

2016-2017 Dr. Carrie D. Robinson Littleton Elementary School Parental Involvement Plan

In support of strengthening student academic achievement, each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a written parental involvement plan that contains information required by section 1118(b)(1) of the Elementary and Secondary Education Act (ESEA). The plan establishes the expectations for parental involvement and describes how the school will implement a number of specific parental involvement activities, and is incorporated into the schoolwide Title I / School Improvement Plan submitted to the Florida Department of Education (FDOE) as required in Section 1114(b)(2) of ESEA.

ASSURANCES

Dr. Carrie D. Robinson Littleton Elementary School agrees to:

- ✓ 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(a)(3)(B)];
- ✓ 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 plan and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
- ✓ Jointly develop/revise with parents the school parental involvement plan and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118(b)(1)];
- ✓ Use the findings of the parental involvement plan review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement plan [Section 1118(a)(2)(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

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and paraprofessionals, as described in Section 1111(h)(6)(A) [Section 1111(h)(6)(A)].

Parental Involvement Mission Statement (Optional)

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1. 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)].

Robinson Littleton Elementary will involve parents by having a quarterly Title I Parent Involvement/School Advisory Council (SAC) meetings composed of parents, teachers, business partners, and other school staff members. SAC meetings will include a diverse group of parents representing a variety of ethnic groups and all socioeconomic levels. All parents and community members are welcome and voting members are elected by the group. The meetings will take place at a designated place and at times that are convenient for parents to attend. We will work with parents to develop a written plan that describes how the parent involvement requirements will be implemented and how parent involvement funds will be used. An open discussion regarding the use of Title I funds, reserved for parent involvement at the school level, will take place and decisions regarding how the funds will be spent will be recommended. The plan will be provided to parents in a format and language that parents can easily understand. The plan will be reviewed and updated as needed, but not less than annually. Robinson Littleton Elementary School recognizes that parents can be provided with knowledge and insight that will assist in the planning of parent involvement activities. Robinson Littleton Elementary values PI as we believe that it contributes to the academic and behavioral success of children. Documentation for all SAC and parent meetings to include: flyers, agendas, handouts, minutes, and sign-in sheets will be maintained in the Title I Toolkit.

2. 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, Reading First, 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)].

Program	Coordination
Not Applicable	

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3. 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), Adequate Yearly Progress, school choice, 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)].

Activity/Task	Person Responsible	Timeline	Evidence of Effectiveness
Title I Annual Meeting will take place within the first 4 weeks of the FY17 school year where we will review the Parent Compact and Parent Involvement Plan in the Media Center. After reviewing the document, parents will have the opportunity to ask questions and/or make comments before signing. Any changes will be noted and addressed at the SAC meeting. Any SAC approved revisions to the compact will be published and sent to all parents via the students.	Principal, Assistant Principal, SAC members, School Staff Members, and Parents.	August	Flyer announcing meeting, meeting date/time on outdoor marquee, school website, ParentLink, agenda, sign in sheet, and meeting minutes, as well as completion of the Parent Compact.

4. 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)].

All parent notices/flyers will be sent to parents in English, Spanish, and Creole as requested. RLE will hold a Title I Annual Meeting on a week night after normal working hours for parents to attend. Parents without transportation can contact the school for accommodations. SAC meetings will be held on days/times agreed upon from the results of the SAC meeting survey. Parent Involvement workshops will be held after normal working hours. All workshop materials will be available in both English and Spanish, and Creole as requested. Translations at the workshop are available in Spanish using the Talk System. A translator will provide translations throughout the year as needed. The assistant principal will provide transportation to any parent needing assistance. Parent conferences are scheduled at various times during the day.

5. 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)].

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Content and Type of Activity	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
<ul style="list-style-type: none"> Title I Annual Meeting Meet the Teacher Parent Workshops Science Night Literacy Night Math Night Curriculum Nights (primary & intermediate) Student Led Conferences SAC Meetings Career Day Read Across America Kindergarten Orientation 	Staff, Administration	Parents will be exposed to a variety of subject matter in order to support their child's academic achievement at home.	Parent Involvement Events- held monthly Curriculum Nights – August-September	Agendas, flyers, ParentLink, Sign-in sheets Workshop Evaluations

6. Describe the training the school will provide to educate its 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)].

Content and Type of Activity	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Teachers read parent involvement newsletter articles that are printed monthly	Staff	Research based articles on parent involvement	Monthly	Newsletter
Student Led conference training with new teachers.	Staff, Administration	Parent/School collaboration to develop goals and promote reflection	September	Handouts
ParentLink Training for new teachers to Robinson Littleton	Staff, Administration	Home-school communication	October	ParentLink Reports

7. 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 child [Section 1118 (e)(4)].

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Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
Robinson Littleton Elementary will enhance our family-friendly atmosphere.	Administration	August - May	Parent Survey annually; Customer Satisfaction survey

8. 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 also submit the parents' comments on the plan that will be available to the local education agency [Section 1118(c)(5)].

