

MANATEE ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Mrs. Tami VanOverbeke, 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 inspire our students with a passion for learning, so they will be empowered to pursue their dreams confidently and creatively.

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: We believe in involving parents in all aspects of our school. Our parents and SAC will have the responsibility for developing, implementing and evaluating the SIP and PIP. We provide parent meetings at various times to compliment our families. We give them additional opportunities to be involved and to join in discussion making and carefully make deliberate changes; that are needed to the PIP. The results of the parent surveys are reviewed by members of SAC and at parent workshops to determine needed changes. Parent workshops and school wide family events are offered during the calendar school year; at various times to increase parent participation and involvement. All Input is gathered during parent meetings regarding how parental involvement funds will be used.

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	The Warren Backpack Program	Kids helping Kids, grow awareness for each other, provide breakfast and dinner on fridays for less fortunate students. (k-3rd grade).
2	Women's Action Committee	Outreach to our community to provide shoes to the students in need.
3	VPK	Coordination for early learning opportunities for families.
4	Children's Academy	Before and After School Transporation

5	MUNM Church	We will collaborate regarding food sack packs.
6	Dream Center	We will collaborate after school and mentoring opportunities.
7	Title I	We will collaborate with our TI resource staff to maintain compliance and exemplary practices.
8	IDEA	We collaborate with our ESE department and ESE teachers to provide and offer supplemental instructional support for parents during the development of the student's iep.
9	ESOL/Migrant	We Will Work With our ESOL/Migrant HSL to assist With communication, increase communication and accessibility for non-english speaking families.
10	Homeless	We will work together with Project Heart to provide resources, school supplies and uniforms for homeless students to remain in school.

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	Develop agenda, handouts and/or presentation materials that address the required components	Principal or designee	Summer/Fall	Copies of agendas, handouts
2	Develop and disseminate invitations	Principal or designee	Summer/Fall	Maintain documentation
3	Hold Meeting	Principal or designee	On going, through out the school calendar year	Evaluations will be notes or surveys
4	Evaluate Meetings	Principal or designee	On-going, through out the school calendar year	evaluation will be aggregated evaluation sheets or a survey

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: Manatee Elementary will provide Parent Workshops and School wide Family Events at various times of our School days to accommodate our Families. This will include Academic, Social and Emotional Components. Our schools fund may provide: Transportation, Child Care, Snacks, and/or home visits for TI activities related to Parent Involvement. We will make every attempt to make information available to parents who are unable to attend the events. We also have a Parent Coordinator/Home-School Liaison who can meet with parents on a needed basis.

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	Parent meetings: such as literacy, math and science	Principal or designee	Higher levels of parent's awareness correlates to higher levels of student achievement	on-going, through out the calendar school year	Evaluation forms/Survey
2	Parent Conferences	Principal or designee	Higher levels of parent's awareness correlates to higher levels of student achievement	2x in our school calendar year	Evaluation forms/comment box
3	Open house	Principal or designee	Higher levels of parent's awareness correlates to higher levels of student achievement	1	Individual feedback and notations

4	Workshops	Principal or designee	Higher levels of parent's awareness correlates to higher levels of student achievement	on-going	Sign in Sheets/ flyer
5	Basic computer Skills	Principal or designee	Higher levels of parent's awareness correlates to higher levels of student achievement	5 weeks	Sign in Sheets/ flyer
6	English	Principal or designee	Higher levels of parent's awareness correlates to higher levels of student achievement	6 weeks	Sign in Sheets/flyer
7	Parent life skills	Principal or designee	Higher levels of parenting	5 weeks	Sign in Sheets/Evaluation forms

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	Professional development	Principal or designee	Higher levels of staff understanding of parent involvement correlates to higher student achievement	on going	Evaluation forms
2	Goal 1:Review of Florida Standards	Principal or designee	Higher levels of staff understanding of parent involvement correlates to higher student achievement	Standards based on instruction will be provided to engage all students based on continual review of	Evaluate Standards with the staff, have evaluation forms or surveys

