**UNION PARK ELEMENTARY Title I, Part A Parental Involvement Plan**

I, Amy Klaber , 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)].

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

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **Response:** |

**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:** |

**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 | Title I AcademicTutoring SErvices | After school tutoring provided by the UPE teachers our economically disadvantaged students to assist parents with student's academic needs. |
| 2 | Title III | ELL Paraprofessional supports parents and provide assistance in communication with teachers, along with supporting our magnet program (Dual Language) |
| 3 | Title I/OCPS VPK and 4C | Pre-K 1/2 day supplement; supports parents in the involvment of student success prior to beginning kindergarten. (trainings provided by teacher) |
| 4 | ESE Dept: IDEA | Supplemental instructional support provided by Title I will be discussed with parents during the development of the students IEP. |
| 5 | VPK | UPE staff and the VPK office will work together to ensure appropriate transition to kindergarten through regular parent conferencing and informational events. |

**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 | School Messenger-Connect Ed. Translations in Spanish is provided. | Assistant Principal | September 9, 2014 | Create flyers. |
| 2 | Advertisement of the meetings. Flyers, stickers with information for each child. | Principal- | August 18, 2014 | Flyer, phone calls, Website |
| 3 | Conduct Annual Parent Meeting | Title I Contact | September 18, 2014 | Agenda, Sign-In |
| 4 | Maintain documents | Principal- Title I Contact-Teachers | August 2014-June2015 | Agenda-Sign-In, photos, Flyer |
| 5 | Create a powerpointe presentation upload it on the website | Title I Contact | September 18, 2014 | Website |

**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:**We offer multiple times throughout the day for parent meetings. Programs and meetings are also scheduled outside of the school day for such things as PTA, SAC, MPLC, All-Pro Dads, iMoms, Curriculum Events, Open House, Book Fair, and others. Day care through after school care is offered at some parent meetings for school-age children. In addition implement Report Card Conferences at different time that best suits the parent's schedules. Translators in English - Spanish will be available upon request. |

**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 | Book Fair | Media Specialist | increase reading proficiency | September 18, 2014 | sign-in |
| 2 | MPLC | CCT | Increase parent and community involvement | Aug 2014 - May 2015 | Sign-in/Agenda/Notes |
| 3 | Curriculum Night | Teachers | increase writing across curriculum | October 14, 2014 | sign-in |
| 4 | Learning Conference | Principal, Teachers | During teacher -parent conference, teacher will review students progress with parents | November 2014 | sign-in |
| 5 | Open House | Principal, Teachers | Share OCPS mission of high expectations of student academic achievment and procedures for home, school and teacher connections | September 18, 2014 | sign-in |
| 6 | PTA General Meeting | PTA President | school involvement; ways to support parents with homework and increase parental involvement | September 2014- May 2015 | Sign-in/Agenda/Notes |
| 7 | Meet the Teacher | Teachers, Principal | Classroom academic expectations | August 14, 2014 | sign in |
| 8 | Dual Language Tours | Dual Language Teachers/CCT/Assistant Principal | Increase parental involvement as well as district involvement in offering a language rich magnet program to elementary students. | November 2014- February 2015 | Sign-In |
| 9 | Dual Language Dinner/Awards | Dual Languarge Teachers/CCT/Asst. Principal/Principal | Bringing together all parents from the Dual Language Magnet Program to increase support from the parents and increase student achievement in all academic areas. | May 2015 | Sign-in |
| 10 | FSA Night | Principal, Asst. Principal, Leadership Team and Teachers | Parents will be informed of information regarding the new state assessment | March 2015 | Sign-in Sheets/Agenda |
| 11 | Annual Title I Meeting | Title I Coordinator | to advise parents that we are a Title I school, how funds are used to increase academic success across the curriculum | September 18, 2014 | Sign-In sheets/Agenda |
| 12 | Talent Night | PTA and Music Teacher | Increase parental involvement in there student's achievement in music and drama | May 2015 | Sign-in sheets/Program |
| 13 | Teach-In | MTSS Behavior Coach | Increase parental support and involvement in career/community education for students | November 19, 2014 | Sign-in sheets/Flyer |

**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** |

**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:** |

**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)].

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| **Response:**Title I and funding is discussed at all SAC meetings and members discuss best ways to utilize the funds to suppport parental involvement and student academic success. The PIP plan is discussed at SAC meetings and comments for revisions are submitted to the Title I office and included in the SAC notes. School surveys are sent yearly and discussed during SAC and PTA meetings to drive decision making. Agendas are created at the end of each SAC meeting to include Title I. All meetings are advertised and attendance is promoted. The PIP is shared with all community stakeholders for review and future planning. We utilize Benchmark Assessments, Common Assessment and FSA data to monitor student success. We also progress monitor intervention programs through built in assessments. Parents are invited to meet with staff members. Staff members are accessible through voice mail and email and return messages within a 48 hour period. Parents are encourage to meet on a regular basis and the compact is discussed at every conference. All parents have reported they are satisfied with our school-wide plan. If comments are made, they will be made available to the local education agency. All information sent to parents will be dated. A communication log is kept in the office for parents who missed information. School Messenger messages are sent in English and Spanish to meet the needs of our population. A school newsletter is sent on a regular basis; VPK sends a separate newsletter focusing on upcoming events, skills and ways for parents to help at home. |

**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:** |

**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:

X Not Applicable

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| **count** | **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |

**Upload Evidence of Input from Parents**

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

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| [Uploaded Document](file:///C%3A%5CUsers%5CAmy%5CAppData%5CLocal%5CTemp%5CIswTmp%5CDwlRun%5CUrlBlockedError.aspx) |

**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.

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| [Uploaded Document](file:///C%3A%5CUsers%5CAmy%5CAppData%5CLocal%5CTemp%5CIswTmp%5CDwlRun%5CUrlBlockedError.aspx) |

**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.

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| [Uploaded Document](file:///C%3A%5CUsers%5CAmy%5CAppData%5CLocal%5CTemp%5CIswTmp%5CDwlRun%5CUrlBlockedError.aspx) |

**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.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |

**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)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |

**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 current 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)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Parent and Community involvement (ELL Students) | Provide translation in multiple forms, including but not limited to flyers, Connect Ed, marquee, websites, translation during meetings |
| 2 | Daycare for working parents (ELL, FRL, ESE, Lowest 30%, Caucasian, Black, Hispanic, Other) | Provide in school childcare-parents will be able to attend the meeting |
| 3 | Limited English Proficiency (ELL) | Translate documents; translators available on request for meetings, conferences. |

**Best Practices (Optional)**

Describe the parental involvement activity/strategy the school implemented during the previous schoool year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

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| **count** | **Content/Purpose** | **Description of the Activity** |