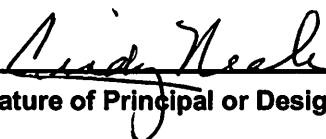


## MAUDE SAUNDERS ELEMENTARY SCHOOL Title I, Part A Parental Family Engagement Plan

I, Cindy Neale, 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

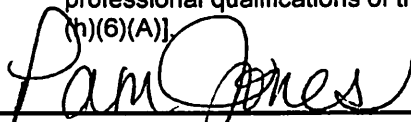
  
Date Signed

## MAUDE SAUNDERS ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

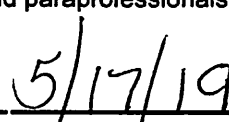
I, Pam Jones, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; 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 1111(h)(6)(A)].



Signature of Principal or Designee



Date Signed

## **Mission Statement**

### **Parental Involvement Mission Statement (Optional)**

**Response:** Maude Saunders Elementary School's (MSE) mission is to work with parents as partners to provide a positive, nurturing community in which children develop socially, emotionally, and intellectually and experience success that fosters lifelong learning. MSE recognizes that a child's education is a responsibility shared by the school and the family during the entire period the child spends in school. MSE believes that positive parent/family involvement is essential to student achievement and encourages involvement in school educational planning and operations. To support the mission of the Walton County School District to make our school the best in Florida by making all decisions in the best interest of the children, MSE faculty and parents must work as knowledgeable partners to create and sustain a school that encourages success. We must collaborate to develop the maximum potential of each child and engage each successfully in the learning process. MSE will work diligently to create an environment where parents feel welcomed and their input is valued in order to make the best possible choices for the success of all students.

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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:** MSE parents/guardians are notified at the beginning of the school year of opportunities to participate in various committees including but not limited to School Improvement Team, School Advisory Council (SAC) and Parent-Teacher Organization committees. MSE will include parents in all aspects of the Title I program, following all requirements and regulations. The responsibility and accountability for developing, implementing, and evaluating the various school level plans, including the School Improvement Plan (SIP) and Parent Involvement Plan (PIP) will be shared between MSE, the District, the parents, and the community. The School Improvement Team (SIT) shall meet monthly to plan, review, and analyze data in order to make needed revisions to the school level plan. The SIT and SAC will consist of school personnel (instructional and non-instructional), school-level Title I Contact, and parents representing the various student demographics. Parents who serve are selected from those who indicate an interest along with administrative input. More than 50% of the SAC parents are non-employees of Walton County Schools. Meetings will be held regularly throughout the year, and parents will be notified by email or letter of the meetings. Every attempt will be made to select times that will work for the majority of the council members. The Title I contact will distribute copies of the previous year's PIP and compact for review along with a draft of the next year's plan and compact for open discussion and input from all parties. The Title I contact, or other school personnel, will make notes of parent remarks and suggestions, and they will be included when possible during the writing of any parent involvement documents. A discussion will be held with parents on how parental involvement funds could be used. Minutes will be taken at the SIT and SAC meetings and filed by the Title I Contact.

Parent surveys are distributed in 3 parts after the first, second, and third nine weeks to seek input on activities, trainings, and materials needed to help their children. Results of parent surveys are reviewed by the School Advisory Council and School Improvement Team to determine needed revisions, as well as, at the district-level.

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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	Transition meeting/school visit for Head Start, Even Start, ESE Pre-K & Voluntary Pre-K	At the end of the year, parents of all students in Head Start, ESE Pre-K and Voluntary Pre-K are invited to attend a transition visit at MSE. Kindergarten Expectations are shared with parents and students and all participants visit a Kindergarten classroom as well as special area classes. This familiarizes families with the school site and the expectations of a Kindergarten student. Parents/Guardians are given information about MSE, and information regarding registration for their child for the upcoming school year. Teachers and staff are available to answer any questions parents may have about transitioning to Kindergarten.
2	Kindergarten Orientation	MSE provides an orientation for students entering Kindergarten. The orientation includes an information session with the Kindergarten teachers to address how parents can help their children make a smooth transition into kindergarten, and explains academic and behavioral expectations and strategies/techniques for a successful school year. The students and families participate in a tour of special areas and their Kindergarten classroom. Information kiosks are set up for transportation, school meals, after-school care, and other community resources. Additional information and materials are provided to parents each year during kindergarten registration and can be found in guidance, on the school website, and at the school Parent Resource Center.
3	IDEA (Individuals with Disabilities Education Act)	MSE participates in the discussion and development of a student's Individualized Educational Plan (IEP) with teachers and parents. Supplemental instructional support and resources, provided through Title I, are discussed with parents during the development of the student's IEP.
4	Academic Nights	MSE will hold at least two academic nights for parents and students to gather resources and strategies to improve achievement. The academic nights strengthen the home/school connection and lead to better parent-teacher communication and collaboration. These meetings provide families with the information, skills, tools, and confidence to support student learning.
5	Family Involvement Events	MSE invites family members (Moms Day, Dads Day, etc.) to participate in activities with their children and to learn about the positive impact they can make by participating in their child's academic life. Specific strategies are shared to help parents be confident in this role.

