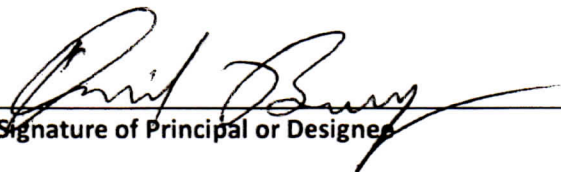


## MARJORIE KINNAN RAWLINGS ELEM Title I, Part A Parental Involvement Plan

I, Daniel Burney, 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 school wide 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)];
- Inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Centers (PIRC) in Florida, i.e., PIRC of Family Network on Disabilities in Florida (FND) and PIRC at University of South Florida (USF) [Section 1118(g)];
- 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

4/13/97  
Date Signed

## Mission Statement

### Parental Involvement Mission Statement

**Response:** The parents, community members, business partners, and other supporters believe that it is the mission of Marjorie Kinnan Rawlings Elementary School to educate children by addressing their individual needs, interest, and abilities so that they may function in a productive manner, satisfying to the students and to our ever-changing complex society.

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

**Response:** We involve parents in monthly SAC meetings as well as other scheduled, publicized meetings throughout the year. The SAC has the responsibility for developing, implementing and evaluating the various school level plans. Parent representatives are nominated by parents. In addition all parents are given the opportunity to review the plan and offer their input prior to approval. There are several methods by which parents are encouraged to join SAC: letters are sent home to each parent inviting them to join SAC and submit nominations, ParentLink is used to call parents, information is shared in the monthly parent newsletter, and the marquee is also used to share information. More than 30 percent of the members of the SAC are parent representatives.

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### 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	Head Start	Title 1 will provide "School is Cool" student workbooks for each student and a copy of <i>Parenting Magazine</i> for parents.

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### 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 [Section 1118(c) (1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop an agenda, handouts, sign-in sheets and/or presentation materials that address the required components of Title 1	School Administration, Title 1 Lead Teacher	September, 2017	Copies of agendas, PowerPoint presentation and handouts, sign-in sheets, minutes and parent evaluations



2	Develop and disseminate invitations, advertise Annual Parent Meeting	School Administration, Title 1 Lead Teacher	September, 2017	Flyer with date of dissemination posting on school website and school marquee
3	Conduct Annual Meeting	School Administration, Title 1 Lead Teacher	September, 2017	PowerPoint presentation and handouts, sign-in sheets, minutes and parent evaluations, and agenda

### 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:** The leadership and staff of M.K. Rawlings are committed to parental involvement. Parent meetings are on a flexible schedule. We schedule meetings before and during the school day, when prearranged with the teacher, directly after school, and in the evening. Transportation and/or possible multiple meeting site, and childcare will be made available during parent involvement trainings.

### 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 training to inform parents of the Student Notebook System and planners, provided by Title 1: Home-School communication and organizational system to assist with organizational skills and parent communication	School Administration, Title 1 Lead Teacher	School communication and organizational system that will improve parents' ability to assist students at home and communicate with the teacher which will increase student achievement	September, 2017	Agenda, Sign-in sheets, student assessment, increase learning gains, parent evaluations
2	Reading Night: Reading strategies and activities to help parents encourage reading at home	School Administration, Title 1 Lead Teacher	Reading activities will improve parents' ability to assist students at home which will increase student achievement	October, 2017	Agenda, Sign-in sheets, student assessment, increase learning gains, parent evaluations