3	Language Communication	Principle or designee			Written and Oral Documentations	
4	Building School/Parent/Student relationships	Principal or designee	Higher levels of parent's awareness correlates to higher levels of student achievement	On going through out school calendar year	Higher levels of staff understanding of parent involvement correlates to higher	Language Support through the ELL Team using Language for learning

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: Manatee Elementary will ensure a family friendly school environment and atmosphere, by offering Parent Workshops and Trainings for our Parents. In doing so, this will provide higher levels of parent awareness and correlates to higher levels of students achievement. Workshops may include expectations of student achievement; what students need to know and will be able to do. Family night activities will provide demonstration lessons hands on for parents, that will model activities to do with their child so they will be able to duplicate the activities with their child at home. We will employee a Parent Coordinator/Home-School Liaison who will be available for Parent Outreach and Support.

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: Manatee Elementary will hold a general meeting where information will be presented and discussed about the Title I program, the curriculum and academic assessments. Parents will learn and achieve how to schedule a Parent-Teacher Conference and have the opportunities for participation in decision making related to the education of their child/ren. Upon conclusion of the general meeting parents will be invited to visit their child's classroom and meet our school staff. During visits teachers will provide additional information on the subjects they teach, assessment plans, and how parents can assist their child/ren at home. Sign in sheets will document attendance. Information handbooks are given to parents. Written communication will be available in English and Spanish. Interpreters will be available to all parents to ensure that parents are able to fully participate and have clear understanding of their child's education. This includes translation services for deaf and blind impaired.

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 is summarized, written into a document that will be printed in English and Spanish and submitted to all parents. Interpreters will be provided. If other languages are needed the schools can contact the TI office where a school district interpreter will be provided. American Sign Language translation will be available through coordination with Manasota Lighthouse for the Blind and Community Center for the Deaf and Hearing impaired. We have acquired the Black Board Connect Ed, an automated telephone service. We use this to inform and alert parents in English and Spanish regarding upcoming events and activities during the schools calendar year.

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:

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	Family nights/parent trainings/english classes	Principal or designee	Improve gaurdian and their child's education to increase student achievement	On-going through out school calendar 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	Conference nights (2)	Principal or designee	Improve gaurdian and their child's education to increase student achievement	minimum of 2x a year/ quarterly

	conferences at school [Section 1118(e)(10)];				
--	--	--	--	--	--

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	Parent meetings: such as literacy, math and science	4	20	On-going parent support and academic instruction will increase student achievement
2	book fair family night	2	75	On-going academic and parent support instructions
3	Open house	2	250	Higher levels of parent's awareness correlates to higher levels of student achievement
4	Workshops	3	100	Higher levels of parent's awareness correlates to higher levels of student achievement
5	Parent Conferences	2	325	2x a year on- going Parent and academic support
6	Parent resource center	3	100	On-going Parent support in collation with staff

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	Title I compliance trainings	2	100	A family friendly school will increase parent participation and increase student achievement
2	Professional development	4	80	Higher levels of staff understanding of parent involvement correlates to higher student achievement
3	Goal 1: Review of Florida Standards	2	80	Higher levels of staff understanding of parent involvement correlates to higher student achievement
4	Communication, Language	4	75	Higher level of Staff understanding of parent involvement correlates to higher student achievement

5	School/Parent/Student Relationships	4	200	Higher levels of parent's awareness correlates to higher levels of student achievement
---	-------------------------------------	---	-----	--

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	Volunteering/parent skills	Distribute volunteer forms and invite parents and their families to our scheduled events. The parent coordinator can make personal requests
2	Collaborating with the Community	Community outreach, resource fair
3	School Decision Making	Asking SAC participants and in parent workshops for their feedback
4	Parent resource center	community outreach

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
-------	-----------------	-----------------------------

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:**Review Comments:**
