

J. COLIN ENGLISH ELEM. SCHOOL Title I, Part A Parental Involvement Plan

I, Joe Williams, 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

10-12-18

Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

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

Response: J. Colin English Elementary values the support and involvement of parents. We understand the importance of building meaningful relationships and working collaboratively and strategically as advocates and decision-makers. We are committed to strengthening the ties between home and school, reaching out to our children and families, establishing high-quality communication between parents and teachers, and working as equal partners to provide a high-quality learning environment where all children reach their highest potential.

In an effort to engage parents in student learning and increase parental participation, we invite parents to take part in the planning and development of the School-Parent Compact and the Parent Involvement Plan. Parents are invited to participate through personal invitations, flyers, newsletters, and Parentlink. To meet the needs of parent schedules, J. Colin English will offer flexible meeting times on various days to gain input in the decision-making process.

Our Annual Title I meeting, used to inform parents about the services provided by Title I programs, including their right to be involved in the decision-making process, is held at the onset of the school year.

All parents are strongly encouraged to join the SAC committee. Additionally, during the SAC meeting, the committee will decide with the input from parents, how the 1% Parent Involvement funds will be used.

All decisions will be documented in meeting minutes. Documentation for all parent meetings to include: flyers, agendas, handouts, minutes, and sign-in sheets will be maintained in the Title I Toolkit.

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	Head Start	Head Start parents will receive flyers and newsletters and be invited to participate in all parental involvement activities at J. Colin English. Additionally, Head Start students will participate in two parent conferences and two home visits to ensure that parents are included in the educational and decision-making process. As an added component to our Early Childhood program, we will also host Parent University.

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	Annual Title I/Parent Involvement/SAC Meeting	Principal, Assistant Principal, Teachers, Parent Involvement Specialist	2017-2018 School Year	Agenda, Minutes, Sign-in sheets, handouts, flyers, newsletters

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 at J. Colin English Elementary School believe strongly in the involvement of parents at the site level therefore we make every effort to include parents in the happenings of the school. J. Colin offers flexibility in parent involvement meetings. VIP Meetings, PTO Meetings, parent trainings/workshops, and SAC meetings are ongoing beginning in August and conducted at various times and on various days to include the participation of as many parents as possible. Meetings are advertised on the School Calendar, Newsletter, Marquee, and through the use of ParentLink.

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)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Annual Title I Mtg./Open House/Meet Your Teacher Day	Administration, Teachers	Parents will be provided resources and given information related to school expectations and how they can partner with the school to help increase student achievement levels.	2017-2018 School Year	Agenda, Meeting Minutes, Handouts, Flyers, Newsletter, Parent sign-in sheets
2	PIE Meetings: FSA Training; SAT 10 Training	Administration, Parent Involvement Specialist, Guidance Counselor, Teachers	Parents will be provided research based-resources/strategies to increase student academic achievement.	2017-2018 School Year	Agenda, Handouts, Meeting minutes, Curriculum Maps, Parent sign-in sheets
3	Curriculum Nights	Administration, Teachers	Parents will be provided grade level specific information related to curriculum, standardized testing, expectations, and getting involved.	2017-2018 School Year	Handouts/Reading plans, Sign-in sheets

4	Family Math Night	Administration, Teachers, Parent Involvement Specialist, Imaginarium	Parents will participate in Math activities that increase student achievement in Math.	2017-2018 School Year	Agenda, Handouts, Parent sign-in sheets
5	Head Start Parent University	Early Childhood Learning Specialist, Teachers	Parents will be provided resources and given information related to school expectations and how they can partner with the school to help increase student achievement levels.	2017-2018 School Year	Agenda, Handouts, Sign-in sheets
6	SAC Meetings	Administration	Provide information to parents that include expectations, standardized testing, curriculum, and how to get involved in the school.	2017-2018 School Year	Agenda, Sign-in sheets, Meeting minutes
7	English Classes	Early Childhood Learning in conjunction with Literacy Council Gulf Coast	Parent Involvement Specialist will conduct English classes to our parents with limited or no English skills. This will give them the tools to help their children with school work.	2017-2018 School Year	Agenda, Sign-in sheets, handouts
8	Multi-Cultural Day	Administration, Teachers, Parent Inv Specialist	Parents will participate in standards-based activities on various continents that promote global awareness	2017-2018 School Year	Flyers, Newsletter
9	5th Grade Informational Night	5th Grade Teachers	Parents are provided pertinent information such as: preparing their children for middle school and FCAT.	2017-2018 School Year	Agenda, Handouts, Sign-in sheets
10	Student-Led Conferences	Admin, Teachers, Parents	Students will lead their parents through a conference regarding goals, progress, and areas for improvement.	2017-2018 School Year	Flyers, Parent Sign-In