Title I Annual Meeting – Information on Title I programs will be presented and discussed with parents. They will be informed as to the procedure for requesting a parent conference. The administration will talk about parents' right to be involved. Sign in sheets will be maintained in the Title I Toolkit. Robinson Littleton Elementary will include discussion or information about the Title I Program and our curriculum. During this meeting, parents will be asked for their input on the school compact. The administration will forward all discussions and suggestions for changes to the compact to SAC.

A description and explanation of the curriculum at the school will be reviewed with parents at each Curriculum Night. If requested by parents, we offer meetings with teachers as needed. If parent complaints are received, regarding the school-wide Parent Involvement Plan, they will be submitted to the district Title I Department to be resolved. If parents indicate interest in a specific training topic, Littleton will work diligently to provide suggested training.

9. 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)].

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Every effort will be made to ensure that full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children are available; our school shall provide information and school reports in a format, when possible, in a language that parents can understand including, Spanish and English (Creole when requested). All report cards, progress notes, newsletters, ParentLink calls, and other written and spoken communication will be translated and documented by translated documents and ParentLink. We will make every effort to provide full opportunities for parents with disabilities and those with special needs. When new students enter school throughout the year, parents and students are provided with a packet of information explaining all school policies and procedures which includes the Right to Know Letter as well as information stating that we are a Title I school.

Discretionary School Level Parental Involvement Plan Components

- ✓ Check if the school does not plan to implement any discretionary parental involvement activities.

Check all activities the school plans to implement:

Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];

- ☐ Providing necessary literacy training for parents from Title I, Part A funds, if the school LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)];
- ☐ Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions [Section 1118(e)(8)];
- ☐ Training parents to enhance the involvement of other parents [Section 1118(e)(9)];
- ☐ 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)];
- ☐ Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)];
- ☐ Establishing an LEA-wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs [Section 1118(e)(12)]; and
- ☐ Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].

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10. Describe how each discretionary activity checked above will be implemented.

Activity	Description of Implementation Strategy	Person Responsible	Correlation to Student Achievement	Timeline

School-Parent Compact:

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

Provide a copy of the School-Parent Compact and evidence of parent input in the development of the compact.

Adoption

This plan was adopted by the school at the first SAC meeting of the school year and will be in effect for the period of one academic year. The school will distribute this plan to all parents of participating Title I, Part A during the first month of school.

Mandi Fitzgerald
(Signature of Authorized Representative)

8/18/16
(Date)

Provide evidence that the plan has been developed with the input from parents.

1. Provide a summary of activities provided 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.

Content and Type of Activity	Number of Activities	Number of Participants	Correlation to Student Achievement
Meet the Teacher Night	1 event	412	Provide information to parents on expectations and how parents can help their children.
Title I Annual Meeting	1 event	15	Provide parents information about the Title I program
Curriculum Nights	5 events	184	Provide information to parents on expectations and how parents can help their children.
Family Math Night	1 event	113	Provide information to parents on Math expectations and how they can help their children. One event held on campus, one held at location in community.
Family Science Night	1 event	224	Provide information to parents on Science expectations by grade level through hands on activities and demonstrations.
Family Literacy Night	1 event	183	Provide information to parents on how to help their children with reading.
SAC Meetings	4 sessions	43	Provides opportunities to be a part of the decision-making process throughout the year.
Volunteer Orientations	2 sessions	16	Provide information to parents and community members centered on strengthening reading and math skills within the classroom.
Student Led Conferences	2 sessions	602	Parents visited the classrooms spending quality time with their child hearing about the growth and successes throughout the year.
Read Across America	1 event	123	Parents read to students in the classroom to reinforce the idea that reading aloud increases a child's vocabulary and strengthens comprehension.
Career Day	1 event	21	Provide opportunities for community members to share information to help students learn about and make mature career choices.
Kindergarten Orientation	1 event	75	Provides information for incoming Kindergarten parents regarding the academic expectations for the next year.
Parent Workshop	1 event	102	Provide information to parents on how to help their children with reading during the Summer.

2. Provide a summary of the professional development activities provided by the school 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)].

Content and Type of Activity	# of Activities	# of Participants	Correlation to Student Achievement
Presented information on communicating with families during in-service week	1	34	The knowledge gained helped to facilitate communication between the families and schools.
Teachers can read parent involvement newsletter articles that are printed monthly (teachers are being educated on parent involvement, as it's in the school's newsletter.)	11	34	Remind and familiarize teachers of effective parent communication techniques and events taking place across campus that promote parent involvement.
Student Led Conference training with new teachers.	1	3	Familiarize new staff members with SLC process and roles.

3. Describe the barriers identified that hindered participation by parents in parental involvement activities and the steps the school will take to overcome the identified 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)].

Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
Limited time after work to attend workshops, trainings, and activities prohibited many families from attending.	Student incentives for attendance include free books, homework passes, and "Owl Dollars" to spend at school store. Provide free meal for all members in attendance.
Language Barriers	Utilize translators at events to encourage equal participation of non-English speaking parents through talk system.
Lack of transportation to get to school	Multiple events in one evening to minimize transportation. Offer transportation using a District Title I van for parents.

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

Content/Purpose	Description of the Activity
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