

CHESTER A. MOORE ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Mrs. Felicia Nixon , 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)].

Signature of Principal or Designee

Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: As an adult and a Treasure Hunter

I am committed to search for all the talents, skills and intelligence

that exists in all children and youth.

I believe all children are capable of success,

No Exceptions!

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: Chester A. Moore Elementary School will continue to involve parents in the decision making processes and planning via its School Advisory Council meetings, feedback received from parents on an on-going basis during conferences and other collaborative parent school opportunities. The process will begin with Meet Your Teacher prior to the opening of school by making parents feel welcome and inviting them to become partners in their child's education. The process of making parents and families feel welcome and motivating them to become involved will be ongoing.

The School Advisory Council (SAC) is composed of the principal and an appropriately balanced number of teachers, education support employees, students, parents, and other business and community citizens who are representative of the ethnic,

racial, and economic community served by the school. Certain members are elected by peers, while Business and Community members are appointed. The SAC meets monthly to develop, review, and offer suggestions for the implementation and evaluation of the School Improvement Plan, as well as other policies required by No Child Left Behind (NCLB) including the Parent Involvement Plan and the implementation of the school budget. The SAC will review data, discuss strategies implemented, and evaluate progress made by the students. Notification of SAC meetings are sent out via e-mail, monthly newsletters, and Connect-Ed messages. Documents including sign-in sheets, agendas, minutes, PowerPoints and any other additional information will be available through the school office. Parents who are unable to attend SAC can e-mail or speak with administration regarding any feedback and/or questions they may have.

There will be two Title I Annual Meetings. The first meeting will be to inform parents of the meaning of being a Title I school, how the school qualifies and the benefits of the Title I program. The school report card will also be reviewed at this meeting. The second meeting will be a follow-up in the spring before FCAT.

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	Kids at Hope	Faculty and staff will share the Kids at Hope philosophy with parents and collaborate with Executive Roundtable
2	Castle	County agency provides parenting classes-administration recommends these classes to parents-shares flyers
3	Voluntary Pre Kindergarten	The Title I office will work together with Early Learning Coalition to coordinate transition programs for students entering the regular public school setting. Activities will include but not limited to, meeting the parents and VPK teachers.
4	Curriculum Nights	Administration and teacher leaders coordinate curriculum nights that assist parents with how to help their child at home
5	Take Your Parent to School	Parents will spend an hour in their child's classroom. For the benefit of siblings, each grade level will be at a different time.
6	SES Providers	District Title I Coordination-after school tutoring
7	ESOL Parent Nights	School staff will collaborate with district ESOL personnel to coordinate ESOL parent nights. ESOL lab is open to share progress of ESOL students/Lab is open to parents to learn English
8	Individuals with Disabilities Education Act (IDEA)	Supplemental instruction support provided by the school will be discussed with parents during the development of the students' IEP

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	Title I Annual Parent Meeting	Administration	September 20, 2012	Sign in sheets, Connect-Ed messages in multiple languages, flyers, PowerPoint presentation
2	Title I ESOL Meeting	Administration	November 15, 2012	Sign in sheets, Connect-Ed messages in multiple languages, flyers, PowerPoint presentation
3	Title I Parent Meeting	Administration	March 7, 2013	Sign in sheets, Connect-Ed messages in multiple languages, flyers, PowerPoint presentation

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: Chester A. Moore will offer meetings at various times to support our parents and families. Meetings will be scheduled during the day or evening to accommodate families through Family Nights, PTO, Curriculum Nights and other school related events. These meetings and activities will rotate mornings, afternoons and evenings. PTO meetings will be held in the mornings and afternoons.

Transportation is not provided for events. Translators will be provided when available.