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	Volunteer training	Parent Involvement Specialist	Train staff on volunteers and how they will be used in the school to assist with student achievement	2017-2018 School Year	Agenda for faculty meeting, sign-in sheet
2	Training for parent communication: Faculty, office staff, custodial staff, para-professionals	Administration, Parent Involvement Specialist	Providing faculty and staff with strategies to increase parental communication and knowledge in how to work effectively with all parents.	2017-2018 School Year	Agenda, Sign-in sheet, handouts
3	Bullying	Administration	Providing faculty and staff with strategies to increase knowledge of bullying and how to recognize problem behaviors and victims of	2017-2018 School Year	Sign-in Sheet

			Bullying. The knowledge learn will be implemented in the classroom to help create a bully free environment where students can learn.		
4	APPLES	Administration	Providing new teaching staff with strategies to increase student achievement, protect students, and foster communications between all parties involved in decision making.	2017-2018 School Year	Sign-in sheet

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: J. Colin will expand and enhance parent information by expanding the resources available for parents and expand the hours of operation to include preschool and evening hours. This will be an ongoing activity and be promoted through flyers, the newsletter and through the use of Parent Link. J. Colin English will continue to be a family friendly school that welcomes family participation.

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: During the Annual Title I/Open house meeting, all parents are invited to meet with the administration. The administration prepares a Powerpoint presentation with handouts to present information about the school mission, vision, goals, and expectations for the coming year. The administration discusses the Title I program including ELS information, curriculum expectations, and district and standardized assessments. If standardized test data is available, the administration discusses successes, trends, and where the opportunities are for improvement. Parents are encouraged to volunteer at J. Colin English and to attend all School Advisory Council meetings. During this time, the administration reminds parents of the importance of being active at the school and asks parents to consider becoming involved in the decision-making process as a SAC member. In addition to the above, parents are asked for input on the School Compact and Parent Involvement Plan. At the end of the presentation, parents and students are invited to visit classrooms to meet teachers. Teachers also provide parents with information designed in flyer form to help students have a successful educational experience. Parents will be informed by classroom teachers how their students will be assessed in the classroom throughout the year as well as the necessary requirements needed to be successful on the STAR/STAR Early Lit and Florida Standards Assessment. These will be mentioned in the documents and/or flyers

that teachers create to give to parents. Parents will also be informed as to how and when to contact teachers if they have any concerns. If parents have comments about the schools Title I plan, those comments will be given to the Title I office. Parents are strongly encouraged to set up first quarter conferences with teachers to ensure student success and are free to request conferences with the school counselor and the administration.

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: All documents and communications are sent out in both English and Spanish. Additionally, translators are available for parent meetings, workshops, conferences, and SAC meetings. Every effort will be made to provide information and school reports in a format and in a language and translation that parents can understand if feasible. A talk system is available for use in all parent trainings. Additionally, Parentlink is available for parents in English and Spanish. We have bi-lingual office staff to assist parents. We will make every effort to provide full opportunities for parents with disabilities or those with special needs.

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

Upload Evidence of Input from Parents

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

[Uploaded Document](#)

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](#)

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](#)

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	Annual Title I Meeting/Open House	1	351	Provide information to parents on school expectations, curriculum, and how parents can assist at home.
2	Family Math Night	1	20	Teachers model activities that parents can do at home to assist students with math achievement.
3	Science Fair	1	83	Teachers share standards with parents and students showcase their knowledge of the scientific process.
4	Student-Led Conferences	1	22	Parents are invited to attend a conference led by their child on their growth and progress throughout the year.
5	PIE/SAC Meetings	8	83	Parents are provided information about curriculum, assessments, AMO, and parent involvement.
6	Multi-Cultural Awareness	1	?	Parents and community members are educated on the CCSS through global awareness and open-mindedness.
7	Curriculum Night	3	41	Parents are provided with educational strategies in a variety of areas to aid and increase student achievement.
8	English Classes	24	76	Parents are provided classes on learning to speak in the English language.
9	Pre-K Parent Meeting	1	30	Provide information to parents on school expectations, curriculum, and how parents can assist at home.
10	Pre-K Parent Orientation	1	41	Provide information to parents on school expectations, curriculum, and how parents can assist at home.
11	Veteran's Day Celebration	1	17	Parents and community members are invited to celebrate Veteran's Day along with our School Choir singing to our Veterans.

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	Newsletter Articles	10	465	Articles directly related to parent/teacher communication and student achievement are included in monthly newsletters.

2	Parent Link Training for Teachers	1	44	Train teachers on how to effectively use Parent Link to communicate expectations, grades, attendance and other important information related to student achievement.
3	Volunteer Training for teachers	1	44	Research substantiates that increased parent and community involvement is directly related to student academic 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 upcoming 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	Many of our parents are affected by their inability to communicate in English.	J. Colin will provide translators and utilize Talk System to ensure that parents understand what is being said.
2	Parents lack the understanding of how to help their children be successful.	We will have VIP breakfast, Family Math Night, Family Science Night, Newsletters....all that will target strategies parents can use to become more involved in their child's education.
3	The time of events and meetings doesn't always meet the needs of our parents.	J. Colin will provide flexible meeting dates as well as survey parents on the best times to hold 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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