

## HARNS MARSH ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Tracey Zenoniani , 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)].

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**Signature of Principal or Designee**

**Date Signed**

### Mission Statement

Parental Involvement Mission Statement (Optional)

**Response:**

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### 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:** Harns Marsh Elementary will involve parents by having monthly Title I/SAC meetings on designated days. Parents will have the opportunity to review, discuss and provide input regarding Title I programs, plans, funds and ways to increase school-wide parent participation. Administration, school staff, SAC, PTO, and parents will review, discuss and make recommendations concerning Title I programs at Harns Marsh Elementary. The school administration will present the School Improvement Plan during the first meeting Title I/SAC meeting of the year. Parents and school staff are invited to participate in SAC through the Parent Guide, newsletters and personal invitation.

During the SAC meeting, the committee will discuss and decide with the input from parents how the parental involvement funds will be used. During the Annual Title I meeting, parents will be asked for their input on the School Compact and the School Parent Involvement Plan.

All flyers, newsletters, agendas, sign-in sheets, handouts, and minutes for SAC meetings will be maintained in the front office binder and/or Title 1 Toolkit. This binder is available during the school day for parents to review at their request.

## Coordination and Integration

Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1118(e)(4)].

count	Program	Coordination
1	Head Start	All Head Start parents are invited to all activities at Harns Marsh Elementary.
2	Head Start	Harns Marsh Elementary Head Start teachers have two parent conferences at school and two home visits for parent input.
3	ESOL	ESOL parents are invited through Parent Link, fliers, newsletters, and are involved in parent involvement/information workshops.

## 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 SAC agendas/handouts	Administration, SAC Chair, Parent Involvement Specialist	August-May	Copies of agendas,
2	Create and deliver invitations for:	Reading Specialist/Faculty and Staff	September, October, February	Invitations are sent home by students prior to event with, date, time, instructions for R.S.V.P. and contact information

3	Advertise school events	Administrative Team/Parent Involvement Specialist	August-May	Dated flyers sent home with students prior to event
4	Develop sign-in sheets	Parent Involvement Specialist	Per Event	Sign-in sheets for meetings, student led conferences and parent conferences
5	Collect and maintain documents	Administrative Team/Parent Involvement Specialist	Monthly	Title I Toolkit housed in Principal's office

## 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:** Harns Marsh Elementary is committed to ensuring that parents are involved and have input into the Title I process. With this commitment, the administration at Harns Marsh Elementary has arranged for SAC and Title I meetings to begin after 5 PM to meet the needs of our working families. The start times for our SAC meetings are flexible to meet the needs of the SAC Committee and parents of HME. In order to encourage parents to attend these meetings, translators and babysitting are provided at each meeting. Several other incentives are used to encourage parent participation: homework passes for students whose parents attend, snacks provided by PTO for families, and free reading books from Title I resources.

In order to build a strong parental network that supports the vision of the administration of Harns Marsh Elementary, the Family Learning Center is open daily from 9:30-3:30 during the school day, by appointment at night, and during any school-wide sponsored activities. The Harns Marsh Elementary Parent Involvement Specialist ensures families have access to the Family Learning Center for the following reasons: parenting classes, learning a new language, homework assistance, filling out documents pertaining to their child's education, and curriculum guidance.

The Parent Involvement Specialist maintains a phone log, parent sign-in sheet and any additional records required to document parent involvement through the Family Learning Center or during the school day.

## 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	Parent/Family Curriculum Nights are designed to help	Administration, Teachers, Parent Involvement Specialist, Reading Specialist,	Share current reading data, and how specific data correlates to Florida Standards for College and	September-March	Notice in parent newsletter, advertised on website, morning

