

George W. Munroe Elementary School

I, Dr. Ronald Peterson, 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 8101(39), 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 1116(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 1116 (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 1116(c)(3)];
- Conduct an evaluation of previous year's parent and family engagement and 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 1116(a)(2)(D) and (a)(2)(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 1116(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 1112(e)(1)(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 1112(e)(1)(B)(ii)];
- 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 1112(e)(1)(A)]: and
- Provide each parent, at the beginning of the school year, the right to request information regarding any State, or District policy, procedure, or parental right to opt the child out of such assessment.

Signature of Principal or Designee

Date Signed

2018-2019 Title I, Part A Parent and Family Engagement Plan

MISSION STATEMENT

George W. Munroe Elementary School faculty and staff work cooperatively and collaboratively with students, parents and community. We will set high expectations and create a positive learning environment for students, faculty and staff in order to enhance performance and promote development of critical skills. Students will be provided a challenging curriculum in a clean, safe, non-threatening and drug free environment. High-quality staff, innovative and research-based strategies, as well as the use of modern technology will be a key in the delivery of instruction.

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 1116(b)(1), 1116(c)(3), and 1114(b)(2)]

George W. Munroe Elementary School will involve parents in all aspects of its Title I program. The School Advisory Committee (SAC) has the responsibility for developing, implementing, and evaluating the School Improvement Plan (SIP) and Parent Involvement Plan (PIP), now known as the Parent Family Engagement Plan (PFEP). During the first SAC meetings, Title I pamphlets are provided along with the Florida Standards. The school involves parents in the discussions regarding how funds will be used by seeking parents' ideas and suggestions for the expending of the funds during the first meeting of SAC. Funds are allotted according to the different goals and trainings during the first semester of school. The SAC along with all other parents provide input into the development, implementation, and evaluation of the PFEP. The annual Title I parent meeting provides information to parents about Title I and their rights to be involved and be knowledgeable about the qualifications of the children's teachers and paraprofessionals. The meeting also informs parents about school and district grades, curriculum, school choice, and other assistances their child will receive by virtue of being in a Title I school-wide program. Other parent meetings and expos are held throughout the school year especially to seek parent involvement and their input regarding how the school invests federal dollars in parent activities. During the monthly SAC meetings, input is solicited from Council members and all parents in attendance in regards to specific goals they have for the school and in decisions involving the use of parent involvement funds for parent activities to reach those goals, and how those goals relate to the development of the SIP. Parents are also surveyed at least once for Title I and again for 21st Century Community Learning Centers (CCLC) for their input on activities and expenditures for those activities that support the PFEP and parent activities

ACCESSIBILITY

Describe how the school will provide opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school shares 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 1116(e)(5) and 1116(f)].

George W. Munroe Elementary School provides full opportunities for participation in parental involvement activities to all parents, students, and community members. Memos and letters announcing various parental involvement activities are reviewed for ease of readability, translatability and to make certain all special populations are included. Accommodations are provided during parent activities for special populations. There is a close coordination between the school and the

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ESOL/EL/Migrant offices to blend activities into each other's plans, to provide appropriate services, and to ensure connections to service providers are made available to parents upon identified need. Translating machines with a Spanish translator are provided at all major parent meetings and will be available upon request for any other school or teacher parent activities. The school with the assistance of the district communicates to parents via the Skylert communication system, newsletters, flyers, school marquee, phone calls, news materials and trainings to help parents work with their children to improve their children academics achievement. Forums including Open House, SAC, Parent Teacher Association (PTA) meetings and Parent Expos are utilized to facilitate parental involvement at the school level. The PFEP is provided to all parents the first month of school in a language parents can understand. Any informational documents sent to parents of English Language Learners (EL) and/or migratory children are transcribed and delivered in Spanish or any other language students reportedly spoken in the home. Any information sent to parents of Exceptional Student Education (ESE) is watermarked with contact information for parents to use whenever they have questions about anything they read. As requested, the school employs translators to relay messages to parents via telephone and/or issues certified letters or hand delivered letters to parents' homes to keep them fully aware of George W. Munroe Elementary School happenings, especially issues regarding their children.

