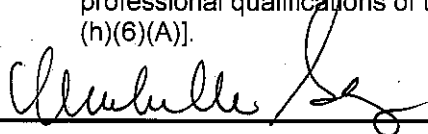


Manatee Cove Elementary School Title I, Part A Parent & Family Engagement Plan previously known Parental Involvement Plan.

I, Michelle A. Sojka, 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 1116 (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 1116 (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 1116(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 1116(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 1116(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

9/28/18

Date Signed

Mission Statement

Parental Involvement Mission Statement

Response: Manatee Cove Elementary School believes positive parent/family involvement is essential to student success and that our mission statement: "Each one of us in the Manatee Cove family will work together to create a safe haven for learning where all can reach their personal best," encourages such involvement.

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 1116(c)(3), 1114(b)(2), and 1116(a)(2)(B)].

Response: The School Advisory Council (SAC) of Manatee Cove Elementary will have input in the planning, implementation and evaluation of the School Improvement Plan (SIP) and budget, the Title I programs and budget, the Parent Family Engagement Plan (PFEP) and budget. All parents are invited to be members of the school's SAC. Parent surveys will also be used to solicit parent input. Comments from parents are documented on SAC meeting minutes.

The process to involve our parents in the development and ongoing monitoring of the required PFEP is publicized through the advertisement of SAC meetings via the school's automated phone messenger system, school newsletter, and/or school website. Each SAC meeting is open to families and community for input.

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 1116(e)(4)].

Count	Program	Coordination
1	Title I, Part C	Parent assistance is provided through the district's migrant services, such as with translations & with food assistance programs.
2	Title II	The district provides ongoing professional development on how to integrate technology into the classroom and strategies to involve parents in the education of their children.
3	Title III	The district provides funding for support instruction for English acquisition to those students at the school identified as non-English &/or limited English (ESOL) speaking. The district also provides funding for Spanish/English translation services, as possible; to parents in need of services; tutoring to identified ESOL students; and for semester parent meetings of identified ESOL students.
4	Title X, Homeless	Title X coordinator provides homeless families with services to assist parents with school supplies, community resources, tutoring, and/or transportation.
5	Head Start	The school's Parent Liaison paraprofessional &/or other school staff will coordinate with Head Start the transitions of Head Start students entering our school's kindergarten.
6	VPK	The school will coordinate with district VPK office about the transitions of VPK students entering our school's kindergarten.

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 1116(c)(1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop agenda & presentation to address required components at SAC	Principal	September 2018	Agenda & minutes
2	Establish Annual Title I meetings, dates and goals	Principal	September 13, 2018 & Fall 2018	Copy of Annual Title I Meetings agenda and survey comments
3	Invite parents to Annual Title 1 Meeting using automated phone messages, newsletter, and marquee	Principal &/or school staff	September 2018 & Fall 2018	Copy of phone message sent parents to Annual Title I Meeting
4	Prepare & distribute parent sign in & survey sheets from Annual Title I Meeting Toolkit	Principal &/or school staff	September 2018 & Fall 2018	Copies of completed sign-in and survey sheets
5	Maintain documentation of required items of Annual Title I Parent Meeting	Principal &/or school staff	September 2018 & Fall 2018	Copies of required items for Annual Title I Parent Meeting in binder for Manatee Cove's 2018-2019 Title I programs, events & expenditures
6	Upload Annual Title I Meeting items to school's Sharepoint	Principal &/or school staff	September 2018 & Fall 2018	Uploaded items

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 1116(c)(2)].

Response: The Manatee Cove administration, SAC, PTA Executive Board, faculty & the Parent Liaison paraprofessional will work together to arrange flexible parent events to ensure parent involvement occurs.

Some parent workshops &/or activities will occur before school, at the start of the school day, just prior to the end of the school day, just after dismissal, &/or in the early evening hours of a school day. Child care may be provided for some events to enable parents to participate in activities which do not require parents and children to work together. At others, parents & children will work together in planned events. Home visits may occur if needed to secure parental involvement if parent is unable to attend parent/teacher meetings.

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 1116(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 1116(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1116 as parents may request [Section 1116(e)(14)].

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Hold Open House Night	Administration	Parents increased knowledge of the school and curriculum will positively impact student achievement.	September 2018	Event agenda, sign-in sheets
2	Provide information on how parents can assist other parents to become more involved in children's school activities at School Advisory Council (SAC) meeting(s)	Administration, Title I Parent Education Facilitator, &/or Parent Liaison	Student achievement should increase for those students whose parents become more involved in school activities as a result of having had SAC parents discuss how parents can become more involved with school activities.	September 2018-May 2019	SAC sign-in sheets, minutes and agenda
3	Provide information on how parents can assist other parents to become more involved in children's school activities at PTA Executive Board meeting(s)	Administration, Title I Parent Education Facilitator, &/or Parent Liaison	Student achievement should increase for those students whose parents become more involved in school activities and organizations such as PTA.	August 2018-May 2019	Parent input forms. Sign-in sheet, minutes, agenda
4	Provide parents information on new Florida standards and assessments during Open House and during individual parent/teacher conferences (with Spanish translator if needed)	Administration & faculty/staff	Knowing grade-level standards/expectations and informing parents of assessment results will increase student achievement	September 2018-May 2019	Parent sign-in and email feedback from parents
5	Provide parents information on current parent concerns, such as Cyberbullying,	Guidance Counselor and DARE officer	Increased parent awareness of topics of current parent concerns should assist in preventing students from engaging in activities that would cause	Fall 2018 or Spring 2019	Sign-in sheets and Parent Input

