

HOSFORD ELEMENTARY AND JUNIOR HIGH SCHOOL

2020-2021 Title I, Part A Parental Involvement Plan

I, Jessica Bennett, 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

Response: To provide strategies and opportunities to increase parent's knowledge and confidence to effectively and correctly assist their child/children with at home instruction and support.

Involvement of Parents

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

Response: The District Advisory Council (DAC) is the committee that makes decisions on parental involvement at Hosford Elementary and Junior High School. These decisions include the Parental Involvement Plan through the DAC Meetings. The person responsible will be DAC Chairperson, Staff Members on the DAC and the School Administrator. These meetings will be four times a year: two in the fall and two in the spring. This will be measured by the adequate progress of the School Improvement Goals and objectives, and the DAC Committee's approval of the next year's Parental Involvement Plan. Hosford Elementary and Junior High School follows the requirements of State Statute 1001.452 in the selection of members to serve on the DAC. Additional items the DAC will discuss, review, and revise with the input and/or feedback from parents: Review of the student/school's achievement on ELA, Math, Algebra 1 EOC, 5th & 8th grade state assessment, and Civics EOC (first meeting and also done in Title I Annual Meeting, students through reports and parent conferences); Review of student/school achievement on other progress monitoring assessments; i.e. I-Ready and Performance Matters; Dissemination of the School-wide Program Plan; School/District Accountability Report Card; inclusion of parents in the decisions on how to spend the schools' parental involvement allocation; School Parent Involvement Policy/Plan; Notification of resources available through the State Parent Information and Resource Centers; Parents Right to Know; Notification of students receiving instruction from a non-qualified teacher after 20 consecutive days. The DAC Meeting minutes will reflect the input from parents on the above topics. The minutes from the prior meeting are approved at each meeting to ensure accuracy of meetings. Requests from parents through the DAC Meetings and other correspondence on additional topics identified in Section 1118 or strictly based on a parent's need is addressed in the DAC Meeting, when appropriate, and/or staff meetings to determine the feasibility of implementation and return on investment.

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: 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	HeadStart	The Pre-K program and the school will coordinate its efforts to provide parental involvement activities to meet their needs. The Pre-K visits the kindergarten classes with their parents prior to next school year.
2	Homelessness	The school and the homeless liaison communicate frequently to meet the needs of homeless children and their parents.
4	ESE	Parent Involvement activities are coordinated by including input from parents of ESE students and working together with the ESE Office to ensure their unique needs are met.
5	Title I, Part D	The school coordinates its efforts with Title I, Part A, Title I, Part D and Title V to reach more students with remedial activities to support increased student achievement.
6	Title VI	The school coordinates its efforts with Title I, Part A, Title I, Part D and Title V to reach more students with remedial activities to support increased student achievement.
7	Title II	This program supports Content Specialists that provide job-embedded professional development, stipends for teachers to receive professional learning to support improved student achievement, support for Beginning Teachers and other professional learning resources to support teachers and school administrators.

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 Virtual Presentation	Administration	First Quarter	Annual parent survey issued in the Spring

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 review of parent survey responses to parent availability and discussion through District Advisory Council Meetings determined that a variety of times were needed to accommodate parents. As a result of this, the following has been established as times for school personnel and parents to meet: before school hours through parent conferences, during school hours through parent conferences, and after school hours through parent nights, Title I Annual Virtual Meeting, Open House, Zoom meetings, and phone conferences.

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/Teacher Conference	Teacher/Guidance	Discuss grades, strengths, and deficiencies of students	August 2020-June 2021	Meeting Notes
2	Parent Meetings for Student Progress Review	Teachers/Administration	Teachers will meet with parents on an individual basis to review student progress, requirements for promotion, and strategies to assist at home	As needed	Promotion Rates, benchmark assessments
4	Open House (in-person and virtually)	Administration	Orients Parents and Students for new school year	August 2020	Sign-In Sheets
5	Effective Communication with ParentSquare	Teachers	It is a safe way for teachers to text message students and keep in touch with parents. Parents are notified via text of upcoming assignments, tests, and can have access to documents that have been uploaded. Parents can better assist students with completing homework and preparing for tests. Student completion rates should increase resulting in higher grades.	August 2020-June 2021	Printed logs of parent enrollment from the website; Printed out logs of text messages sent through ParentSquare; and Sign-in sheets for parent meetings.
6	Family Reading Night/ Training for Parents	Administration/Teachers	Parents will feel more comfortable and capable of assisting their child with homework or the completion of assignments.	Quarterly (Beginning in January 2021)	Sign-In Sheets for parent