CURRENT YEAR FOCUS BASED ON PARENT INPUT

Based on SAC input and review of parent surveys, the following will be addressed through processes and activities:

More active parent engagement and involvement in children's education; improved student achievement

Building Capacity to Support Parents' Involvement in School

1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 4. Shall provide assistance to parents of children served to understand how to monitor child's progress., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.

Building Capacity Activity		Impact of Activity	
English Language Arts Standards, Florida Standards Assessment- English Language Arts, Mathematics Standards, Provide other resources that eliminate barriers to greater participation, Provide information on Parent Engagement and Educational Programs, Understanding the Florida Standards Assessment Student Report, School Advisory Council Meetings, Enhance Parent Resource Center at school		Improve English Language Arts Achievement	Improve by at least 5% in grade 3; improve the number of early learners prepared for grade 3 by at least 10%
Person(s) Delivering Content		Person(s) Receiving Content	
Teacher, Principal, Assistant Principal, Resource Teacher		All Parents, Teachers	
Timeline of Activity			
Calendar Timeframe		Time of Day	
Second Quarter, First Quarter, Third Quarter		Afternoon (3:00pm-6:00pm), Evening (6:00pm-8:00pm), Weekend (9 a.m. to noon)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Parent Training, Title I Annual Meeting, Parent / Teacher Conference, School Advisory Council Meeting			
Communication Tools		Coordination with:	
Flyer or Invitation, Campus Display on Marquee, Skylert, School or District Website		Title I, Part A- Parent Involvement, Title I, Part C- Migrant Student Education, IDEA- Federal ESE, Title IX Homeless Student Education, State Voluntary Pre-K, Headstart- Federal Pre-K, Early Learning Coalition	

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Evidence of Activity		Reason for Activity	
Meeting/Training Sign-in Sheets, Meeting Minutes		To help increase the knowledge of the Florida Standards, To help increase the knowledge and understanding of the Florida Standards Assessment. To ensure early learners are fully prepared with skills necessary to make the successful as students in upper level grades.	
Building Capacity to Support Parents' Involvement in School			
2. Shall provide assistance to parents of children served to understand State and local assessments.			
Building Capacity Activity		Impact of Activity	
Florida Standards Assessment- English Language Arts, District Standards Assessment Grades 6-12- English Language Arts, Parent Teacher Expos, Enhance Parent Resource Center at school, School Advisory Council Meetings		Improve English Language Arts Achievement	Improve by at least 5% in grade 3; improve the number of early learners prepared for grade 3 by at least 10%
Person(s) Delivering Content		Person(s) Receiving Content	
Principal, Assistant Principal, Guidance Counselor, Teacher		All Parents	
Timeline of Activity			
Calendar Timeframe		Time of Day	
Open House		Afternoon (3:00pm-6:00pm), Evening (6:00pm-8:00pm), Weekend (9 a.m. to noon)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Parent Training, School Advisory Council Meeting, Title I Annual Meeting, District wide parent training			
Communication Tools		Coordination with:	
Flyer or Invitation, Campus Display on Marquee, Skylert, School or District Website		Title I, Part A- Parent Involvement, Title III, Part A- ELL, State Voluntary Pre-K	
Evidence of Activity		Reason for Activity	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting Minutes, Meeting/Training Handouts		To help increase the knowledge of the Florida Standards, To help increase the knowledge and understanding of the Florida Standards Assessment. To ensure early learners are fully prepared with skills necessary to make the successful as students in upper level grades.	
Building Capacity to Support Parents' Involvement in School			
3. Shall provide assistance to parents of children served to understand the requirements of Title I.			
Building Capacity Activity		Impact of Activity	
Provide Information on the Title I Program, Training developed in collaboration with parents to support parent involvement, Data Chats, School Advisory Council Meetings, Understanding STAR diagnostic, Improve Student Behavior*		Improve parent involvement program, Improve knowledge of the Title I Program	Improve attendance by 2%
Person(s) Delivering Content		Person(s) Receiving Content	
Principal, Assistant Principal, Guidance Counselor, Teacher, Resource Teacher, Parent Services Team		All Parents, Teachers, Community Members	