## 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, School Level Title I Contact	August/September 2019	Copies of agendas, PowerPoint presentation and handouts; sign in sheets.
2	Develop and disseminate invitations and advertise/publicize event.	Principal, School Level Title I Contact, Classroom	August/September 2019	School newsletter; school website; post on Facebook, Remind, school marquee; local media contacts.
3	Develop sign in sheets.	School Level Title I Contact	August/September 2019	Parent signatures on sign in sheets.
4	Maintain documentation.	School Level Title I Contact	August/September 2019	Copies of agendas, handouts, sign in sheets, Power Point presentations, etc. kept in Title I documentation box housed in Title 1 Contact office and uploaded to Title 1 crate; documentation will be shared with the Local Education Authority Title 1 Office for monitoring purposes.
5	Survey parents after meeting for effectiveness of content.	School Level Title I Contact	August/September 2019	Copy of survey; compiled survey results.

## 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 Maude Saunders Elementary School strongly believe in the importance of parental involvement and offer parent meetings at flexible times. Our annual meeting for parents of participating students will be offered in the evening in the Fall, in conjunction with grade level Orientations. Childcare for preschool-aged children will be available for parents. Other school events will occur during the day, after school, and at night, such as: School Improvement Meetings, School Advisory Council Meetings, Academic Parent trainings, Parent Teacher Organization (PTO) meetings, Thanksgiving and Valentine's Day Family Lunches, Honor Roll Assemblies, Tropicana Speech Contests, parent involvement activities, music concerts, and parent-teacher conferences. Holding the events at a variety of times allows for more parent participation.

## 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)].

Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Walton County School District: A Parent's Guide to Florida Standards for Grades K,1,2,3,4,5 (hard copy dissemination of materials)	School level Title 1 Contact, Administrators, Teachers, Support Personnel	Parents will be provided grade-specific brochures outlining and identifying the Florida Standards, along with strategies parents can use to help their child at home. This information will also be provided on school website.	First week of school, and at time of registration for new students throughout the school year	Title 1 Parent Involvement surveys
Title 1 Annual Meeting	School Level Title 1 Contact, Administrators, Teachers, Support Personnel	Parents will be provided with information about the importance of parental involvement in their child's education, ways to overcome barriers to home/school communication, and strategies that lead to academic success	August-September 2019	Title 1 Parent Involvement surveys
Grade-level-specific Parent Information Nights	School-based Title 1 contact, Administrators, teachers, support personnel	Each grade level will create a presentation for parents and students to inform parents about grade level expectations, homework, and strategies for parents to support students succeed academically	August-September 2019	Title 1 surveys, sign in sheets, agendas, powerpoint presentations
Academic Family Engagement Events	School-based Title 1 Contact, Administrators, teachers, support personnel	School personnel will create activities and learning opportunities for students and families, relating to specific content, such as ELA, Math, or Science. Parents will receive strategies and/or activities to take home that will help them support their child's academic achievement	August 2019-May 2020	Title 1 surveys, Parent climate surveys, Title 1 teacher survey, sign in sheets, agendas, handouts
Assessment feedback	School-based Title 1 contact, Teachers, Administrators, Guidance Counselor	Teachers will send hard copies of assessment results home to parents, along with an explanation of how to interpret information	August 2019-May 2020	Title 1 surveys, climate survey
Individual Conferences	School-based Title 1 contact, Teachers,	Teachers will conduct individual conferences to discuss each child's	August 2019-May 2020	Title 1 survey, Climate survey, Title 1 parent

	Administrators, Guidance Counselor	academic progress, state and local assessment results, grade level standards, and review Title 1 Compact expectations for the school year		conference forms, sign in sheets, signed parent compacts
Review of School Title 1 parent surveys	School and District -based Title 1 Contacts, teachers	Parental input will help MSE make better informed decisions for school improvement and student achievement	August 2019- May 2020	Title 1 surveys, Climate surveys