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	Meet Your Teacher	Administration, Faculty and Staff	Assist parents with the academic and behavioral expectations of each class so they can assist their child with their school work at home.	August 17, 2012	Sign-in sheets, Parental Feedback
2	PBS Activities	PBS Committee	PBS procedures and fidelity implementation reduce out-of-class referrals and problem behaviors. This will ensure academic success and a safe learning environment.	Initiate in August, 2012 and ongoing through June, 2013	Sign-in sheets, Staff and student feedback, Surveys
3	Curriculum Nights	Administration, Faculty, Instructional Coaches	Content specific sessions will be provided for parents offering specific strategies to help their child at home. Core Curriculum Goals will also be presented.	Fall 2012/Spring 2013	Sign-in sheets
4	PTO Monthly Meetings	Parent Liason	Tips will be presented on how parents can work with their child at home to build student achievement. Literacy will be promoted through Bingo for Books. Students whose parents are actively involved in their child's education demonstrate improved student performance.	October 2012-June 2013	Sign-in sheets/Parental Feedback
5	PIRC Monthly Calendars	Administration	The Parent Information and Resource Center provides calendars to schools that are then shared with parents. These calendars include at-home activities for parents to do with their child.	Ongoing as calendars are provided by PIRC	Communication with parents
6	Monthly Parent Newsletters	Administration	The monthly newsletters include tips on how parents can become involved in their child's education and notification of school-related activities and events.	August 2012-June 2013	Parental Feedback
7	Volunteer/Community Partner Recruitment	Charlene Grady	Mentors are recruited and trained to provide extra assistance to students within the classroom.	September 2012-June 2013	Applications, Student Progress
8	Title I Annual Meeting	Administration	Inform parents of Title I Program and benefits of program	September 17, 2012	Sign-in sheets
9	Individual Parent Conferences	Administration, Parent Educator and Teachers	Individual student progress and strategies for improvement are discussed with parents.	Initiate in August 2012 and ongoing through June 2013	Parent Teacher Conference Form

10	School Advisory Meetings	Administration	Review of student achievement and progress, implementation of plans and strategies for improvement	August 2012-June 2013	Sign-in sheets, Agendas, Minutes
11	Report Cards, Planners, Progress Reports, Wednesday Folders	Administration	Keep parents informed of student progress and home-school communication	August 2012-June 2013	Signed Progress Reports and Report Cards/Parent Feedback in Planner
12	Parent Portal Training	Office Clerk/Data Specialist	Training will be provided on the Parent Portal so parents can access teacher comments, attendance, and academic information. Computer access will be available at school.	Initiated in September 2012 and ongoing through June 2013	Number of Log-ins to Parent Portal and Presentation Materials
13	Take Your Parent to School	Administration	Parents will spend an hour in their child's classroom to see what their child is learning and how to increase their student's reading skills.	October 2, 2012	Sign-in sheets

Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Value of Parental Involvement, monthly newsletters, home school communication via phone calls, notes home with suggestions for parental involvement	Administration	Improve the ability of faculty and staff to increase parental involvement	August 2012-June 2013	Parental Feedback, Surveys
2	Volunteer Trainings	Volunteer Coordinator	Train community Train staff on how to recruit mentors	August 2012-June 2013	Volunteer Applications
3	Cultural Sensitivity	Administration	Increase awareness of various cultures represented at our school and to understand the social/educational backgrounds that the school serves	August 2012-June 2013	Surveys, Staff and Parental Feedback
4	Building Home School Relationships	Administration	Present strategies to work more effectively with parents	August 2012-June 2013	Staff and Parental Feedback, Surveys

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: Chester A. Moore Elementary has partnered with outside resources to provide our students with Dental and Hearing Care. Health assistants come to C.A. Moore to perform hearing and dental

screenings to various grade groups. Reports and follow-up are provided by the Health Agency. We also have partnered with the University of Florida Food and Nutrition program. The University of Florida Nutrition Program serves students in grades K-2 with in-class presentations once a month provided by a representative from the University of Florida Food and Nutrition Program. These presentations are thirty minute presentations in each K-2 class. Flyers are distributed on an as needed individual basis to parents about the various programs available from CASTLE such as the parenting classes. This information is also disseminated during parent/teacher/administration conferences.