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Timeline of Activity		
Calendar Timeframe	Time of Day	
First Quarter, Fourth Quarter	Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. to noon)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Parent Training, Title I Annual Meeting, School Advisory Council Meeting, Annual parent input training		
Communication Tools	Coordination with:	
Campus Display on Marquee, Flyer or Invitation, Skylert, School or District Website	Title I, Part A- Parent Involvement, Title III, Part A- ELL, IDEA- Federal ESE, Title IX Homeless Student Education, State Voluntary Pre-K, Headstart- Federal Pre-K, Parent Involvement Resource Center	
Evidence of Activity	Reason for Activity	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting/Training Handouts, Meeting Minutes	To increase parent's understanding of Title I, while providing them with resources needed to impact their child's learning.	
Building Capacity to Support Parents' Involvement in School		
4. Shall provide assistance to parents of children served to understand how to monitor child's progress.		
Building Capacity Activity	Impact of Activity	
Understanding Report Cards, Understanding i-Ready Diagnostic Report, Understanding the Florida Standards Assessment Student Report, Conducting an effective parent/teacher conference, Understanding STAR diagnostic	Improve English Language Arts Achievement, Improve Mathematics Achievement, Improve Science Achievement	Improve by at least 5% in grade 3; improve the number of early learners prepared for grade 3 by at least 10%
Person(s) Delivering Content	Person(s) Receiving Content	
Principal, Assistant Principal, Guidance Counselor, Teacher, Resource Teacher	All Parents, Teachers	
Timeline of Activity		
Calendar Timeframe	Time of Day	
First Quarter, Second Quarter, Third Quarter, Fourth Quarter	Morning (7:00am-10:30am), Day (11:00am-2:00pm), Afternoon (3:00pm-6:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Parent Training, Parent / Teacher Conference, Data Chat meetings, District wide parent training		
Communication Tools	Coordination with:	
Skylert, School or District Website, Flyer or Invitation, Backpack	Title I, Part A- Parent Involvement, 21st CCLC, State Voluntary Pre-K, IDEA- Federal ESE, Title IX Homeless Student Education	
Evidence of Activity	Reason for Activity	
Meeting/Training Agenda, Parent/Teacher Conference Completed Forms (Sampling), Meeting/Training Sign-in Sheets	To empower parents with resources to assist their child(ren) with strategies that will lead to increased student achievement.	
Building Capacity to Support Parents' Involvement in School		
5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.		

