

MAUDE SAUNDERS ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Pam Jones, 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

Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: Maude Saunders Elementary School's (MSE) mission is to work with parents as partners to provide a positive, nurturing community in which children develop socially, emotionally, and intellectually and experience success that fosters lifelong learning. MSE recognizes that a child's education is a responsibility shared by the school and the family during the entire period the child spends in school. MSE believes that positive parent/family involvement is essential to student achievement and encourages involvement in school educational planning and operations. To support the mission of the Walton County School District to make our school the best in Florida by making all decisions in the best interest of the children, MSE faculty and parents must work as

knowledgeable partners to create and sustain a school that encourages success. We must collaborate to develop the maximum potential of each child and engage each successfully in the learning process. MSE will work diligently to create an environment where parents feel welcomed and their input is valued in order to make the best possible choices for the success of all students.

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: MSE parents/guardians are notified at the beginning of the school year of opportunities to participate in various committees including but not limited to School Improvement Team, Parent Advisory Council (PAC) and Parent-Teacher Organization committees. MSE will include parents in all aspects of the Title I program, following all requirements and regulations. The responsibility and accountability for developing, implementing, and evaluating the various school level plans, including the School Improvement Plan (SIP) and Parent Involvement Plan (PIP) will be shared between MSE, the District, the parents, and the community. The School Improvement Team (SIT) shall meet monthly to plan, review, and analyze data in order to make needed revisions to the school level plan. The SIT and PAC will consist of school personnel (instructional and non-instructional), school-level Title I Contact, and parents representing the various student demographics. Parents who serve are selected from those who indicate an interest along with administrative input. More than 50% of the PAC parents are non-employees of Walton County Schools. Meetings will be held three times a year at the school level, and parents will be notified by email or letter of the meetings. Every attempt will be made to select times that will work for the majority of the council members. The PAC contact will distribute copies of the previous year's PIP and compact for review along with a draft of the next year's plan and compact for open discussion and input from all parties. The Title I contact, or other school personnel, will make notes of parent remarks and suggestions, and they will be included when possible during the writing of any parent involvement documents. A discussion will be held with parents on how parental involvement funds could be used. Minutes will be taken at the SIT and PAC meetings and filed by the Title I Contact.

Parent surveys are distributed in 3 parts after the first, second, and third nine weeks to seek input on activities, trainings, and materials needed to help their children. Results of parent surveys are reviewed by the school-level Parent Advisory Council and School Improvement Team to determine needed revisions, as well as, at the district-level.

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	Transition meeting/school visit for Head Start, Even Start, ESE Pre-K & Voluntary Pre-K	At the end of the year, parents of all students in Head Start, Even Start, ESE Pre-K and Voluntary Pre-K are invited to attend a transition visit at MSE. Kindergarten Expectations are shared with parents and students and all participants visit a Kindergarten classroom as well as special area classes. This familiarizes families with the school site and the expectations of a Kindergarten student. Parents/Guardians are given information about MSE, A Parent's Guide to Florida Standards for Grade K, and information regarding registration for their child for the upcoming school year. Teachers and staff are available to answer any questions parents may have about transitioning to Kindergarten.
2	Kindergarten Orientation	MSE provides an orientation for students entering Kindergarten. The orientation includes an information session with the Kindergarten teachers to address how parents can help their children make a smooth transition into kindergarten, and explains academic and behavioral expectations and strategies/techniques for a successful school year. The students and families participate in a tour of special areas and their Kindergarten classroom. Information kiosks are set up for transportation, school meals, after-school care, and other community resources. Additional information and materials are provided to parents each year during kindergarten registration and can be found in guidance, on the school website, and at the school Parent Resource Center.
3	IDEA (Individuals with Disabilities Education Act)	MSE participates in the discussion and development of a student's Individualized Educational Plan (IEP) with teachers and parents. Supplemental instructional support and resources, provided through Title I, are discussed with parents during the development of the student's IEP.
4	Academic Nights	MSE will hold at least two academic nights for parents and students to gather resources and strategies to improve achievement. The academic nights strengthen the home/school connection and lead to better parent-teacher communication and collaboration. These meetings provide families with the information, skills, tools, and confidence to support student learning.
5	Family Involvement Days	MSE invites specific family members (Moms Day, Dads Day, etc.) to participate in activities with their children and to learn about the positive impact they can make by participating in their child's academic life. Specific strategies are shared to help parents be confident in this role.

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	Develop agenda, handouts, and/or presentation materials that address the required components.	Principal, School Level Title I Contact	August/September	Copies of agendas, PowerPoint presentation and handouts; sign in sheets.
2	Develop and disseminate invitations	Principal, School Level	August/September	School newsletter; school website; post on Facebook,

	and advertise/publicize event.	Title I Contact, Classroom		Remind, school marquee; local media contacts.
3	Develop sign in sheets.	School Level Title I Contact	August/September	Parent signatures on sign in sheets.
4	Maintain documentation.	School Level Title I Contact	August/September/October	Copies of agendas, handouts, sign in sheets, Power Point presentations, etc. kept in Title I documentation box housed in Title 1 Contact office and vault at the end of the year; documentation will be shared with the Local Education Authority Title 1 Office for monitoring purposes.
5	Survey parents after meeting for effectiveness of content.	School Level Title I Contact	September/October	Copy of survey; compiled survey results.