	Gang Awareness, &/or Internet Safety		student behaviors that can inhibit student achievement.		forms
6	Provide parent workshop on assisting children's learning at home: Building a Bridge Between School & Home	Parent Liaison, faculty &/or guidance counselor	Increased parent awareness of how to assist their child with learning should increase student achievement.	Fall 2018 or Spring 2019	Sign-in sheets and Parent Input Forms
7	Provide families workshops, such as, a family science night, a math night, &/or a family literacy night.	Administration & faculty/staff	Providing opportunities for parents to interact with their children's instructional programs should increase student achievement.	Fall 2018 & Spring 2019	sign-in-guidance and parent counselor input forms

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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 1116(e)(3)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Provide faculty/staff training on Creating a Family Friendly Environment	Administration &/or Title I Parent Education Facilitator	Increasing awareness of being family friendly should increase parent participation in school activities which should positively impact student achievement.	October 2018- December 2018	Agenda, minutes, staff survey & sign-in sheets
2	Provide faculty/staff training on Sensitivity of Diversity, which includes how poverty affects learning.	Administration &/or Title I Parent Education Facilitator	Improving staff's ability to work with parents should increase parent involvement in school activities and have positive impact on student achievement.	November 2018 - December 2018	Agenda, minutes, staff survey & sign-in sheets
3	Provide faculty/staff training on How to Reach the Uninvolved Parent	Administration &/or Title I Parent Education Facilitator	Providing variety of parent involvement activities will increase parent involvement which should have positive impact on student achievement.	January 2019- February 2019	Agenda, minutes, staff survey & sign-in sheets

4	Provide faculty/staff training on Approaching Parent Conferences With A Positive Attitude	Administration &/or Title I Parent Education Facilitator	Approaching parent/teacher conferences with a positive attitude should encourage parents to be more of a partner in child's academic achievement	October 2018-December 2018	Agenda, minutes, staff survey & sign-in sheets
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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 1116 (e)(4)].

Response: At least one computer with Internet access in our Media Center will be available for adult family members to use in order to access services. Manatee Cove's Parent Liaison will be available to meet with parents and families daily. She can assist parents with accessing the internet, providing instructional resources to assist the elementary child, and completing applications needed to assist family resources to benefit the families' children. Parents/families may check out books and educational materials for home use. The school will hold various family activities throughout the school year to encourage active participation in the children's education and to learn about the educational curriculum, grade-level expectations, and available resources to assist children at risk with academic achievement. Parents will be invited to volunteer in the school, join PTA and/or SAC.

Communication

Describe how the school will provide parents of participating children the following [Section 1116(c)(4)]:

- Timely information about the Title I programs [Section 1116(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 1116(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 1116(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 1116(c)(5)].

Response: Manatee Cove will advertise the Annual Title I meetings several weeks prior and also a few days before the 2018-2019 Annual Title I Parent meetings. This will include the first PTA general meeting and Open House events. These events will be advertised using the automated phone messages school telephone message system, the Cove Chronicle (school newsletter) and the school website. At the Annual Title I Parent meetings, information about the Title I programs will be presented through a power point presentation and Title I brochure. The general PTA meeting will be held prior to the Annual Title I parent meeting. Information will be given on PTA's budget and events planned for the school year, as well as how previous year's PTA funds were used. Administration will provide a parent/student sign-in sheet and survey comment form for the Annual Title I Parent Meeting presentation when visiting the classroom. The Parent & Family Engagement Plan will be available at this meeting for viewing.

At the 2018-2019, Open House classroom visits, each teacher will provide information to the parents/families about the grade-level curriculum, academic assessments, electronic grade book access, ways parent/teacher can communicate, and on what other opportunities parents have for providing input on school decision-making regarding child's education and assisting child with academic achievement at home. Each teacher will provide a sign-in sheet and have a survey comment form for the Classroom Open House meeting. Teachers will plan on following-up with parents who were unable to attend Open House.

Documentation of attendance and parent input forms for the events will be maintained by administration &/or school staff. Administration will review attendance and parent input forms for the events of the Annual Title I Meeting presentation and the classroom Open House with faculty and SAC. Those comments will be made available to the district Title I Parent & Family Engagement Project Manager. Parents commenting on further need of opportunities to participate in educational decisions relating to child's education will be provided dates & times for additional meetings to discuss suggestions.

