

## COQUINA ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Katrina Hudson, 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:** Coquina Elementary believes that positive parent/family involvement is essential to student achievement. We encourage all members of our school community to be involved in educational planning and operations. We believe that the purpose of our parental involvement program is to provide families with knowledge and strategies that allow them to take an active role in their child's education.

---

### 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 Coquina Title 1 program is planned and reviewed by the Title 1 Team and the School-Based Leadership Team. The members of these teams include the Principal, Assistant Principal, Literacy Coach, Math Coach, Writing Coach, Science Coach, and Title 1 resource teachers. Members of this team are designated by the administration.

Parents on the School Advisory Council (SAC) are asked to contribute ideas and provide feedback as to the parent involvement plan. Members of this group volunteer to serve on the SAC team. School and community members have the opportunity to become SAC members by contacting the school or by attending to a SAC meeting. Parents learn about SAC meetings in flyers, school newsletters, and at Open House and the Title 1 Annual meeting. Coquina parents have the opportunity to vote to approve SAC members through a flyer sent home to all families. Results of this vote are shared at the next SAC meeting of the year. The LEA will monitor SAC memberships to ensure that parents are involved in the process.

Parents are asked at every family event to provide feedback that will allow us to plan future events effectively. Input from parents is documented in SAC minutes, feedback forms from parents, district parent survey results, and school based survey results. Decisions involving the use of the Title I funds reserved for parental involvement at the school level will be made by the School-Based Leadership Team and will be presented to the School Advisory Council (SAC) for feedback. In addition, all parents in the school have the opportunity to provide input into the Parent Involvement Plan and the Title 1 budget through surveys given at the Annual Title 1 meeting in September and again in May at the end of the school year family night. Feedback from the surveys will be shared with SAC and the school-based leadership team in order to take parent input into account when writing the School Improvement Plan (SIP). Additionally, results of the parent surveys are available in the Family Involvement notebook in the front office.

Two parents will represent Coquina at the District Parent Leadership meetings where they are asked to provide input into district parenting policies. Parents from the SAC committee volunteer to go to these meetings.

The school will provide parents with reasonable requests for parent involvement such as providing multiple meeting times and making the meetings interactive and meaningful.

---

## 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	Title X	Brevard Public Schools receives funds under Title X to provide services for students who are coded homeless/in transition. The school based homeless liason uses these funds to offer tutoring services, food and clothing for families,

		and school supplies. The liason contacts families individually to offer services and to see if their needs are being met. In addition, the liason works to identify families at our school who are in transition and may qualify for services. We arrange for bus transportation for these families as needed. The liason works closely with local churches and Eckerd Youth to provide food to families on a weekly basis as well as gifts during the holidays.
2	VPK Program	Once a year at Kindergarten Round Up- Families of students from all local VPK programs are invited to learn about Kindergarten expectations as well as steps to a smooth transition to Kindergarten.
3	VPK Program	The Title I office and the VPK office will work together to coordinate transition programs for students entering the regular public school program. Activities may include: coordinated meetings with parents, VPK teachers, and kindergarten teachers to discuss the specific learning needs of students, joint parent meetings to discuss transitioning, etc.
4	Individuals with Disabilities Education Act (IDEA)	Supplemental instructional support provided by Title I will be discussed with parents during the development of the student's IEP.
5	Title 2 Professional Funds	Professional development modules will be provided to schools to support the professional development needs of the staff related to parental involvement. LEA staff will provide support and monitor the implementation to ensure that training is provided as required.
6	ESOL	Communications will be sent home in students' native language when possible. The ELL contact provides verbal translation services in Spanish when possible. The ELL contact provides tutoring services for ELL students working below grade level. In addition, the ELL contact works closely with the Title 1 contact to provide information about parent involvement to the ELL families.

