacy Coach, and School Counselor	Trains teachers new to the district or as needed to provide important information, tips, and support for families regarding student progress and activities that will increase student achievement and school and community relationships.	First Semester	Parent Conference Logs
2	Dealing With Difficult Situations	Guidance, Behavior Interventionist & Literacy Coach	Fosters Positive Involvement by instructing teachers in techniques and strategies to deal with parents from different cultures, communities, and economic environments.	First semester	Parent Conference Logs
3	Volunteering in Your Classroom	Principal & Literacy Coach	Supports teachers in recruiting and retaining class and school volunteers to support positive outcomes for students and build ties between parents/families and our school.	First Semester	Volunteer Logs

## Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their children [ESEA Section 1116].

**Response:** We are conducting a variety of activities to encourage parental involvement. These will be facilitated by our volunteer coordinator and other school staff. Parents are invited to school and class events, SAC meetings, and PTO activities. Our media center is open to both students and parents. Parents may obtain a library card and check out books from the library along with their child. We partner with the St. Johns County Library System to advertise literacy events and provide activities and programs in conjunction with our school. Additionally, the Blackboard Connect system is used to remind parents of school events and our newsletter outlines events and gives tips to parents.



## Communication

Describe how the school will provide parents of participating children the following:

- Timely information about the Title I programs;
- 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 obtain;
- 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; and
- If the school-wide program plan is not satisfactory to the parents of participating children, how the parents will submit the parent/family comments [ESEA 1116].

**Response:** Information about the Otis A. Mason Parental Involvement Plan is given initially at our Title 1 Open House. Updates are given routinely at PTO and SAC meetings. Mason provides parent trainings and curriculum nights to assist parents with understanding standards, expectations and assessments. Parent conferences are held bi-annually or more often as necessary. Information is distributed by newsletter, website, written notes, phone, and planner. Progress reports and report cards go home on a regular basis. Additional communication is provided via a parent brochure and Mason Programs pamphlet that explains the programs and supports that our school has in place to assist families and students.

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## Accessibility

Describe how the school will provide full opportunities for participation in parent/family engagement 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/family programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand.

**Response:** Interpreters are provided as needed for hearing impaired. Parents who speak other languages will be provided translators as feasible. Information sent home is translated into home languages when feasible. Assistance is given to parents when filling out forms if needed.

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## Discretionary Activities (optional)

Discretionary School Level Parental Involvement Policy Components: include any activities that are not required, but will be paid for through Title I, Part A funding (for example home visits, transportation for

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Attach Evidence of Input from Parents

SAC Minutes

Attach Parent-School Compact

Attach Evidence of Parent Involvement in Development of Parent-School Compact

SAC Minutes



## **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. Include participation data on the Title I annual meeting.

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	Book Fair	2	300	Increases student interest in reading and rewards them for successful summer reading activities; builds an opportunity for parents to actively participate with their child(ren) in reading activities
2	Science Expo	1	500	Increased student involvement as a result of data sharing and parent/teacher communication
3	PTA Performances, AVID Workshop, Common Core Standards Information/Training	1	300	Fosters Involvement and provides training and exposure for parents who will be able to use the same strategies at home.
4	AVID Information Sharing	1	400	Fosters an understanding of the purpose of the differentiated opportunities provided to increase student achievement and how they might volunteer to assist.
5	Volunteer Training	4	100	Fosters good home/school connections, Provides parents with important information regarding the AVID initiative and how parents can assist their child(ren) with becoming ready for post-secondary experiences, and help them gain a better understanding of the new standards.
6	Summer AR Family Activities	2	50	Provide parents opportunity to practice reading with students
7	Open House/Grade Level Curriculum Nights to include exposing parents to student curriculum	1	600	Increase parent's knowledge of instruction and reading techniques and participation
8	Chorus Showcase	1	50	Increased students' knowledge of the musical notes and reading sheet music to meet the Florida Musical Standards
9	Art Walk	1	400	Increased students' knowledge of art appreciation to meet the Florida Art Standards.

### **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/families that are disabled, have limited English proficiency, and parents/families of migratory children [ESEA Section 1116]).

<b>count</b>	<b>Barrier (Including the Specific Subgroup)</b>	<b>Steps the School will Take to Overcome</b>
1	Many parents work and are unable to attend school activities due to work hours	Provide opportunities at varying times during the day to accommodate parents' schedules
2	Parents are unaware of the standards	Provide materials and presentations that educate parents on the standards at each grade level