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: The school will provide information regarding Title 1 Programming utilizing various methods. Monthly Parent Newsletters, the school website, Connect Ed messages in English and Spanish (when translator is available), and Wednesday Communication Folders are some of the ways the school will communicate information to parents. Information concerning SES opportunities, assessments, 21st Century, curriculum information and the way in which it is assessed and data will be discussed throughout the year. These times may include Meet Your Teacher, Title 1 Night, Curriculum Nights, School Advisory meetings, Parent Conferences, IEP meetings and PST/Rtl meetings. Title 1 brochures and information regarding programs are available in the front office. Progress monitoring, data, including, but not limited to FCAT, and benchmark assessments will be shared with parents during SAC meetings and parent conferences. Parents will be notified of Title 1 Meetings, Curriculum Nights, SAC and PTO meetings in the parent newsletters, marquee, and Connect Ed phone calls. The parent newsletter is sent home with students the first part of each month. Activities for that month will be on a calendar within the newsletter. Follow-up Connect Ed messages will be made prior to the event. Parental feedback and sign-in sheets will be used to monitor attendance.

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: Distribution of information in multiple languages (English, Creole, Spanish when translators are available) using on-site resource personnel for interpretations will aid in supporting families' comprehension of offerings. The dissemination of information will be via Connect-Ed messages, monthly parent newsletter, SAC and PTO meetings, flyers, school marquee, and the Wednesday folder. The office clerk and data specialist are available to assist parents at any time to go on school computers to view any information pertaining to their child and the school. Every effort is made by classroom teachers and the office personnel to ensure that the school has current contact information for parents and guardians. Individuals with disabilities have equal access to activities as the school has access for handicapped individuals.

Discretionary Activities

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];and	Seek parent input on how to better equip our families on good fit books	Literacy Coach	Improve student performance	on-going
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	Take Your Parent to School, Plan meetings, presentations, and celebrations at varying times (mornings, afternoons, evenings).	Leadership Team	Improved Student Achievement via Home Support and Affirmations for Successes	on-going
3	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Kids at Hope	Teachers conferencing with parents on the Kids at Hope philosophy	testimonies/referral reduction	on-going
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)];	Parent Teacher Conferences	Administration, teachers	Progress monitoring	Ongoing
5	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	Home school communication, positive phone calls, conferencing	Administration, Charlene Grady, faculty, staff	Academics/Behavior	Ongoing
6	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	School supply donations, partnerships that include, but not limited to reading to and with students, sponsoring incentive activities	Administration	Academic/Behavior	Ongoing

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 2011-2012 Parental Involvement Plan

Building Capacity Summary

Provide a summary of activities provided during the 2011-2012 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	PBS Activity	1	100	Behavior
2	Title I Annual Meeting	2	20	Goals, purpose of Title I, learn about standards, curriculum and assessments. Parents were made aware of programs and activities available to their children.
3	Open House/Meet Your Teacher	2	250	Parents met teachers, learned expectations for their child
4	Curriculum Night	1	20	Teachers presented grade level/FCAT expectations and ways parents can help their child at home
5	K-2 Curriculum Night	1	50	Teachers modeled activities and parents participated so that they can help their child at home
6	ESOL Parent Meeting	1	8	Presented ways to help speakers of other languages become proficient

Staff Training Summary

Provide a summary of the professional development activities provided by the school during the 2011-2012 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	Professional Development	5	36	Academics-grade groups collaborated to come up with activities for parents to assist their child at home in the area of literacy and math

Barriers

Describe the barriers that hindered participation by parents during the 2011-2012 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	Need for translators to translate multiple communication tools for parent outreach for PK-5	Make every effort to disseminate information in English, Spanish and Creole in a timely manner. Increase use of Connect-Ed system in various languages. Parent teacher conferences include a discussion of progress monitoring of student data.
2	Students have limited assistance at home.	Host parent curriculum nights. Interactive activities for parents and students. Increase family involvement nights to promote academic achievement (Bingo for Books, Publix Math Night, Grade Group Curriculum Nights, ESOL Parent Nights, etc).
3	Lack of parental support at home	Every child has a planner issued by the school for home-school communication

4	Difficult to reach parents	Utilize parent educator to make home visits
5	Cost associated with events	Solicit partners to offset cost of parent events to be able to sponsor events free of charge to families

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
1	Increasing Parent Participation	Grade Group Curriculum Night: Parents went to one classroom in each grade level and teachers modeled activities and parents actively participated. Parents were not just given materials to take home, but they completed the activity through the course of the evening and left with multiple activities to assist their child.