## 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	Annual Title 1 meeting	Erica Worthington	September 8, 2016	copy of flyer/agenda
2	Documentation of Annual Title 1 meeting attendance	Erica Worthington	September 8, 2016	sign - in sheets
3	Discuss Title I Plan and School - Student - Parent - Compact	Erica Worthington	September 8, 2016	meeting agenda, parent feedback forms
4	Present feedback from Title 1 Annual Meeting at SAC meeting	Erica Worthington	Sept. 2016/ May 2017	SAC agenda, SAC member feedback forms
5	Title 1 Annual meeting power point available on the school website	Erica Worthington/ Latoya Smith	September 2016	screen shot of link
6	Title 1 Annual meeting power point available in the Family Involvement Notebook	Erica Worthington	September 2016	copy in 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:** The leadership and staff of Coquina Elementary School have a strong belief in the importance of parental involvement and therefore have put measures in place to offer parent meetings on a flexible schedule. According to parent feedback slips and surveys 77% of parents prefer evening meetings. The surveys also indicated that the most popular days of the week were Tuesday and Thursday. We will schedule our meetings accordingly. We have attempted to combine parent information meetings with other school based events such as concerts and book fairs in order to accommodate families' busy schedules. Parents who are not able to attend meetings will have access to materials used during the training in the Title 1 notebook located in the front office and/or on the school website. We will provide families a snack for the evening events.

## 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	Assessments discussed during individual conferences	Classroom teachers	Parents will become aware of specific goals and needs of their children and will work at home to help students reach those goals.	October and February	Conference logs
2	Parent Education Nights	Title 1 Teachers	Content specific informational meetings will be provided for parents. Sessions will provide strategies and materials for parent use at home to increase their child's academic achievement.	Oct, Nov, Jan, Feb, May	Sign-in sheets, handouts, agendas, and presentation materials
3	District Level Parent Workshops	District Resource personnel	Information regarding parenting issues and skills will be discussed with district personnel and other parents. This information will be brought back to the school and shared with SAC as well as placed in the Parent Leadership Folder located in the front office. Parents will implement parenting strategies at home to help their children.	Parent Ambassador meetings 6x per year, Parenting in Today's World Workshop, Oct 1st 2016	parent attendance logs
4	School Advisory Council	SAC chairperson	Parents will be aware of current school issues and will provide input that will provide the best education for their children	monthly mtgs. Sept-May	SAC agendas
5	Parent Feedback	Title 1 contact	Parents will be encouraged to provide feedback about the effectiveness of the parent education activities through a	monthly	Parent feedback forms

			feedback form provided at each event.		
6	Florida Standards Information night	Erica Worthington	Parents will become aware of the Florida Standards and the state assesment of those standards	October 2016	Parent feedback forms

## 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	Teachers and staff will receive electronic communications each quarter about effectively working with parents. These articles will include tips, research, and activities for maintaining positive parent/school relationships.	Erica Worthington/ Katrina Hudson	Increase parent/teacher positive relationships	Quarterly	Copy of information sent
2	Teachers and staff receive training on how to use the parent-school-student compact in a productive way to enhance parent communication	Erica Worthington	Positive parent-school relationships will increase parent participation with student academics.	October 2016	Agenda from faculty meeting
3	Teachers will engage in discussion surrounding videos in working with families of poverty	Katrina Hudson/ Erica Worthington	Increase understanding of different cultural beliefs about school	August 2015, ongoing	Agenda from faculty meeting

## 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:** Activity/Tasks:

Coquina has created a teacher position to reinforce Positive Behavior management. This teacher works with students to maintain positive behaviors throughout the school. Each quarter parents are invited to an assembly in which students receive recognition for behaviors. Coquina will also work with an on-site representative from Eckerd Services. This Eckerd representative will work closely with parents to provide open communication with the school as well as to provide parenting strategies that address student issues such as anger management, grief, and bullying. While these events reward students they also convey our expectations for behaviors to parents and allow parents to be involved in celebrating their child's accomplishments. A calendar of these events and parent notifications will be kept by the Title 1 contact for documentation. The people responsible for these activities are the PBIS contact and the Eckerd contact. Meeting agendas and sign in sheets will be available for these events.

At Title 1 parent nights, families will be supplied with materials and activities to use at home to enhance student achievement. For example, families receive books on Reading

Family night and math manipulatives on Math Family night. The Title 1 contact is responsible for the materials for family nights. Meeting agendas, hand-outs and sign-in sheets will be available for these events. Parent feedback is collected at every parent event through exit slips.

Coquina has parent resource area for parents to check out informational books, games and resources for working with their child. We will begin with a family game night that will introduce families to the types of games and resources that are available in the parent resource center. Parents will be able to check out activities through the media center. The Title 1 contact and media specialist are responsible for these materials. Check out logs will be available to document parent use of these items.

---

## 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:** At the Annual Title 1 meeting of parents in September Coquina will hold a general meeting where information will be presented about Title I programs, the curriculum, and academic assessments. Parents will learn about the school wide program, how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child. Parents will also receive Right to Know information. Parents will be given a copy of the Coquina PIP summary, which includes more detailed information on these topics. A copy of the PIP will be available in the front office and on the school website.