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Building Capacity Activity		Impact of Activity	
Understanding i-Ready Diagnostic Report, Understanding Report Cards, Understanding the Florida Standards Assessment Student Report, Enhance Parent Resource Center at school, School Advisory Council Meetings		Improve English Language Arts Achievement, Improve Mathematics Achievement	Improve by at least 5% in grade 3; improve the number of early learners prepared for grade 3 by at least 10%
Person(s) Delivering Content		Person(s) Receiving Content	
Principal, Assistant Principal, Guidance Counselor, Teacher, Resource Teacher, School Advisory Council Chair, Parent Services Team		All Parents, Teachers, Community Members	
Timeline of Activity			
Calendar Timeframe		Time of Day	
First Quarter, Second Quarter, Third Quarter, Fourth Quarter		Morning (7:00am-10:30am), Day (11:00am-2:00pm), Afternoon (3:00pm-6:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
School Advisory Council Meeting, Parent / Teacher Conference, Staff Training, District wide parent training, Professional Learning Community			
Communication Tools		Coordination with:	
Skylert, Flyer or Invitation, School or District Website, Newsletter		Title I, Part A- Parent Involvement, 21st CCLC, Title IX Homeless Student Education, IDEA- Federal ESE, State Voluntary Pre-K	
Evidence of Activity		Reason for Activity	
Parent/Teacher Conference Completed Forms (Sampling), Meeting/Training Agenda, Meeting/Training Sign-in Sheets		To support parents with an understanding of ways to use tools at home to raise their child's level of achievement in school.	
Building Capacity to Support Parents' Involvement in School			
6. Shall provide training to teachers, specialized instructional support personnel, principals, other school leaders, and other staff, with the assistance of parents in the value and utility of contributions of parents, or how to reach out to, communicate with, and work with parents as equal partners, or building ties between parents and the school.			
Building Capacity Activity		Impact of Activity	
Training developed in collaboration with parents to support parent involvement		Improve parent involvement program, Improve Parent Participation Rates	Improve participation by 2%
Person(s) Delivering Content		Person(s) Receiving Content	
Principal, Assistant Principal, Guidance Counselor, Teacher, Resource Teacher, Parent Services Team		All Parents, Teachers, Specialized Instructional Support Personnel, School Administrators	
Timeline of Activity			
Calendar Timeframe		Time of Day	
First Quarter, Second Quarter, Third Quarter, Fourth Quarter		Morning (7:00am-10:30am), Day (11:00am-2:00pm), Afternoon (3:00pm-6:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Staff Training, Professional Learning Community, Online Self-guided Training			
Communication Tools		Coordination with:	
Email, Flyer or Invitation, Campus Display on Marquee, Newsletter		Title II, Part A- Staff Training, Title I, Part A- Parent Involvement, IDEA- Federal ESE, Title IX Homeless Student Education, Early Learning Coalition	

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Evidence of Activity		Reason for Activity	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting/Training Handouts		To strengthen relationships between the school and parents as equal partners to increase overall communication.	
Building Capacity to Support Parents' Involvement in School			
7. Shall provide training to teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents in how to reach out to, communicate with, and work with parents as equal partners.			
Building Capacity Activity		Impact of Activity	
Training developed in collaboration with parents to support parent involvement, Training module on building tie between parents and the school		Improve parent involvement program, Improve Parent Participation Rates	Improve participation by 2%
Person(s) Delivering Content		Person(s) Receiving Content	
Principal, Assistant Principal, Guidance Counselor, Teacher, Resource Teacher		Teachers, Specialized Instructional Support Personnel, School Administrators	
Timeline of Activity			
Calendar Timeframe		Time of Day	
First Quarter, Second Quarter, Third Quarter, Fourth Quarter		Morning (7:00am-10:30am), Day (11:00am-2:00pm), Afternoon (3:00pm-6:00pm), Evening (6:00pm-8:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Staff Training			
Communication Tools		Coordination with:	
Email, School or District Website, Campus Display on Marquee		Title II, Part A- Staff Training, Title I, Part A- Parent Involvement, IDEA- Federal ESE	
Evidence of Activity		Reason for Activity	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting/Training Handouts		To strengthen the relationship between the school and parents as equal partners to increase overall communication.	
Building Capacity to Support Parents' Involvement in School			
8. Shall provide training to teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents in building ties between parents and the school.			
Building Capacity Activity		Impact of Activity	
Training module on parent value and contributions, Training developed in collaboration with parents to support parent involvement, Provide other resources that eliminate barriers to greater participation		Improve parent involvement program, Improve Parent Participation Rates	Improve participation by 2%
Person(s) Delivering Content		Person(s) Receiving Content	
Principal, Assistant Principal, Guidance Counselor, Teacher, Resource Teacher, Parent Services Team		Teachers, Specialized Instructional Support Personnel, School Administrators	
Timeline of Activity			
Calendar Timeframe		Time of Day	
First Quarter, Second Quarter, Third Quarter, Fourth Quarter		Morning (7:00am-10:30am), Day (11:00am-2:00pm), Afternoon (3:00pm-6:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Staff Training, Professional Learning Community, Online Self-guided Training			