## 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)].

<b>Content and Type of Activity</b>	<b>Person Responsible</b>	<b>Anticipated Impact on Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Innovative parent involvement ideas/suggestions will be provided to teachers and staff	School Level Title 1 Contact	Improve the ability of staff to overcome barriers to parent involvement and to work effectively with parents to establish positive two-way communication in order to better help students succeed.	August, 2019-May 2020	Handouts
Designated teachers will participate in professional learning on facilitating and implementing student-led conferences	Teachers, School-based Title 1 Contact, Instructional Coach	Teachers will learn to facilitate student-led parent conferences, which allows students to learn to exercise choice, take responsibility for their learning, and reach their academic goals	August 2019-May 2020	Sign-In Sheet, Agenda, Handouts  Conference Logs
Staff Development will be offered to teachers in the use of Remind 101, Facebook, or ClassDojo, as needed	Teachers, School-based Title 1 Contact, Instructional Coach	Teachers will gain resources/tools to use in utilizing technology and social media to keep parents involved and informed of their child's school activities, academic performance, and behavior	August 2019-May 2020	Sign-In Sheet, Agenda, Logs
Staff will receive training in how to involve families in the school-wide HOUSE system that will be implemented	Teachers, School-based Title 1 Contact, Instructional Coach	The HOUSE system creates a culture of success by setting high standards in a safe, engaging, and supporting community environment	August 2019-May 2020	Sign-In Sheet, Agenda

## 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:** MSE's Title I Contact will maintain the parent resource center for parents/guardians. Newsletters, parent tips, and various resources for parents will be readily available for parents to take as needed. The Parent Resource Center will be located in the safe lobby so that it is easily accessible.

MSE will hold several school activities to encourage relationship building between the school staff and families. These may include special occasion lunches, school dances, movie nights, book fairs, and performances. While not directly tied to student achievement, these events will create a relaxed atmosphere where parents and school staff can communicate in a non-threatening environment.

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## 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:**

Timely information will be sent home by backpack, posted on the school website, Remind, and school Facebook page. During their initial meeting with parents, teachers will provide an overview of the Parent/Teacher/Student Compact. MSE teachers will incorporate information about Title I for parents that inform and explain the school's participation in Title I, Part A programs, the programs requirements and rights of parents. At this meeting, the school's curriculum, forms of assessment used to measure student progress, how to schedule parent/teacher conferences, and the proficiency levels students are expected to meet, will be discussed and explained, as well as opportunities for participation in decisions related to the education of their child. This information will be sent home to parents who are unable to attend either academic nights or individual conferences. Copies of a parent friendly Parental Involvement Policy/Plan (PIP) will be distributed to parents by the end of October. The Parental Involvement Policy/Plan as well as the parent friendly version will also be posted on the school website and a copy is available for review at the office upon parent request.

MSE will host a minimum of two Academic Family Engagement nights. Letters and /or flyers will be sent home announcing meetings, and notices will be posted on school website and Facebook page. During the Academic Nights, suggestions to help students at home and in school will be provided. The Title I Contact will maintain sign in sheets, agendas, Powerpoints, handouts, and conference logs in the Title I documentation box, along with dissemination, distribution methods, and timelines.

MSE teachers will make every effort to meet with all parents face-to-face for an individual conference. At orientations and Parent Information Nights, conference sign-up sheets will be provided to encourage parents to schedule a meeting with the teacher in the first semester. In addition, parents will be provided with information about how to schedule parent/teacher conferences as needed throughout the school year. These conferences will allow teachers to provide parents with information regarding district grade level expectations, state standards, and their child's current level of performance.

MSE will have a School Advisory Council that will include representation from all stakeholders, including parents and community members. Meetings will be held regularly and will provide the opportunity for parents to formulate suggestions and to participate in decisions relating to the education of their children.

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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:** Before any document is sent home to parents, it will be reviewed for ease of readability and to make certain any acronyms are identified and explained. Spanish translations will be provided for school documents as much as possible. The Parent Involvement Policy/Plan (PIP) will be printed in summarized form in English and Spanish and be provided to all parents. It will also be available in the Parent Resource Center, located on the school website, and available upon request in the office. The school and district will make sure the facilities are kept in compliance with regulations regarding access for persons with disabilities. Maude Saunders Elementary School (MSE) will make sure that parents with disabilities have access to parental involvement activities and events. MSE will provide information to parents during the enrollment process regarding the availability of parent involvement opportunities and resources. MSE will work with the District to make sure all documents are in an understandable format and in a language parents can understand. MSE and the District will collaborate to make sure every opportunity is given to all families for participation in parent involvement activities and to have access to important resources.

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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:  
☒ Not Applicable

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