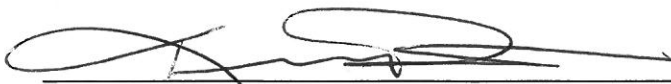


OTIS A. MASON ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Kimberly Dixon, 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

10/8/13
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: Parents are actively recruited by the SAC chair(s), classroom teachers, and

PTA members to serve on the SAC and PTA committees. Announcements are communicated utilizing backpack letters, personal phone calls or interactions to/with parents from teachers and staff, publications such as the newsletter, and over the Alert Now phone notification system. Volunteers are welcomed. Parents serve on the SAC committee and assist in developing and implementing the PI Policy. Input is sought through surveys and feedback. SAC and PTA meetings occur at least monthly and input is sought from parents in attendance. The PTA board is consulted on a regular basis. Additionally, in an effort to increase parental awareness and involvement, our school has hired a Parent Liaison Clerk to assist with implementation of strategies to inform, involve, and encourage participation of families in school activities, student academic endeavors, and increase home to school dialogue.

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 | Preschool Providers | We meet with preschool parents and provide information. We provide VPK at our school and work with providers of HeadStart and VPK |
| 2 | HRS and other agencies | Our guidance counselor makes and maintains contact with social services to assist families in need of social services and emergency assistance. This provides outreach and collaboration with agencies that will assist parents with health, psychological, and educational resources. |
| 3 | Mental Health Providers | We maintain open communication with providers of Mental Health Care. This provides a source for emergency mental health assistance for children and families and ongoing collaboration to ensure continuity of service for students. |

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 | Advertise Parent Meeting | Principal | August | Newsletter and Alert Now Message |
| 2 | Hold Annual Title I Parent Meeting | Principal | September | Agenda and Parent Feedback |
| 3 | Distribute Title I Materials | Administration/Teachers | September | Sign in sheets and contracts |

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: Meetings will be scheduled to cover a range of topics. School meetings and events will be held at various times. Events often include families and may include child care. Parents are surveyed to determine convenient times. Based on the feedback from surveys, meetings will be held mornings, midday, afternoons, evenings, during teacher planning, and by phone depending on what is convenient for parents and able to be scheduled for teachers. Trainings/events in plan illustrate flexible times for activities.

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 | Reading Literacy Activities that focus specifically on strategies that parents can use to assist their child(ren) in attaining skills to read and comprehend at grade level | Teachers and School Staff | Increase parent's knowledge of instruction and reading techniques and participation | Minimum 2x yearly | Parent Survey, Attendance and Student Gains |
| 2 | Open House Activities in conjunction with Grade Level Curriculum Nights to include exposing parents to the specific curricular materials used during core instruction and providing training for parents to assist them in helping students at home | School Staff and Administration | Increased awareness of indicators of progress (utilizing NGSS and CCS) in major subject areas by grade level will foster effective parent support | First semester | Student gains, Parent survey, Parent attendance |
| 3 | Book Fair and AR Family Activities | Media Specialist | Provide parents opportunity to practice reading with students | Several throughout the year | Increase in AR participants |
| 4 | Content Based Events such as Living Museum, Writing on the Walls, and Science Expo | Media Specialist, School Staff | Parents will have better understanding of content | Several throughout the year | Parent survey, Student Gains |
| 5 | PTA Performances | Staff and PTA | Fosters good home/school connections | Monthly PTA Meetings | Parent feedback and Participation |
| 6 | AVID Workshop | Administration and Teachers | Provides parents with important information regarding the AVID initiative | Minimum 2X yearly | Parent feedback and participation |
| 7 | Volunteer Training (Volunteering 101) | Staff and Volunteer Co. | Fosters Involvement and provides training and exposure for parents who will be able to use the same strategies at home. | Yearly | Volunteer Logs and Training Sign In Sheets |
| 8 | Informational Parent Conferences with All Families | Teachers and Admin. | Increased student achievement as a result of data sharing and parent/teacher communication | Minimum 2x per year | Parent feedback |
| 9 | Common Core Standards Information/Training | Teachers and Admin | Parents will have better understanding of expectations and standards | During parent conferences, Open House, and Parent Trainings | Increased student achievement, parent survey indicates increased understanding |
| 10 | TIDE Informational Resources | Administration, Teachers | Parents will have an understanding of the | First Semester | Increased knowledge of |

| | | | | | |
|----|--|--------------------------|---|---------------------|-------------------------------|
| | | | differentiated opportunities provided to increase student achievement | | TIDE, Parent Survey |
| 11 | Attendance/Tardy Incentives | Administration, Teachers | Fewer absences and tardies will result in increased academic achievement. Additionally, incentives will be shared with parents who will have an opportunity to celebrate at home, thereby cultivating positive student/parent/school relationships. | Throughout the year | Increased attendance rate |
| 12 | Tutoring Training for Volunteers/Parents | School staff | Smaller more focused differentiation groups during TIDE and other tutoring times with training for parents will increase parent expertise and allow opportunities for more focused and appropriate assistance at home. | Yearly | Increased student achievement |