Each School Advisory Council, PTA general meetings, parent workshops will be advertised via automated phone messages telephone message system, on the school website, in the school newsletters. Each SAC and PTA general meetings and each parent workshop will have opportunity for public input.

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 1116(e)(5) and 1116(f)].

Response: Information about parent participation will be provided to parents via the school's website, phone messaging system, newsletters, flyers, and/or parent/teacher conferences, and will be translated into Spanish as needed. The school's Spanish/English translator who works eight hours will be available before, during and after school hours for those parents in need of Spanish/English translations.

Books and videos in Spanish are available in the school's media center. The school newsletter will be translated into Spanish as needed. A Parent Leadership Council meeting for parents of ESOL students will be held to provide additional opportunities for parent input. The Parents-to-Kids literacy program will be offered in English and Spanish, and if sufficient number of families indicate they will attend, then Parents-to-Kids literacy program will be provided.

Parents with special needs will be accommodated as the school is handicap accessible and has hearing and vision-impaired instructors to assist with communication as needed.

Discretionary Activities

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

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	Provide opportunity for parents of SAC and PTA to be involved in the development of the training for teachers, administration, and other staff on ways to involve parents in the education of their students.	Administration & teacher leaders	Greater involvement of parents should increase student achievement for those students whose parents have become more involved in children's education	October 2018 – January 2019

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	Provide opportunity for parents to attend Parents to Kids sessions for grades K-2, with additional Spanish sessions if needed	Administration, teacher leaders &/or Parent Liaison	Students of parents attending the Parents to Kids sessions should show an increase in student achievement	October 2018- April 2019
3	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Provide training on how to increase involvement of other parents at SAC and PTA Executive Board meetings.	Administration, teacher leaders &/or Parent Liaison	By being actively engaged in the educational process of their students, more parents will be able to assist their students with mastering standards.	November 2018 - February 2019
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)];	Provide timely notice of upcoming meetings and parent workshops. These meetings and workshops will be scheduled at a variety of times during the week in order to increase the opportunity for family involvement for all.	Administration, Guidance, Faculty, and staff	Student achievement of students whose families attend these meetings and workshops should increase.	October 2018 - May 2019

5	Adopting and implementing model approaches improving parental involvement [Section 1118(e)(11)];	Have district Title I Parent Education Facilitator assist administration & Parent Liaison with learning model approaches to improve parent involvement activities	Administration, district Title I Parent Education Facilitator and Parent Liaison.	Implementing model approaches should increase parent involvement which should increase student achievement for those children whose parents participate in the parent activities	October 2018- May 2019
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Upload Evidence of Input from Parents

Please provide evidence of parent input in the development of the plan.
Please upload into SharePoint and keep copies for your records.

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 1116(d)].

Please upload into SharePoint and keep copies for your records.

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 1116(d)].

Please upload into SharePoint and keep copies for your records.

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 1116 (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	Provide Annual Title I Parent meeting during Open House Nights & one in late September or early October during school day	2	650	Parents will increase their understanding of how being a Title I school benefits the school and their child(ren).
2	Provide information on how parents can assist other parents to become more involved in children's school activities at School Advisory Council (SAC) meeting(s)	1	16	Student achievement should increase for those students whose parents become more involved in school activities as a result of having had SAC parents discuss how they can become more involved with school activities
3	Provide information on how parents can assist other parents to become more involved in children's school activities at PTA Executive Board meeting(s)	1	5	Student achievement should increase for those students whose parents become more involved in school activities as a result of having PTA exec. board parent discuss how they can become more involved with school activities
4	Provide parents information on new Florida standards and assessments during individual parent /teacher conferences (with Spanish translator if needed)	1	749	Knowing grade-level standards/expectations & informing parents of assessment results will increase student achievement
5	Provide Family Science Night event to involve parents and children using science activities	1	144	Increased parent awareness of how to assist their child with learning should increase student achievement.
6	Provide Math Night event to involve parents and children using math activities	1	89	Increased parent awareness of how to assist their child with learning should increase student achievement.
7	Provide Racing To Read program to involve parents and children in reading activities	1	32	Increased parent awareness of how to assist their child with learning should increase student achievement.
8	Provide Multi-Cultural evening involving activities and foods from different cultures and to involve parents in activities	1	150	Increased parent awareness of how to assist their child with learning should increase student achievement.

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 1116 (e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Provide faculty/staff training on Creating a Family Friendly Environment	1	62	By increasing faculty/clerical staff's awareness of impact on being a family friendly school increased parent involvement should improve student achievement.

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 1116(a)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Work Schedules	We seek input from parents to determine best days and times to schedule events. We will also continue to vary the schedules of events to increase the chance that parents and families can attend.
2	Transportation	In times past, busses passes for public transportation were readily available to assist with transportation as needed. However, they have not been available for quite some time. The Guidance Counselor will contact J. Watley Homeless Liaison to see if any are available at this time.

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)

