**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 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)];
* 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)].

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| **Signature of Principal or Designee** | Date Signed |

**Mission Statement**  
Parental Involvement Mission Statement

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| **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 commensurate with their individual needs, interest, and abilities in order to function in a productive manner satisfying to the students and our ever-changing complex society. |

**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 [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

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| **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. |

**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)].

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| **count** | **Program** | **Coordination** |
| 1 | Head Start | Headstart parents are invited to “Preparing Your Child for Kindergarten” workshop presented by kindergarten teachers. Headstart parents are also invited to all parent involvement activities. |

**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)].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Develop agenda, handouts, sign-in sheets and/or presentation materials that address the required components of Title 1 | School Administration, Title 1 Lead Teacher | September  2015 | Copies of agendas, PowerPoint presentation and handouts, sign in sheets, minutes and parent evaluation |
| 2 | Develop and disseminate invitations, advertise | Title 1 Lead Teacher | September  2015 | Flyer with date of dissemination posting on school Web site and school marquee |
| 3 | Conduct Annual Meeting | School Administration, Title 1 Lead Teacher | September  2015 | PowerPoint presentation and handouts, sign in sheets, minutes and parent evaluation |

**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)].

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| **Response:** The leadership and staff of M.K. Rawlings are committed to parental involvement. Parents meetings are on a flexible schedule. We schedule meetings in the morning during student drop off, during the school day, 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)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Student Notebook System and Planners: 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 | October, 2015 | Agenda, Sign-in sheets, student assessment, increase learning gains, parent evaluations |
| 2 | Math and Science Night: the University of Florida and community resources coordinate with faculty members to provide parents with math and science strategies and experiments that can implemented at home. | School Administration, Math Committee, Science Committee | Math and Science activities will improve parent ability to assist students at home which will increase student achievement | January, 2016 | Agenda, Sign-in sheets, student assessment, increase learning gains, parent evaluations |
| 3 | Reading Night: Reading strategies and activities to help parents encourage reading at home. | School Administration, Reading Committee | Reading activities will improve parent ability to assist students at home which will increase student achievement | November, 2015 | Agenda, Sign-in sheets, student assessment, increase learning gains, parent evaluations |
| 4 | Summer Learning Breakfast: Summer learning materials to help parents encourage learning during the summer months. | School Administration, Math Committee, Science Committee | Summer learning activities will improve parent ability to assist students at home which will increase student achievement | May 2016 | 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)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Parent communication: Strategies for promoting positive parent communicating | Title I Lead Teacher | Positive communication with parents will increase student achievement | November, 2015 | Staff development Calendar |
| 2 | Four (4) Modified Modules of Parent Involvement | Principal, Title I Lead Teacher | Increased Parent Involvement will increase student achievement | School Year 2015-2016 | Agendas and Sign-In Sheets |
| 3 | 92 Ways to Involve Families and the Community in Education | Title I Lead Teacher | Positive communication with parents will increase student achievement | School Year 2015-2016 | 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)].

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| **Response:** Introduction to the parent resource center: Parent resource area established and parents will be encourages to use resources available. Parents are introduced to the resources available and the hours available. Title I Lead Teacher will review inventory, documentation of hours and parent use will be maintained. The hours will be announced in the newsletter and posted on the web site (November, 2015).  Create a family friendly school: Research the family friendly school correlates. Conduct evaluation of current status of school. School Administration and Title 1 Lead Teacher will utilize pre-post evaluation activity logs and other sources (November, 2015). |

**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)].

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| **Response:** Information will be given to parents during our annual meeting regarding our Title 1 programs. This meeting will consist of curriculum, academic assessments, and 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 staff. During the 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 Center. Teachers will maintain sign-in sheets and provide a copy to the Title 1 Lead Teacher who will maintain documentation on the dissemination of information, distribution methods, and timelines. Parent newsletters will be sent home on a monthly basis, and phone homes will be sent as needed. |

**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)].

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| **Response:** Materials provided to parents will be translated into the parents' native language. Translators will be provided for meetings as needed. |

**Discretionary Activities**  
Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

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| **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 2015/2016 |
| 2 | Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | The school works with business partners as well as local community churches to provide tutoring, mentoring, financial assistance and school supplies. | School Administration, Guidance, Teachers, | Increase in parent participation increases student achievement | August to June 2015/2016 |