During Open House, parents will have the opportunity to visit their child's classroom. At this time, teachers will provide additional information on the subjects they teach, assessment plans, and how parents can help at home. The same information will sent home for all parents unable to attend. Teachers will maintain sign-in sheets and provide a copy to the Title One Coordinator who will also maintain documentation on the dissemination of information, distribution methods, and timelines. Teachers and staff will maintain regular two-way communication with parents through student planners(sent home daily), notes, phone calls, newsletters, email and text. All parent involvement events are advertised through school and classroom newsletters (up to a month prior to event), flyers (the week before), the school marquee (the week before), the school website (up to a month before) and synervoic (the week of the event).

In addition, Coquina will hold a parent information night about the expectations of the Florida Standards and how those standards are assessed throughout the year including

FSA.

All the aforementioned information regarding Title 1 and parenting will be posted on the Coquina website.

At family night events focusing on content areas(math night, reading night, etc.) parents will be informed of expectations of student progress and provided with strategies to facilitate that progress at home. These meetings are scheduled bi-monthly and are coordinated by the Title 1 team. Evidence of these events will be agendas, sign-in sheets and handouts as well as parent feedback forms.

Parents will be informed of student progress on academic assessments during parent conferences and on interim reports and report cards. Parents may request a parent conference or can come on scheduled parent conference nights (Oct/Feb). In addition parents will be contacted by the classroom teacher if data shows that the child is working below grade level and is being placed in the MTSS process to monitor student progress in intervention groups. Teachers and school based leadership meet monthly to analyze and monitor student data.

---

## 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:** The district and school level PIPs will be summarized into brochures that will be printed in English and Spanish and provided to all parents in the beginning of the school year. The brochure will outline the major components of the Parent Involvement Plan (PIP) and will offer to provide a hard copy upon request. In addition, hard copies will be available in the office. The complete PIP will be posted on the Coquina website. The Title 1, ELL, and Homeless contacts will work together to make sure information is sent to all families.

Written communication will be provided for parents in English and Spanish when possible. Coquina will work with the district Title 1 office to provide translators if necessary for parent events. Translators will be available if needed to ensure that parents are able to fully participate in parent meetings and conferences.

To the extent practicable, Coquina will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of homeless and migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

---

## 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

---

---

## **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	Annual Title 1 meeting	1	157	Parents developed knowledge of the Title 1 program and how it affects their child's education
2	Open House	1	97	Parents visited classrooms to learn about their child's curriculum for the school year as well as classroom expectations.
3	Florida Standards Information Meetings - Evening and daytime	1	95	Parents learned about the Florida Standards and how their child will be assessed on the FSA
4	Science Fair Information Night	1	25	Parents and students participated in activities to help students research their science fair project using computers as well as to develop their science fair questions.
5	Kindergarten Round Up	1	46	Parents learned how to prepare their child for Kindergarten and how to make the transition a positive one for their child
6	Avoid the Summer Slide night	1	345	Parents learned strategies and received materials that helped to keep children engaged academically over the summer break
7	Math Night	1	73	Parents and students participated in stations that focused on things families could do at home to help with math
8	Literacy Night	1	60	Parents and students participated in stations that focused on things families could do at home to help with reading and writing
9	Anti-bullying night and concert	1	281	Parents enjoyed a concert and play while learning anti-bullying strategies
10	It's Time to Be a Parent Again program	1	3	A program offered by the Sheriff's department to educate parents on how to help their child deal with the pressures of today's world

### 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	Teachers view and discuss videos pertaining to working with families of poverty	3	45	Building positive relationships with families of poverty will increase family involvement with the school

2	Electronic articles regarding positive parents/school interactions	2	45	Building positive relationships with families will increase family involvement with the school
3	Teachers training on how to use the compact as a working document	2	45	Building positive relationships with families will increase family involvement with the school
4	Working with Families of Poverty PD class	6	4	Teacher knowledge of dealing with families of poverty will increase positive relationships with the school and families

## 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	Less parent involvement in academic parent nights	The school will join academic meetings designed to build parent capacity with other events such as concerts. Activity nights will be designed to be interactive and fun for all participants. In addition, we will look for other sources of money to provide food for families at meetings.

## 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
-------	-----------------	-----------------------------