

## FRANK HARTSFIELD ELEM. SCHOOL Title I, Parental Involvement Plan

I, Cora Franklin, 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)];
- Inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Centers (PIRC) in Florida, i.e., PIRC of Family Network on Disabilities in Florida (FND) and PIRC at University of South Florida (USF) [Section 1118(g)];
- 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:** The objective of the Hartsfield Elementary Parental Involvement Plan is to involve families in the education of children both within the school setting and at home. The Hartsfield Elementary School Staff believe that education is a partnership between the home, school and community, which requires concerned effort, collaboration and cooperation among all stake-holders in the school community. We strive to assist families in establishing optimum conditions for the education of their children.

## 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:** The Parental Involvement Committee works in conjunction with The School Advisory Council of Hartsfield Elementary School to review, plan, and improve school programs, including the parental involvement plan. The School Advisory Council will hold monthly meetings to review the plan and the budget and revise as needed. The Council will monitor the implementation of the plan and make necessary adjustments as needed. At the beginning of the school year, meetings are designed to educate parents on the purpose and requirements of being a Title I school. Feedback will also be provided after each Title I meeting through the use of parent feedback forms as well as the spring Title I surveys.

## 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	District Pre-Kindergarten Program and the Early Learning Coalition
2	Title I	District Title I Program
3	21st Century Program	District Title I Program
4	Title II	District Staff Development Program
5	Part C	District Pre-Kindergarten Program, Children Medical Services and the Early Learning Coalition

## 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	Curriculum/Open House Dates will be posted on school marquee	Principal/Parent Liaison	Throughout the week before the meeting	Number of participants
2	Curriculum/Open House Night	Grade Level Teachers	Early Fall 2011	Parent Evaluation
3	School Newsletter will be sent home with information pertaining to the annual meeting	Parent Liaison/Principal	Week before the meeting	Number of participants as compared to previous years.
4	Reminder Meeting Flyer will be sent home to encourage parent participation	Parent Liaison/Principal	Week of the meeting	Number of participants
5	Agenda and presentation materials developed	Grade Level Teachers	Week before the meeting	Number of participants compared to previous year.
6	Prepare and print Sign-in sheets	Parent Liaison	Week of the	Number of participants

			meeting	
7	Handouts prepared	Grade Level Teachers	Week before the meeting	Comparison of number of participants
8	Slideshow prepared	Grade Level Teachers	Week before the meeting	Comparison of number of participants

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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:** Twice a year, evening parent conferences will be scheduled to discuss student progress. To provide flexibility and ensure all parents are accommodated, conferences may also be scheduled before school or during teacher planning time as needed throughout the year. Telephone conferences also provide flexible options.

Title I Parent Involvement Meetings: Several meetings will occur throughout the school year to discuss and plan parent involvement activities as related to school events. Meetings will be planned for after school and during the evening to allow more parents to attend.

A variety of day and evening parent involvement opportunities will be provided throughout the school year:

- Daytime and/or evening programs will be held to promote science, literacy, and or math. Muffins for Moms and Doughnuts for Dads are held twice a year to provide opportunities for parents to come to school and hear about informative information in how they can help academically at home. They are then encouraged to go and volunteer in their child's classroom and then have lunch with the student and their classmates. All throughout the year parents are encouraged to go on field trips, eat lunch with the child, and attend all school activities.

- Childcare is provided during all parent night meetings. Children are separated from parents and participate in literacy activities while parents learn strategies they can use at home.

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## 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	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
1	Language Arts/Reading/ Writing Parent Night	Reading and Writing Chairperson	Improve student achievement in reading and writing	September 2011	Parent Evaluation
2	Math Parent Night	Math Chairperson	Improve student achievement in math	October 2011	Parent Evaluation
3	Science/Science Fair Parent Night	Science Chairperson	Improve student achievement in science	Fall 2011	Parent Evaluation
4	D.E.A.R. Night	Reading Chairperson	Increase literacy skills	April 2012	Parent Evaluation

## Staff Training

Describe the training 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	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
1	Presentation of Parent Involvement Plan at Faculty Meeting	Principal/Parent Liaison	Set clear goals of parental involvement with faculty	Summer	Parent Feedback
2	Positive Behavior Support	PBS Team	Increase academic time	On-going	Teacher Feedback
3	Staff/Faculty meetings- How to Build Better Parent/Teacher Relationships	Principal/Assistant Principal	Increase parental support	On-going	Evaluation
4	Teacher/Staff Book Study	Facilitators	Increase use of teaching techniques will allow for student success	August to June	Evaluation

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## 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:** Parent Conferences - teachers and parents will discuss how to ensure the child's academic success and what the parent can do at home. Every parent is sent a form to sign up for a date and time to meet with their child's teachers. When parents arrive, they sign-in.