	Harns Marsh Elementary parents develop and learn strategies for improving their students reading skills.	Teachers, ESOL Translat	Career Readiness. Provide information on predictors/indicators of success between skills and acquired knowledge		and afternoon announcements,
2	Florida Standards for College and Career Readiness;	Teachers	Parents will be provided with	September-March	Notices in newsletters, parent sign-in sheets, PowerPoint if provided, Hard copy of materials distributed
3	Family Reading Night	Parent Involvement Specialist	Parents and students are provided an opportunity to obtain public library cards. During this event, school staff will read books to students, students create bookmarks, and families are encouraged to check out books from the library.	April	Notice in parent newsletter, advertised on website, afternoon announcements,
4	Family Math Night	Math Specialist/TIF Leader	Parents and students make games and educational activities to work on at home, as well as grade level proficiency, strategies	April	Notice in parent newsletter, advertised on website, afternoon announcements,
5	Imaginarium Night	Parent Invlovement Specialist/TIF Leader	Parents and students enjoy hands on learning, regarding science, and how to incorporate these ideas at home. They also learn about grade level proficiency requirements, and additional strategies	January	Notice in parent newsletter, advertised on website, afternoon announcements,
6	Astronomy Night	Parent Involvement Specialist/AP/Science Comittee	Parents and students enjoy hands on learning, regarding astronomy, and how to identify planets, stars and other space related features at home.. This night provides additional strategies parents can use at home to help students improve their understanding of the universe and how that relates to grade level standards. Parents are provided with handouts, ideas on assessment methods, and star gazing information to ensure student comprehension and application of knowledge.	February	Notice in parent newsletter, advertised on website, afternoon announcements, Sign in sheets, flyers, handouts

## 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	On a monthly basis staff will read	Assistant Principal	Teachers gain valuable tips and strategies to help their child with homework, learning strategies, and personal development.	August-May	School website, district hit count/traffic count for website, parent input/feedback from website.
2	School News Letter	Principal, ESOL Translators	Teachers gain valuable knowledge, tips, strategies about Harns Marsh Elementary, curriculum, events, staff, parent involvement opportunities, and general school information.	August-May	It is expected that teachers read the newsletter each month.
3	Positive Behavioral Support (PBS)	PBS Team	Staff gain valuable knowledge, tips, and strategies on how to effectively implement a positive behavioral support for students school-wide.	Summer/School Year	The PBS team will offer support and trainings as needed for staff and parents. SAC Agenda/ Parent signature logs/Agendas
4	Teacher Leader Training	TIF Team	Teachers will gain valuable knowledge on being a teacher leader and how they can effectively support teachers and parents at HME. Teachers will then be able to help educate parents on specific curriculum needs.	Summer/School Year	The TIF Leaders will offer support and trainings as needed for staff and parents. SAC Agenda/ Parent signature logs/Agendas

## 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:** Enhance the parent

information centers/resources available to parents;

Parent Information Resource Specialist

August-May Inventory of Materials

Increase the hours of usage at the Parent Involvement Center by Harns Marsh Elementary Parents

Parent Information Resource Specialist

August-May

Document hours used with sign-in logs indicating use by parents outside normal operating hours.

Increase parent and community involvement in unloading, sorting, and packaging food for families at Harns Marsh Elementary

Parent Involvement Specialist

September-May

Volunteer sign-in log, indicating those who help serve the families of Harns Marsh Elementary

Provide English Classes to parents and community members at no cost to those who attend the classes. Volunteers from the Literacy Council are the instructors for the program

Parent Involvement Specialist

Sept-May

Sign-in log indicating those who attend the classes.

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## 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:** Harns Marsh Elementary is committed to timely and regular communication and believes it is the true foundation for quality parental involvement. Harns Marsh believes that by providing parents information in a concise and understandable format, including alternate formats upon request, that parents will be more involved, have a deeper understanding of the decision making process, and will have more meaningful access to their child's educational experience.

Harns Marsh will provide timely information regarding Title I programs and funding, curriculum, academic assessments and other vital school information during regular monthly Title I meetings. Parents will also have opportunities to provide feedback and ask questions at Title I, SAC and PTO meetings to ensure that their suggestions and concerns are being heard as it relates to their child's education.

If for any reason a parent feels the school-wide plan is not effective, is not being implemented as written, or their concerns are not being addressed; Harns Marsh Elementary will direct their concerns to The School District of Lee County Title I Program office.

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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:** Harns Marsh Elementary believes that our school has a responsibility to ensure meaningful and open access to all programs and activities that relate to students at our school. We believe that all parents including limited English, parents with disabilities and migratory parents play a vital role in helping Harns Marsh Elementary students reach their highest potential. The school will make every effort to provide special accommodations (when requested) for parents with disabilities and/or special needs.

All students who attend Harns Marsh Elementary are provided a welcome packet that provides information about the school, Title 1 information, and many other pieces of information that will encourage parent involvement. Even with a fluctuating student population, we ensure that all new students to the school are provided this packet. A copy of this informational packet is kept intact in the school Title 1 Toolkit.

As a school we ensure all parents are invited and are active participants in all school related functions. Some of these functions include, SAC, PTO, Title I meetings, student led conferences, and parent workshops.