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 of Maude Saunders Elementary School strongly believe in the importance of parental involvement and offer parent meetings at flexible times. Our annual meeting for parents of participating students will be offered in the evening in the Fall, in conjunction with grade level Orientations. Childcare for preschool-aged children will be available for parents. Other school events will occur during the day, after school, and at night, such as: School Improvement Meetings, Parent Advisory Committee Meetings, Academic Parent trainings, Parent Teacher Organization (PTO) meetings, Thanksgiving and Valentine's Day Family Lunches, Honor Roll Assemblies, Tropicana Speech Contests, parent involvement activities, music concerts, and parent-teacher conferences. Holding the events at a variety of times allows for more parent participation.

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	Walton County School District: A Parent's Guide to Florida Standards for Grade K,1,2,3,4,& 5;Hard copy	School Level Title I Contact, Administration, Teachers, ESP's	Parents will be provided grade-specific brochures outlining and identifying the Florida Standards, along with strategies parents can use to help their child at home. This information will also be on the school	August, the beginning of school, and at time of registration of new students throughout school year.	Title 1 Survey Results

	dissemination of materials		website and available in the school office upon request.		
2	Academic Nights	School-level Title 1 Contact, Teachers, Administrators	During these trainings, teachers will share grade level specific information, review grade level student academic performance data, provide parents with strategies/activities to assist their children, and allow for networking opportunities with other parents.	September 2017-May 2018	Title I Survey, Parent Climate Survey, Title I Teacher Survey; Sign In Sheets, Agendas, Power Point Presentations
3	Grade-level-specific Open House	School-level Title 1 Contact, Teachers, Administrators	Each grade level will create a presentation for parents and students to inform parents about grade level expectations, homework, and strategies for parents to support students succeed academically	August-September 2017	Title 1 Survey, Sign in sheets, Agendas, Power point presentations
4	Assessments	Teachers, Administrators, Guidance, Title 1 Contact	Teachers will send hard copies of assessment results home to parents along with an explanation of how to interpret information.	August 2017-May 2018	Title 1 Survey, Climate Survey
5	Individual Conferences	Teachers, Administrators, Guidance, Title 1 Contact	Teachers will conduct individual conferences to discuss each child's academic progress, state and local assessment results, expectations, and goals for the school year.	August 2017-May 2018	Title 1 Survey, Climate Survey, Title 1 Parent Conference Forms, Sign in sheets, Signed Parent Compacts
6	Review of School (Title 1) Parent Surveys	Title 1 District/School Contacts, teachers	Parent input will help MSE make better informed decisions for school improvement and student achievement.	August 2017-May 2018	Title 1 Surveys, Climate Surveys

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	Innovative parent involvement ideas/suggestions will be provided to teachers and staff monthly	School Level Title 1 Contact	Improve the ability of staff to overcome barriers to parent involvement and to work effectively with parents to establish positive two-way communication in order to better help students succeed.	August, 2017-May 2018	Sign In Sheet, Agenda, and Handouts
2	Grade 4 and 5 teachers will participate in professional learning on facilitating and	Title 1 Instructional Coach	Teachers will learn to facilitate student-led parent conferences, which allows students to learn to exercise choice, take responsibility for	August 2017-May 2018	Sign In Sheet, Agenda, Handouts Conference Logs

	implementing student-led conferences		their learning, and reach their academic goals		
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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: MSE's Title I Contact will expand and enhance the parent resource center for parents/guardians. Specific steps will be taken to improve the look and accessibility of reviewing materials and to create a simple, family-friendly check-out process for materials.

MSE will hold several school activities to encourage relationship building between the school staff and families. These may include special occasion lunches, school dances, movie nights, book fairs, and performances. While not directly tied to student achievement, these events will create a relaxed atmosphere where parents and school staff can communicate in a non-threatening environment.

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:

Timely information will be sent home by backpack, posted on the school website, Remind, and school Facebook page. During their initial meeting with parents, teachers will provide an overview of the Parent/Teacher/Student Compact. MSE teachers will incorporate information about Title I for parents that inform and explain the school's participation in Title I, Part A programs, the programs requirements and rights of parents. At this meeting, the school's curriculum, forms of assessment used to measure student progress, how to schedule parent/teacher conferences, and the proficiency levels students are expected to meet, will be discussed and explained, as well as opportunities for participation in decisions related to the education of their child. This information will be sent home to parents who are unable to attend either academic nights or individual conferences. Copies of a parent friendly Parental Involvement Policy/Plan (PIP) will be distributed to parents by the end of October. The Parental Involvement Policy/Plan as well as the parent friendly version will also be posted on the school website and a copy is available for review at the office upon parent request.

MSE will host a minimum of two Academic Nights. Letters and /or flyers will be sent

home announcing meetings. During the Academic Nights, suggestions to help students at home and in school will be provided. The Title I Contact will maintain sign in sheets, agendas, Powerpoints, handouts, and conference logs in the Title I documentation box, along with dissemination, distribution methods, and timelines.

