

# **J. J. FINLEY ELEMENTARY SCHOOL Title I, Part A**

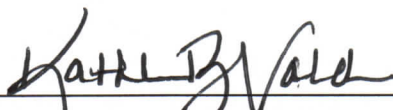
## **Parental Involvement Plan**

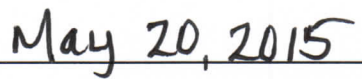
**2015-2016**

I, Kathleen Valdes, 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 school wide 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)];
- Inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Centers (PIRC) in Florida, i.e., PIRC of Family Network on Disabilities in Florida (FND) and PIRC at University of South Florida (USF) [Section 1118(g)];
- 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:** J.J. Finley Elementary believes that strong parent involvement is critical to each student's academic success. We encourage family involvement in all school activities.

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:** J.J. Finley Elementary School's Advisory Council is involved in the development, implementation and evaluation of school wide plans, such as the School Improvement Plan, Parent Involvement Plan and the School-Parent Compact. The Council is made up of faculty, staff, parents and community members selected through an election process occurring in the spring. Nomination ballots are sent home with every student in April with the election of nominees taking place in May. Our school sends out a climate survey each January to receive feedback and input from parents. The SAC will review the climate survey findings.

The Parent Involvement Plan for the current school year is presented and reviewed at the annual Title 1 meeting. Parents will be asked to fill out an evaluation of the annual Title 1 meeting. We provide multiple opportunities during the second semester for all families, not only those on SAC, to give input on the Parental Involvement Plan. Additional surveys for input in the PIP will be available during outreach activities. Finley has a very involved and supportive PTA also included in the decision making process of programs and funding. Input from both SAC and PTA will be documented through the minutes recorded at each meeting. Information from the Parental Involvement Input meeting in the spring is also used in reviewing and planning of the Title 1 programs within the Parent Involvement Plan.

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	Preschool Outreach	Work with area preschools to reach families of Head Start and other preschool families to ensure participation in Kindergarten Round Up; Title 1 provides "Back Reach: Head Start to School" folders in English & Spanish for Head Start families
2	Kindergarten Round Up	Welcome and provide information regarding programs and activities to families of incoming kindergarteners; Title 1 provides "Back to School" folders in English & Spanish for all new Kindergarten families; reading preparedness strategies provided
3	VPK	As funds are available, transition classes will be offered to incoming 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 (school wide 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	Presentation of information	Principal-Lead Title I Teacher	September 2015	Copy of Agenda, Minutes, Sign-in sheets and evaluations
2	Maintain documentation	Lead Title I Teacher	August 2015-June 2016	Title I documentation box
3	Develop Sign-In sheets	Lead Title I Teacher	August 2015-September 2016	Sign-in sheets for meeting
4	Publicize event	Lead Title I Teacher	September 2015	Copy of school newsletter, school marquee, phone home, flyer in weekly folders
5	Develop agenda and handouts	Lead Title I Teacher	August 2015 - September 2015	Copies of agenda and handouts

## 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:** J.J. Finley Elementary offers parent meetings at flexible times throughout the school year. The annual Title I meeting will be held so working parents will have the opportunity to attend. Materials for parents to check out to work with students at home will be made available in the Title I Resource room throughout the year. The Open House, Finley Family Night, Neighborhood Outreach Program(s) and Spring Curriculum Fair will also be held in the evening. Teachers and staff are also available on selected Saturdays during football season. Conference afternoons/evenings will be held once each semester in conjunction with Finley Family Night and the Spring Curriculum Fair. The Meet the Teacher event will be held in the afternoon. The Parent Resource area will be available during the school day, as well as before and after school, and includes newsletters, parent resources and important school notices.

## Building Capacity – Parent Activities

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 Workshops: Reading, Writing, Math or Science (depending on the	Classroom teachers, Title I lead and CIMS facilitator	Improve the ability and knowledge of parents to work successfully at home to increase student achievement	September 2015 - November 2015	Parent Evaluations, Sign-in Sheets

	grade level)				
2	Parent Workshop(s): Neighborhood(s) Outreach	CRT; Title I Lead Teacher; classroom teachers	Provides parents with information on how to help students be more efficient in homework and improve their academic skills	September 2015- April 2016	Parent Evaluations, Sign-in Sheets
3	Summer/Slide Curriculum Fair	Classroom Teachers, Title I Lead Teacher	Informs parents of curriculum and gives parents information/materials on ways to help students over the summer	May 2016	Parent Evaluations, Sign-in Sheets
4	5th Avenue Festival	Title I Teachers	Provide parents with materials and information to improve their child's literacy	May 2016	Parent Evaluations, Sign-in
5	Lesson Demos	Classroom teachers	Inform parents of curriculum	Sept 2015 – Feb 2016	Parent Evaluations, sign-ins
6	Planners	Classroom teachers	Parent communication materials	Aug 2015	Parent Evals
7	Achieve3000	Title I Lead Teacher: Classroom Teachers	Inform parents of computer program available afterschool and summer	Aug '15- May '16	Parent Evals
8	Online tools available	Classroom Teachers; Title I Lead Teacher	Inform parents of tools: EduTone, textbooks online, etc.	Aug '15- May '16	Parent Evals

## 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	PI Book Study: <b>Working with Parents</b>	Principal, CRT, Title I Teacher, CIMS Facilitator	Improve the ability of staff to work with parents from various subgroups	September 2015-May 2016	Parent Surveys, Evaluations, and Staff Development Records
2	Involving Parents Tips and Sharing of Ideas at Faculty Meetings	Principal, Lead Title I Teacher, CRT, BRT and Counselor	Improve the ability of staff to work with all parents	September 2015-May 2016	Parent Surveys, Evaluations, and Staff Development Records
3	Tips for Working with Parents for New Staff Members	CRT, BRT, Counselor	Improve ability of new teachers to effectively communicate with parents	August 2015- May 2016	Parent Surveys, Evaluations, and Staff Development Records
4	Review Four (4) Modules of Parent Involvement	Lead Title I Teacher, Principal	Improve the ability of staff to work with all parents	August 2015-May 2016	Agendas and Sign-In Sheets



## 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:** Maintain existing Parent Resource Area, purchasing books and materials as needed.