To ensure our parents with limited English skills can be active participants, we always provide translation of meeting conversations and printed materials in their native language as available. Harns Marsh Elementary believes that with equal access and a positive structure to school meetings, all parents will participate and receive proficient help, instruction, and translation into the language they understand.

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## 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	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Fresh Fruits and Vegetable Grant (FFVP)	Migdalia Cruz	Through this grant, students are learning about fruits and vegetables. Classes are provided information on the	3 times per week for 10 months.

				fruits and vegetables that they are eating that week. Teachers share this information with students. Classes have used this information to create webs, discuss flavor, textures, likes, dislikes and other educational activities. According to our SAC meeting, children are coming home and sharing with their parents things they have learned about the fruits, and vegetables.	
2	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)];	Two times per year, Harns Marsh Elementary Head Start teachers visit families in their homes. The visit allows teachers and families to work together to help their children do well in school.	PreK HeadStart/Paraprofessionals	Teachers and parents work collaboratively to ensure that students are making the necessary learning gains. By meeting in the home, it allows for teachers to interact with parents on a more personal level.	2x' per year

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### Upload Evidence of Input from Parents

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

[Uploaded Document](#)

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### 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](#)

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## **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](#)

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## 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	Family Math Night	1	275	These activities are designed to help parents understand the standardized tests and the reading and math curriculum being used at Harns Marsh Elementary. The trainings provide strategies to improve student reading and math skills.
2	Literacy Class (ESOL) Tuesday and Thursday	65	975	Help parents learn English to work with students on skills at home
3	Student Led Conferences	2	890	These activities are designed to help parents understand the standardized tests and the reading and math curriculum being used at Harns Marsh Elementary. The trainings provide strategies to improve student reading and math skills.
4	Open House-Curriculum Information	1	950	These activities are designed to help parents understand the standardized tests and the reading and math curriculum being used at Harns Marsh Elementary. The trainings provide strategies to improve student reading and math skills.
5	SAC Meetings	8	61	To inform parents and gather input into the needs and operations of HME.
6	Title 1 Meeting	1	45	To inform and gather input into the operations of HME.
7	Family Resource Night	1	59	They are designed to inform parents about how testing is designed and the requirements for students during standardized and classroom tests. Curriculum nights are designed to inform parents about the Standardized tests and how the tests are designed and the requirements for the test. It also informs parents about classroom curriculum and how it is being implemented. Information and strategies are provided to parents so they can help their child succeed on the test and in the classroom. Title
8	FSA Calendar Meetings	45	90	They are designed to inform parents about how testing is designed and the requirements for students during standardized and classroom tests. Curriculum nights are designed to inform parents about the Standardized tests and how the tests are designed and the requirements for the test. It also informs parents about classroom curriculum and how it is being implemented. Information and strategies are provided to parents so they can help their child succeed on the test and in the classroom. Title
9	Astronomy Night	1	100	They are designed to inform parents about how testing is designed and the requirements for students during standardized and classroom tests. Curriculum nights are designed to inform parents about the Standardized tests and how the tests are designed and the requirements for the test. It also informs parents about

				classroom curriculum and how it is being implemented. Information and strategies are provided to parents so they can help their child succeed on the test and in the classroom. Title
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## 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	Training in Student Led Conferences	1	12	Staff is provided with information on how to train students on conducting and facilitating a quality designed student led conference.
2	Just for Parents (Tips/Information for parents)	1	70	Instructional staff is provided with educational data and helpful educational information via the TIPS information on the school website, this information can be shared with parents.
3	School News Letter/Tips for Parent Involvement	1	70	Instructional staff is provided with educational data and helpful educational information in the newsletter.
4	Florida Standards for College and Career Readiness	1	70	This training was designed to provide staff with valuable knowledge to help educate parents on the new Florida Standards for College and Career Readiness and how it relates to their child's education
5	Bring Your Own Device	1	70	This training provided teachers with valuable working knowledge of the requirements for students who choose to bring their own devices for learning. By understanding these requirements, teachers will be able to explain, and educate both students and parents on the requirements for this initiative.

## 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	Time	flexible meeting dates
2	Parent Involvement at meetings	flexible meeting dates, times, childcare supervision
3	Economically Disadvantaged	Provide transportation if needed by parents as possible, schedule phone conferences if needed, provide trainings for parents during day and evenings.
4	Limited English Proficiency	Provide translator at all conferences, meetings etc. Provide translation headsets for parents, parent workshops for learning English, transportation if needed as possible, trainings during day and evening for parents

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## 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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