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	Faculty Meeting/Grade group meetings	Administration	Title I overview, Compacts, Parental Improvement Plan will be discussed, Following Protocol for Teacher/Parent Conferences, Individual Grade Group Meetings with administration for upcoming requirements	August 2020-June 2021	Sign-In Sheets
2	On-going Professional Development	Assigned Presenters	Improved classroom strategies, instruction, and curriculum	August 2020-June 2021	Agendas; Sign-in Sheets
3	On-going MTSS meetings and training	Guidance/ Administration	Improved student performance classroom instruction, and classroom strategies	October 2020-May/ 2021	Meeting Notes Agenda

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: The school will maintain a school webpage. This webpage will be updated to include pertinent school information, i.e. school events, successes in the classrooms, and state testing dates. The webpage will have a link to Florida Standards, a link to the FOCUS portal, a link to the CLEVER portal, and a link to ParentSquare. Also, elementary school students will receive weekly newsletters. These newsletters will consist of curriculum being addressed via the Florida Standards in the classrooms, test dates, and upcoming events by individual teacher. Furthermore, all parents will have access to ParentSquare. This web-based programs provides a secure way for parents to message teachers, guidance, or administration. Middle school teacher as well as elementary school teachers, will use communication via ParentSquare. This communication will include up-to-date information regarding assignments, testing, events, and individual student progress. Newsletters and ParentSquare communication will keep the parents abreast of important dates which will in turn expand parent involvement and can help increase attendance on assessment days.

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 Title I programs will be provided at Title I Annual Meeting and Open House during the first few weeks of school and through DACS meetings held quarterly.

-Parents will be given information concerning curricula through newsletters, ParentSquare, and school websites in addition to the FOCUS portal. Parents will be

informed of assessments and progress through parent/student results reports.

-Parents are given the opportunity to request meetings with teachers, guidance counselors and/or principals throughout the school year to give suggestions about their child's education. Parents are also invited to be on the District Advisory Council, and can give input during meetings, which is documented through meeting notes. Meetings will be documented with sign-in sheets and oversight from administration.

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:

-Parents of students with disabilities may participate in IEP meetings, parent meetings and parental involvement activities with an ESE teacher present. The school is equipped for both parents and students with disabilities to have full access of the school, this is compliant with ADA.

-Parents of ELL students are provided with an interpreter for parent meetings if needed. Information can be provided in their native language if requested. ParentSquare translates all communication with parents.

-ELL students and migrant students are identified through the home language survey, which is part of the registration form.

-Visual and written formats of communication can be provided upon request.

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	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	Family Reading Nights/Parent Nights on various topics	Administration	Parents will learn how to help their children with school work and social issues.	Year long
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)];	Teacher/Parent meetings	Teachers/Guidance	Increased communication between parent and school	Year long
3	Provide opportunities during after-school hours for academic and non-academic enrichment and to offer families meaningful engagement opportunities	21 st Century Community Learning Centers	District Administration	Increased attendance, student performance/achievement, and parent involvement	November 2020-July 2021

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	Open House	1	300	Orients parents and students for new school year
2	Family Sock Hop	1	150	Improved family communication and relationships
4	Thanksgiving Lunch for Family	1	350	Improved family communication and relationships
5	Heritage Day	1	300	Improved family communication and relationships
6	Family Reading Nights	2	75	Provides literacy material to assist at home instruction
7	Family Breakfast	5	100	Improved family communication and relationships
10	Award's Programs	3	100 per program	Improved family communication and relationships
11	Guiding Good Choices	6	10 per activity	Improve family bond, decision making, and communication

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 – MTSS	3	25	Increased understanding of the MTSS process and increased student achievement.
2	Training- Strategies for Students with Disabilities	1	20	Increased understanding of student accommodations and increased student achievement
3	Data analysis	2	25	Quarterly analysis of student data and revision to SIP strategies to increase student engagement and achievement.

Staff Training Summary

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count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Childcare	Try to organize childcare or offer activities to accommodate children
2	Work Schedules	Try to schedule meetings to accommodate parents with assistance from administration and non-instructional personnel.
3	Transportation	Offer parent or guardian transportation to and from the school, offer phone conferences
4	Family Structure	Allow parent appointed surrogates to meet/talk with teachers, guidance, and/or administration