3	Technology Night: Exposing parents to technology resources available to students at home, and provide parents with strategies to use technology to extend learning at home	School Administration, Title 1 Lead Teacher	Technology resources will improve parents' ability to assist students at home which will increase student achievement	November, 2017	Agenda, Sign-in sheets, student assessment, increase learning gains, parent evaluations
4	FL Standards Assessment Night: Exposing parents to resources available to students at home, and provide parents with information and strategies to better prepare students to meet the state standards expectations.	School Administration, Title 1 Lead Teacher	Standard-based testing resources and activities will improve families ability to assist students at home which will increase student achievement	January, 2018	Agenda, Sign-in sheets, student assessment, increase learning gains, parent evaluations
5	Math and Science Night: the University of Florida and community resources coordinate with faculty members will provide parents with math and science strategies and experiments that can be implemented at home	School Administration, Title 1 Lead Teacher	Math and Science activities will improve parents' ability to assist students at home which will increase student achievement	March, 2018	Agenda, Sign-in sheets, student assessment, increase learning gains, parent evaluations
6	Summer Learning Breakfast: Summer learning materials to help parents encourage learning during the summer months.	School Administration, Title 1 Lead Teacher	Summer learning activities will improve parents' ability to assist students at home which will increase student achievement	May, 2018	Agenda, Sign-in sheets, student assessment, increase learning gains, parent evaluations

#### 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 training on PIP, HSC, and DPIP prior to the Annual Meeting	Title I Lead Teacher	Increase staff's ability to communicate the district's and school's parent involvement initiatives	August, 2017	Agendas and Sign-In Sheets
2	Utilizing Student Planners as a Communication and Organizational Tool	Title I Lead Teacher	Positive communication with parents will increase student achievement	September, 2017	Agendas and Sign-In Sheets



3	Parent communication: Strategies for promoting positive parent communicating using "A Teacher's Guide to Working With Parents"	Title I Lead Teacher	Positive communication with parents will increase student achievement	November, 2017	Staff development Calendar
4	Four (4) Modified Modules of Parent Involvement	Principal, Title I Lead Teacher	Increased Parent Involvement will increase student achievement	School Year 2017-2018	Agendas and Sign-In Sheets

### Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

**Response:** Introduction to the parent resource center: Parent resource area is located in the front office. Parents will be encouraged to use resources available. Parents are introduced to the resources and the hours they are available. Title I Lead Teacher will maintain an inventory, documentation of hours and parent use. The hours will be announced in the newsletter and posted on the web site (November, 2016).

Create a family friendly school: Research the family friendly school correlation, and conduct an evaluation of the current status of school. The School Administration and Title 1 Lead Teacher will utilize pre-post evaluation activity logs and other sources (November, 2016).

### 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 school wide 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:** Information will be given to parents during our Annual Meeting regarding our Title 1 programs. The "Beginning of School" packet's cover letter is signed by parents and kept as documentation that families received the information about the school-wide Title I program. The DPIP, school PIP, and Title I Home School Compact will be disseminated to parents. This meeting will provide information about school-level curriculum, academic assessments, and parent-teacher conferences, opportunities to participate in school decisions that relate to the education of their child and school-wide programs. Upon conclusion of the general meeting, parents will be invited to meet the staff. During classroom visits, teachers will provide additional information on the subjects they teach, assessment plans, and how parents can help at home. The same information that was presented will be available in the Parent Resource Area. Teachers will maintain sign-in sheets and provide a copy to the Title 1 Lead Teacher, who will maintain the documentation on the dissemination of the information,

distribution methods, and timelines. Parent newsletters will be sent home on a monthly basis, and phone homes will be done as needed.

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### 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:** Materials provided to parents will be translated into the parents' native language. Translators will be provided for meetings as needed. Several staff members are bilingual and are available to translate, however if a parent's native language is not one that the staff can translate the district will find an available translator. The ELL Report will be printed four times each year to keep all staff updated on ELL students in our school. This report becomes part of the Title I Audit documentation kept at the school.

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### 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	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];	Meetings are scheduled at various times during the school day and before and after school. We are a community school so all families are within walking distance to the school. Teachers have in home conferences as well as at school.	Guidance, School Administration, Teachers,	Increase in parent participation increases student achievement	August to June 2017/2018
2	Developing appropriate roles for community-based organizations and businesses, including faith-based	The school works with business partners as well as local community churches to provide tutoring,	School Administration, Guidance, Teachers,	Increase in parent participation increases	August to June 2017/2018

	organizations, in parental involvement activities [Section 1118(e) (13)].	mentoring, financial assistance and school supplies.		student achievement	
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