In the front office pamphlets have been made available for parents concerning grade level expectations.

A parent resource center has been established to ensure academic success.

We will offer opportunities for parents to come to school and discuss with the principal issues that are pertinent to the success of our students. These "Be Frank with Franklin" sessions will occur throughout the school year.

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## Communication

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]: 1118(c)(4)(A);

- 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 also submit the parents' comments on the plan that will be available to the local education agency [Section 1118(c)(5)].

**Response:** The school will inform parents of curriculum, assessments, meetings, student progress, proficiency levels, and Title I programs at the beginning of the year during the Title I Annual Meeting the first month of school. In August, we will hold a general meeting for the parents where information will be presented about the Title I program, the curriculum, academic assessments, and volunteer opportunities. Parents will learn how to schedule parent conferences and the importance of participation in decisions related to the education of their child. At the end of the general meeting, parents will have the opportunity to visit their child's classroom. Teachers will provide additional information on how parents can help in the classroom and at home. The monthly school newsletter will inform parents of any new information and remind them of information that has already been sent home. Copies of all these documents will be kept on file. We will know if we were effective based on the results of the annual Title I Parent Survey and Parent Feedback survey forms. The following is a list of different ways we will inform parents of curriculum, assessments, meetings, student progress, proficiency levels, and Title I programs:

- Student Planners- daily basis
- Use of School and District Website
- Require parental signatures on forms that go home
- Parent email addresses given to teachers to continue the line of communication
- Student expectation brochures are provided by the district.
- Curriculum letters with grade level expectations and grading policies are provided by teachers.

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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:** A variety of parental involvement activities will be planned to ensure that each parent has ample opportunity to participate. Multiple sources will be used to communicate opportunities for involvement to parents. To provide full access and opportunities for all English limited proficiency, school reports, and information letters from the school and or district will be provided in the child's home language according to federal/state guidelines. If a student needs E.S.E. services, services will be coordinated with the district E.S.E. department. In addition, steps will be taken to ensure disabled parents have access to school events and or information.

## 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	Correlation to 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	Development of School Improvement Plan	Karen Parsons	Knowledge to improve all areas.	September 2011
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	Language Arts/Reading/Writing Parent Night	Reading and Writing Chairpersons	Improve student achievement in reading and writing	September 2011
3	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Homeroom Parent Training	Judi McDowell	Provide support at home	Early Fall 2011
4	Maximizing parental involvement and participation in their children's education 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)];	After-hours Conference Days	Classroom Teachers	Provide support at home	October 2011 & March 2012
5	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	Cultural Fair	Mary Jo Peltier and Wafa Elsaka	Understand and embrace cultural differences	May 2012
6	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	School Beautification Days	Judi McDowell	Promote School Pride	Fall 2011 and Spring 2012

## Evaluation of the 2010-2011 Parental Involvement Plan

### Building Capacity Summary

Provide a summary of activities provided during the 2010-2011 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	Correlation to Student Achievement
1	School Orientation	1	350	Parental involvement increases student achievement
2	Grade Level Open House Nights	6	100	Parental involvement increases student achievement
3	Muffins for Moms	2	30	Parental involvement increases student achievement
4	Doughnuts for Dads	2	30	Parental involvement increases student achievement
5	Parent Math Night	1	30	Parental involvement increases student achievement
6	Parent Night: Language Arts/Reading/Writing	1	40	Parental involvement increases student achievement
7	Book Fair Family Night	2	60	Parental involvement increases student achievement
8	Parent Night FCAT and Science Fair	1	36	Parental involvement increases student achievement
9	Parent Conference Days	2	60	Parental involvement increases student achievement
10	D.E.A.R. Night	1	50	Parental involvement increases student achievement
11	Cultural Fair Night	1	69	Parental involvement increases student achievement

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### Staff Training Summary

Provide a summary of the professional development activities provided by the school during the 2010-2011 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	Correlation to Student Achievement
1	Teach like a Champion Book Study	10	39	Increase use of teaching techniques will allow for student success
2	Positive Behavior Support	10	10	Increase academic time
3	Building Better Parent School Relationships	10	5	Increase parental support

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### Barriers

Describe the barriers that hindered participation by parents during the 2010-2011 school year in parental involvement activities. Include the steps the school will take during the 2011-2012 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	Time of Activities	Will have flexible scheduling. Some activities will be in the morning, during the school day, and some in the evenings.
2	Lack of Childcare	Will provide childcare for activities