Continue to publish Finley Flyer Newsletter, informing parents of upcoming events and activities as well as grade level curriculum information.

As an ESOL center school, we also provide written resources in as many languages as possible.

The yearly parent survey serves as an evaluative tool to demonstrate effectiveness.

Neighborhood Outreach Program(s) increases parental involvement and ongoing relationships with the school.

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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 school wide 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:** The Annual Title I meeting will be held in early Fall where information will be presented about the School wide Title I program, curriculum standards, academic assessments and proficiency level expectations. Parents will be provided with a packet of information including the Title I School wide notification letter, Parent's Rights notification, district-wide Parent Involvement Plan, the Title I School Compact and the school Title I Parent Involvement Plan. Parents will be informed of their child's progress on a regular basis, including FSA, FAIR, and other assessments, as applicable. Title I information will be provided in a timely manner through newsletters and parent resource center. The information provided to parents will be monitored through sign-in sheets, evaluations, signed Title I cover letters, signed parent compacts and other documentation. Samples of the distribution of information will be maintained. Evaluations of meetings will be used to assess understanding of Title I programs. Parents are strongly encouraged to attend one parent conference during the school year where the Title I Home School Compact will be referenced.

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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:** Since J.J. Finley is a center school for ELL students, it is very important that we provide opportunities for parental involvement for all of our students from other languages/cultures. We provide information in the native language of our ELL students whenever possible (i.e. Parental Rights, Parent Survey, Title I Newsletter, Progress Monitoring Plans, Progress Reports, etc.). This is provided through programs such as Trans Act. We have a bilingual teacher or aide in each grade level who provides assistance with parent communication. We try to pair families with limited English proficiency with other families who can support them. The ELL teachers hold a separate Open House for their students and parents. During the spring Curriculum Fair, we have an International Food Festival which gives the ELL families an opportunity to share their culture with all of our families. In order to ensure parents with disabilities have access to information regarding their student's education, various forms of communication will be used (i.e. website, notices, phone homes, newsletters, teacher to parent communication, marquee announcements, email, home visits, etc.).

## 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	SAC/PTA Input on training through School Improvement Plan, Title I Plan, Parent Survey	Principal, Lead Title I teacher,	Impact student achievement through gains on FSA, FAIR, and Benchmark Assessments	August 2015- June 2016
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	Distribute information on English Language and GED classes to parents	Lead Title I Teacher, Classroom Teachers	Improving family literacy increases student achievement	August 2015- June 2016
3	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)];	Scheduled meetings at times parents can attend. Teachers conduct home conferences as needed	Principal, Lead Title I Teacher, Classroom Teachers	Teacher-Parent communication enhances student achievement	August 2015- May 2016



# Title 1 Home School Compact 2015-2016

**J.J. Finley Elementary** and the parents of students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards.

## School Responsibilities

**J.J. Finley Elementary** will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards.
- Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.
- Provide to parents, in a timely manner, information about Title I, Part A programs, including a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the expected proficiency levels. This information will be provided in an understandable format, including alternative formats, upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
- Reports on student progress will be provided through the daily planner, emails/phone calls, weekly take home folders, interim progress reports, report cards and regularly scheduled conferences. Information is also available in Parent Resource Area of Media Center.
- Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
  - Staff *will initiate* parental contact via phone or conference during the first six weeks
  - Staff will return parent phone calls or emails in a prompt timely manner
  - Appointments for conferences can be made through the teacher or school office
  - Parents will be invited to volunteer in the classroom, attend field trips/performances
  - Regular communication via student planners, behavior charts, folders, etc.
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.
- Involve parents in the planning, reviewing, and improvement of the school's parental involvement policy and school wide program plan in an organized, ongoing, inclusive and timely way.
- The school will offer a number of additional parental involvement meetings within flexible meeting times.

## Parent Responsibilities

**We, as parents, will support our child(ren)'s learning in the following ways:**

- Ensure my child's regular and punctual attendance to promote successful school progress
- Making sure my child is getting adequate sleep to be successful at school
- Making sure that homework is completed and planner/reading log is signed promptly
- Monitoring amount of television, video games and non-educational screen/electronic time
- Participating, as appropriate, in decisions relating to my children's education
- Promoting positive use of my child's extracurricular time
- Assisting my child in adhering to dress code
- Staying informed about my child's education by regularly utilizing the Parent Portal and promptly reading all notices from the school or the school district and responding, as appropriate
- Providing up to date contact information (phone numbers, email addresses, etc) to school

## Student Responsibilities

**We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards.**

**Specifically, we will:**

- ✓ Do my homework as assigned and ask for help when needed
- ✓ Request homework materials/ supplies when needed
- ✓ Work with my teacher to set quarterly academic goals; discuss strategies to reach them
- ✓ **Read at least 30 minutes** every day outside of school time; practice/review **math facts**
- ✓ Demonstrate **respect** for myself & others in the school community
- ✓ Give to my parent/guardian, **all** notices/information (planners, folders, charts, etc) received from my school **every day**
- ✓ Maintain and use planner (grades 2-5)

\_\_\_\_\_  
School

\_\_\_\_\_  
Parent(s)

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date