

## ST. JOHNS ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Maurice D. Stokes, 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)

**Response:** To increase parental involvement and develop on-going partnerships in an effort to raise attendance levels and student achievement.

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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:** In addition to hosting the annual Title I meeting, St. John Elementary will involve all parents in the planning, implementation and review of academic programs of Title I while budgetary items are decided at our regular SAC meetings. Parents will be invited to attend in order to keep them aware of system changes.

## 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	Voluntary Pre-Kindergarten (VPK)	The VPK office will coordinate meetings with parents quarterly in the evenings. Coordinated meetings will be held with VPK teachers and kindergarten teachers to discuss the specific learning needs of students, joint parent meetings to discuss transitioning, etc.
2	Head Start	Head Start pre-kindergarten teachers will conduct at least two home-visits.
3	Individuals With Disabilities Education Act (IDEA)	Supplemental instructional support provided by Title I will be discussed with parents during the development of the students IEP.
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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 (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
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				<b>Effectiveness</b>
1	Open House at schools – Overview by the Principal, Assistant Principal, & Reading Coach.	Principal	September	Parent surveys, discussions, PTA and SAC meetings
2	Distribution of Title 1 fliers, letters, and parents choices and rights according to No Child.	District Parent Services Coordinator, Parent Liais	September	Parent comments and suggestions.
3	Parent Expos	District Parent Services Coordinator, Principal, P	Each 9 week grading period	Questions from parents through surveys
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### **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 majority of our parents are employed in Tallahassee and Chattahoochee, therefore it's more convenient to schedule meetings in the evenings at 6:00PM.

Our parent center is open each school day from 8:45 a.m. until 5:00 p.m. for parents to pick up materials. The principal will work with the Parent Liaison to develop packets for parents to assist students in the areas of reading and mathematics. The Parent Liaison will maintain records of 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)].

<b>count</b>	<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>
1	Provide parent training on the	Reading Coach (Teachers of	Teachers and staff will learn strategies to assist parents to	September-March	Parent Sign-in Sheets

	Florida Standards. Hard copy dissemination of materials	Gr. K-5) and	use at home		
2	Reading Building Better Readers	Principal, Assistant Principal	Teachers will be provided with grade specific brochures outlining and identifying the Florida Standards and strategies parents can use to help their child at home. Information will also be posted on the school's website.	September	Sign-in sheets

## 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	Home/ School connections	Parent Liaison	Increase in attendance which has a direct impact on student achievement	October	School & District Assessments
2	Family Reading Night	Grade level Chairpersons	Increase family involvement in raising student achievement	Once per semester	School Level Assessments
3	Parental Involvement	District Personnel & Parent Liaison	Parent newsletters will be disseminated monthly	Quarterly	DLOPI data

## 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:** Address the availability of the Parent Resource Room. Suggestions include expanding the hours of operation to include weekends this will be tracked the number of parents visiting on the weekends to determine if this is a feasible solution.

we will also make the school available to the community by offering GED classes.

## 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:** At the annual Title I meeting for parents in September, St. John Elementary School will hold a general meeting where information will be presented about the Title I programs, the curriculum, and academic assessments. Parents will learn procedures as it relates to classroom observations, schedule conferences, volunteering, and persons authorized to sign students out of school. Teachers will maintain sign-in sheets and provide a copy to the Principal. The PIP will be placed on the website, copies are available in the Parent Resource room and in the office.

## 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 Parental Involvement Plan as well as relevant school information will be provided to all parents in both English and Spanish in plain understandable terminology.

A translator will be available at the school to provide translation services in Spanish.

## 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	Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];and	Hold regular SACS Meetings to keep the community involved in the decision making process.	Principal, Assistant Principal	Increased parent participation has a direct correlation to student achievement	September - June
2	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	Notify parents in both English and Spanish	Principal, Parent Liaison, Migrant Office	Increase in the number of non english speaking parents attending parent meetings and volunteering thus lowering the number of students absent from school	Quarterly
3	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Home/ School connections	Parent Liaison	Increase in attendance which has a direct impact on student achievement	Quarterly
4	Maximizing parental involvement and participation in their children's education	Utilize the district's resource RV to make home visits	Reading Coach, Parent Liaison	By developing a partnership with the families, attendance	quarterly

	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)];			will increase and it will have a positive effect on student achievement	
5	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Utilize our faith based partners to disperse information to the community through pamphlets and newsletters	Parent Liaison	Parents will stay informed on whats happening at the school and be better prepared when working with their children.	Monthly

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### Upload Evidence of Input from Parents

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

[Uploaded Document](#)

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### 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](#)

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### 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](#)

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## 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 Expo	3	143	Parents was provided information regarding the Florida Standards, homework help, opportunities for technology in the homes, character education, etc
2	Reading Night	2	83	Parents were given an opportunity to receive helpful reading strategies to implement in their homes.
3	Parent Night	1	63	Parents received usernames and passwords for FCAT Explore and ThinkCentral. The parents were shown how to manipulate the systems and read reports.

### 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	Faculty & Staff Mtgs	12	22	Each month teachers were expected to make contact with parents to share information regarding the progress of their child. Teachers kept a log and was rewarded for producing "Parent/Teacher" contact logs.
2	Parent Events	6	22	Teachers were required to contact each parent for each parent event held at the school.

### 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)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Limited English Proficiency	Due to an increase of ESOL services translation services if funding permits, are needed translators for parent meetings, seminars, expos and other meetings.

### 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
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