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 | Tips for Conducting Parent Conferences Training | Principal & Literacy Coach | Fosters Involvement which research indicates increases student achievement | First Semester | Parent Conference Logs |
| 2 | Dealing With Difficult Situations | Principal, Guidance & Literacy Coach | Fosters Positive Involvement by instructing teachers in techniques and strategies to deal with parents from different cultures, communities, and economic environments | First semester | Parent Conference Logs |
| 3 | Involving Parents | Principal & Literacy Coach and Parent Liaison Clerk | Increases Involvement which research indicates increases student achievement | First Semester | Volunteer Logs |

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: We are conducting a variety of activities to encourage parental involvement. These will be facilitated by the Parent Liaison and school staff. Parents are invited to numerous class events and PTA performances. Alert Now is used to remind parents of school events. Our newsletter outlines events and gives tips to parents.

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: Information about the plan is given initially at our Title 1 open house. Updates are given routinely at PTA and SAC meetings. Mason provides parent trainings and curriculum nights to assist parents with understanding standard, expectations and assessments. Parent conferences are held by initiation of parent or teacher. Information is distributed by newsletter, website, written notes, phone, and planner. Progress reports and report cards go home on a regular basis.

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: Interpreters will be provided as needed for hearing impaired and parents who speak other languages. Information sent home is translated into home languages when possible. Assistance is given to parents when filling out forms if needed.

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 2012-2013 Parental Involvement Plan

Building Capacity Summary

Provide a summary of activities provided during the 2012-2013 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 | Reading Literacy Activities that focus specifically on strategies that parents can use to assist their child(ren) in attaining skills to read and comprehend at grade level | 3 | 600 | Increase parent's knowledge of instruction and reading techniques and participation |
| 2 | Open House Activities in conjunction with Grade Level Curriculum Nights to include exposing parents to the specific curricular materials used during core instruction and providing training for parents to assist them in helping students at home | 2 | 600 | Increased awareness of indicators of progress (utilizing NGSS and CCS) in major subject areas by grade level will foster effective parent support |
| 3 | Accelerated Reader Family Night | 4 | 20 | Provide parents opportunity to practice reading with students |
| 4 | Content Based Events such as Living Museum, Writing on the Walls, and Science Expo | 3 | 300 | Parents will have better understanding of content |
| 5 | PTA Performances | 7 | 350 | Fosters good home/school connections |
| 6 | Healthy Family Activity | 2 | 650 | Fosters health/attendance |
| 7 | Volunteer Training (Volunteering 101) | 1 | 25 | Fosters Involvement |
| 8 | Informational Parent Conferences with All Families | 2 | 550 | Increased student achievement as a result of data sharing and parent/teacher communication |

Staff Training Summary

Provide a summary of the professional development activities provided by the school during the 2012-2013 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 | Tips for Conducting Parent Conferences Training | 1 | 40 | Fosters Involvement which research indicates increases student achievement |
| 2 | Dealing With Difficult Situations | 1 | 40 | Fosters Positive Involvement by instructing teachers in techniques and strategies to deal with parents from different cultures, communities, and economic environments |
| 3 | Involving Parents | 1 | 40 | Increases Involvement which research indicates increases student achievement |

Barriers

Describe the barriers that hindered participation by parents during the 2012-2013 school year in parental involvement activities. Include the steps the school will take during the 2012-2013 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 parents work and are unable to attend school activities due to work hours | Provide opportunities at varying times during the day to accommodate parents' schedules |
| 2 | Parents are unaware of the standards | Provide materials and presentations that educate parents on the standards at each level |

Best Practices (Optional)

Describe the parental involvement activity/strategy the school implemented during the 2011-2012 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 |
|--------------|------------------------|------------------------------------|
|--------------|------------------------|------------------------------------|