MSE teachers will make every effort to meet with all parents face-to-face for an individual conference. At orientation and open house, conference sign-up sheets will be provided to encourage parents to schedule a meeting with the teacher in the first semester. In addition, parents will be provided with information about how to schedule parent/teacher conferences as needed throughout the school year. These conferences will allow teachers to provide parents with information regarding district grade level expectations, state standards, and their child's current level of performance.

MSE will hold a minimum of three Parent Advisory Council meetings to provide the opportunity for parents to formulate suggestions and to participate in decisions relating to the education of their children. In addition, these parents are invited to attend monthly School Improvement Team meetings. As other activities become available throughout the school year, parents will be notified by newsletter, website, and teacher's written communication or phone contacts.

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: Before any document is sent home to parents, it will be reviewed for ease of readability and to make certain any acronyms are identified and explained. Spanish translations will be provided for school documents as much as possible. The Parent Involvement Policy/Plan (PIP) will be printed in summarized form in English and Spanish and be provided to all parents. It will also be available in the Parent Resource Center, located on the school website, and available upon request in the office. The school and district will make sure the facilities are kept in compliance with regulations regarding access for persons with disabilities. Maude Saunders Elementary School (MSE) will make sure that parents with disabilities have access to parental involvement activities and events. MSE will provide information to parents during the enrollment process regarding the availability of parent involvement opportunities and resources. MSE will work with the District to make sure all documents are in an understandable format and in a language parents can understand. MSE and the District will collaborate to make sure every opportunity is given to all families for participation in parent involvement activities and to have access to important resources.

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

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
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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	Walton County School District: A Parent's Guide to Florida Standards for Grade K,1,2,3,4,& 5;Hard co	1	761	Parents will be provided grade specific brochures outlining and identifying the Florida Standards.
2	Assessment Information	1	376	Parents will be given grade specific information outlining and identifying requirements on state assessments.
3	ELA/Math/Science Night	2	605	
4	Title I Annual Meeting	1	142	The meeting's purpose is to jointly identify barriers to home/school communication, discuss the value of parental involvement to the education of each student, identify barriers that prevent parents from becoming involved in their child's education and develop strategies to overcome barriers and increase student achievement.
5	Kindergarten Orientation	1	144	Kindergarten students and parents are provided with an orientation to ease the transition to school. Families rotate through the special areas of the school, and spend time in their classroom learning about the daily routine, homework, academic and behavioral expectations.
6	Visitation/Orientation Meeting	5	461	1 st -5 th grade students and parents visit classrooms prior to school starting to become acclimated to the school climate, learn grade level and classroom expectations, and gather parent resources to enhance student achievement.
7	State and Local Assessment Information	8	3708	Assessment timelines are provided to insure parents are aware and informed about testing dates to help prepare their children. Hard copies of test results along with explanation of how to interpret assessments
8	Parent Resource Center	1	250	Grade level specific materials and resources are provided for parents to learn tips and strategies to use to support their child's learning at home.
9	Review of Title I Parent Involvement Surveys	3	663	Parents had input toward making informed decisions concerning school improvement and student achievement
10	Parent Advisory Council Meeting	3	7	Parents provide input on how to maintain and/or improve the academic progress of students

11	Individual Parent Conferences	960	960	Parent/Teacher individual conferences provide parents with individual student state and local assessment results, expectations, and goals for the school year.

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	Effective Teacher/Parent Conferences	1	49	Effective conferencing leads to better teacher/parent/student collaboration. When parents, teachers, and students are working toward the same goal, academic achievement is positively impacted.

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	Language Barrier (ELL parents)	MSE will make every effort to translate materials for parents in a language they can understand. MSE will collaborate with other Title 1 schools in the district in order to provide multiple translators at parent meetings, trainings, and conferences as needed.
2	Child Care (all parents)	MSE will provide child care at parent meetings and trainings in order for parents to be able to focus on the activity.
3	Times of Events (all parents)	MSE will continue to provide flexible meeting times for parent conferences, trainings, and other events. (morning, throughout the day, afternoon, and nights)
4	Communication	MSE will use many forms of communication to make parents aware of parental involvement opportunities at the school. Various forms of media will be used to reach as many parents as possible.
5	Transportation	MSE will attempt to provide parent trainings and academic opportunities in conjunction with other parent involvement opportunities to limit the need for transportation to multiple events.

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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1	Increasing Parent Participation	MSE joined the state initiative to encourage fathers to become involved in their child's academic life. The school held a "Bring Your Dad to School" day with 329 dads participating. In addition, the school sponsored a MOMS day (mothers of marvelous scholars) where mothers were invited to join their child at school for a mother/child activity. 312 mothers participated.
2	Effective Communication	Maude Saunders utilized Facebook as an additional way to communicate with parents. This provided parents and families with instant access to information about parental involvement opportunities and general school information.
3	Building Capacity of Parents	Maude Saunders PTO held a "Winter Social" which provided parents with a free night out with their child at the school. One of the activities offered was a "Book Bingo" where students and parents paired up to play bingo, with books for prizes.