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Communication Tools		Coordination with:	
Campus Display on Marquee, School or District Website, Email, Flyer or Invitation		Title I, Part A- Parent Involvement, Title II, Part A- Staff Training	
Evidence of Activity		Reason for Activity	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting/Training Handouts		To continue increasing school and home relationships between, To continue increasing the school and home relationships among all stakeholders.	
Building Capacity to Support Parents' Involvement in School			
9. May pay reasonable and necessary expenses associated with local parental involvement activities to enable parents to participate in school-related meetings and training sessions.			
Building Capacity Activity		Impact of Activity	
Provide childcare at activity to eliminate barriers to greater participation, Provide other resources that eliminate barriers to greater participation		Improve parent participation rates	Improve participation by 2%
Person(s) Delivering Content		Person(s) Receiving Content	
Principal, Parent Services Team		All Parents	
Timeline of Activity			
Calendar Timeframe		Time of Day	
First Quarter, Second Quarter, Third Quarter		Weekend (9 a.m. to noon), Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Parent Training, Parent / Teacher Conference			
Communication Tools		Coordination with:	
Campus Display on Marquee, Flyer or Invitation		Title I, Part A- Parent Involvement	
Evidence of Activity		Reason for Activity	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets		To increase parent participation at school-level meetings	
Building Capacity to Support Parents' Involvement in School			
13. May establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I Parent Involvement.			
Building Capacity Activity		Impact of Activity	
Provide information on Parent Engagement and Educational Programs		Improve knowledge of the Title I Program	Improve participation by 2%
Person(s) Delivering Content		Person(s) Receiving Content	
Director of Elementary Education, Director of Federal Programs, Parent Services Team		Community Members, All Stakeholders	
Timeline of Activity			
Calendar Timeframe		Time of Day	
First Quarter, Second Quarter, Third Quarter, Fourth Quarter		Evening (6:00pm-8:00pm), Weekend (9 a.m. to noon), Afternoon (3:00pm-6:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Parent Training, School Advisory Council Meeting, District wide parent training			
Communication Tools		Coordination with:	
Skylert, School or District Website, Flyer or Invitation		Title I, Part A- Parent Involvement	

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Evidence of Activity	Reason for Activity
Meeting/Training Agenda, Meeting/Training Sign-in Sheets	To improve parent relations with school and district

EVALUATION OF PREVIOUS YEAR'S IMPLEMENTATION

1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 4. Shall provide assistance to parents of children served to understand how to monitor child's progress., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.

ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Back to school/orientation/open house	3	150

ESTABLISHED GOAL	ACTUAL OUTCOME(S)
improve parent involvement in their child's education at home	parents provided opportunity to learn about Florida standards, and review School Public Accountability Report, followed up by actual practice in the standards they can use at home

BUILDING CAPACITY ADDRESSED

1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.

ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Parent Expos	4	200-250

ESTABLISHED GOAL	ACTUAL OUTCOME(S)
parent awareness of report cards and reading activities, parents involvement with	parents provided opportunity to meet with teachers to discuss grades on report cards and also provided opportunities to read with children

BUILDING CAPACITY ADDRESSED

5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.

ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
FSA Training/Literacy parent night out workshops/content area parent workshops	3	150-175

ESTABLISHED GOAL	ACTUAL OUTCOME(S)
build better academic content skills and understanding of assessments	parents are able to discuss children's specific content weaknesses and strengths with teachers and receive information and strategies to be used to help children at home

BUILDING CAPACITY ADDRESSED

6. Shall provide training to teachers, specialized instructional support personnel, principals, other school leaders, and other staff, with the assistance of parents in the value and utility of contributions of parents, or how to reach out to, communicate with, and work with parents as equal partners, or building ties between parents and the school.

ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
staff training in customer service and Title I parent rights	2	35-40

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ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
awareness of federal programs and parent rights	Teachers were better aware of the responsibilities of reporting and how to assist parents in their child's education	
BUILDING CAPACITY ADDRESSED		
1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments.		
ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Grade level parent night meetings	10	75-150
ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
awareness of student grades, tests, specific student weaknesses, and what parents can do to help	Teachers were better aware of the responsibilities of reporting and how to assist parents in their child's education	
Activities Not Implemented		
none		