

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

I, Keri Allen , do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

### Assurances

- The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
- Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1118(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].

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Signature of Principal or Designee

Date Signed

### Mission Statement

Parental Involvement Mission Statement (Optional)

**Response:** The Richey Elementary staff accepts the responsibility to be exemplary in every way and to provide educational opportunities to help each child reach their highest potential.

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### Involvement of Parents

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

**Response:** We will use our School Advisory Council and Parent Teacher Organization as resources to gain parent input and as a tool to communicate with parents. Parent surveys were completed during the school year to collect input from parents. Using the data collected, the members of the SAC will work with administration to discuss how Title I funds will be used to further school improvement. Minutes of these meetings will be kept for documentation.

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## 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	Pre-K and Headstart Programs	Pre-K and Head Start are onsite and are invited to all events. The learning materials presented are geared to include activities the Pre-K families can use.
2	ESOL Parent Meetings	The ESOL department provides translation at the ESOL parent meetings.
3	Social Worker Outreach	The full time social worker will work in conjunction with our secretary and guidance counselor to best meet the needs of our families. By doing a needs survey, we will identify areas that we can provide resources and supports.

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## 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 One Parent Meeting	Principal, Assistant Principal	Within 30 days of the first day of school	agenda, and minutes from the meeting.
2	We will advertise and inform parents of the Title meeting by handing out flyers.	Front Office Staff	At Open House	Sign-in forms from general Title 1 meeting and individual classrooms.
3	Title 1 presentation at the first Academic Parent Night	Principal, Assistant Principal	September 2014	sign in forms collected
4	School Connects	Principal	September 2014	record of message

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## 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:** We will use information from our parent surveys, evaluation forms, SAC member input and parent suggestions to determine our scheduling of activities, meetings, and events so as to meet the needs of our families. Workshops/meetings will be offered mornings or evenings, depending on the event, to reach as many families as possible.

Family Educational Events such as Family Math Nights, Reading Under the Stars, Writing Workshops, and Science events will occur during the school year using Title One funds as needed.

Childcare will be provided when appropriate using Title One funds.

Additionally, we provide a Parent Resource Center which is housed in the front office for the convenience of our families.

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## 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	IRLA Parent Night	Learning Design Coach / Intervention Teachers	Parents will learn about the progression of reading acquisition and how to best support at home at each stage.	October	Reading Log signatures / Sign In Sheets
2	Writing Wonderland Family night	Learning Design Coach	Student writing samples are displayed so parents can see what is expected for writing at different grade levels. Parents will have an increased understanding and be better able to guide their child.	December	Sign In Sheets / Survey Data
3	Math Night	Instructional Trainer Coach for Math	Parents will learn about Florida Standards for math and the various strategies used to support learning at high levels.	Held each year	Parent evaluations will be given out at the end of the evening
4	Family Science night	Science Representative	Parents will learn how to help their child conduct and record a science experiment.	Held each year	Implementation of materials and information given to assist their child with the science experiment
5	Parent Resource Center	Social Worker / Secretary / Administration	Parents will have materials/resources in hand to use at home to better support homework and learning.	Available on a daily basis	We will review what materials/ books, brochures are signed out and used.
6	FDLRS Parenting Class	Social Worker	Parents will learn research based techniques and tips to support student academic growth.	4 times during the year	Sign-In Sheets

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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 1118(e)(3)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	PLC Meetings	Facilitators and Lead Teachers	Planning instruction to a high level while ensuring that all students learn	Weekly	PLC Minutes / Student achievement data
2	Staff Professional Development Meetings	Administration and Coaches	Build teacher Knowledge	Bi-Weekly	Observation Data
3	Coaching Cycles	Admin and Instructional Coaches	Differentiated professional development based on teacher need	As Needed	Observation Data

## 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:** Our Parent Resource Center provides parents with brochures on learning strategies, curriculum, continuous progress, as well as community resources. This is updated continuously by front office staff and administration so parents can have pertinent information. The resources are located in the front office for easy access. We invite parents to use these resources by sending home flyers, and sharing information at meetings

The social worker and ESOL Assistant will be at the walkers gate every morning and afternoon to discuss questions that parents may have and the ESOL person can translate for our hispanic population.

## 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:** The Title 1 parent meeting will take place at the beginning of the school year. An explanation of the Title 1 Program along with a discussion of curriculum, standardized testing and Florida Standards will take place. Title 1 brochures are sent home with students and available in our Parent Resource Center. Our school newsletters will include updates and school information submitted by the administration to give parents information on curriculum, assessments, and standards. We use our school website to

keep parents informed. The website is updated regularly. This information will also be discussed at parent teacher conferences. All parents are encouraged to attend SAC meetings to provide input even if they are not a voting member.

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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:** All families are invited and included in meetings and events. We will use the ESOL dept. to assist in translation of materials, and at meetings they will be on hand to translate. Our ESE staff will ensure that those with special needs will have all pertinent information available to them and appropriate access to our campus.

We will use face to face contact to relay information and answer questions parents may have.

The School Social Worker is available in the front office to provide information to parents and answer questions.

The parent resource center is open to all parents with literature in both English and Spanish.

Classroom teachers use parent contact logs and student planners to help share information.

Relaying information to parents is ongoing throughout the school year.

We utilize social media including, but not limited to, Facebook and Twitter.

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## Discretionary Activities

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

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	FDLRS Parenting classes with resources	Social Worker	Parents will be able to better support student academic progress from home.	Ongoing through the school year.
2	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	We have invited local churches to serve o our School Advisory Council and use congregation members as volunteers in the classrooms	Office Secretary	Students have a volunteer to support the learning process.	Ongoing through the school year.

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## Upload Evidence of Input from Parents

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

[Uploaded Document](#)

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## **Upload Parent-School Compact**

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload an electronic version of the Parent-School Compact.

[Uploaded Document](#)

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## **Upload Evidence of Parent Involvement in Development of Parent-School Compact**

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

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

[Uploaded Document](#)

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## **Evaluation of the previous year's Parental Involvement Plan**

### **Building Capacity Summary**

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Math night	1	81	Parents learn how to best support with math strategies at home.
2	Annual Title I Meeting	1	424	Inform families of Title I qualifications and how funds are used.
3	Winter Writing Wonderland	1	258	Students have writing samples displayed for families to view. Teachers work with students on letter writing.
4	STEM Fair	1	66	Parents learned about how Richey students apply the scientific principles.
5	FDLRS Parenting Class Introduction	1	42	Parents learned about FDLRS, resources and overview of upcoming classes being offered.
6	IRLA Parent Night	1	74	Parents learned the basics of IRLA, levels and how to support their student at home.

### **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	Teacher Training	1	101	Teachers are informed of what volunteers can and cannot do in the classroom, around campus and on field trips. Teachers are provided with a pamphlet with strategies on conferencing with parents.

### **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	Meetings during dinner time.	Provided food at meetings.
2	Child Care	Child care was provided.
3	Schedule conflicts	We had meetings at a variety of times.
4	Low SAC participants	Make meetings more parent friendly. Less acronyms

5	Weather	We encountered heavy rains which hindered families without vehicles from attending. We will offer alternate evening if timing and presenters are available.
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### Best Practices (Optional)

Describe the parental involvement activity/strategy the school implemented during the previous school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

count	Content/Purpose	Description of the Activity
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