

**PINE GROVE ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan**

I, Nancy Johnson, 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)].

Nancy W. Johnson

Signature of Principal or Designee

9/16/16

Date Signed

**Mission Statement****Parental Involvement Mission Statement (Optional)**

**Response:** Pine Grove Elementary School believes in promoting an active partnership between school, home, and community. Our goal is to increase student achievement by encouraging a positive learning environment, while creating a caring, inviting, and enriching place to learn.

## 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:** Pine Grove Elementary supports parental involvement and ensures that parents are a vital part of the decision making process. Our school has a Title I Committee which includes representation from all stakeholders. The committee includes the Title I Facilitator, administration, parents, teachers, and staff. This committee will be a major source of involving parents in the planning, reviewing, revising and improvement of the Title I Programs for Pine Grove. Parents are selected through staff nomination and expressed interest via a survey of parents' interest that is administered during Open House in August. These surveys are also sent home to ensure that all families are aware of these parental involvement opportunities.

Interested parents will be provided every opportunity to participate in the decision making process in an organized, ongoing and timely manner by receiving invitations for all scheduled meetings. The FET members meet three times per school year beginning in September, and the Title I Committee meets a minimum of seven times a year. Review of these programs with parents and educators using data from parent surveys will focus on the planning and improvement of the Title I programs. Procedures for membership will be as follows: 1. Parent survey volunteering for committees 2. Teacher nominating a parent from classroom 3. Phone call to parent confirming nomination 4. Membership of all Title I funded positions at PGES 5. Each department will select a team member to represent their team. Additional meetings, above the regularly scheduled meetings, are held for final checklist approval and technical assistance provided by the district Title I office. Input from parents will be documented by sign-in sheets, agendas, and minutes to be maintained by the Title I Facilitator.

## 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	Exceptional Student Support Services	The Title I Personnel, School Staffing Specialist, and school-based ESE staff have ongoing communication with regards to individual ESE student needs. This team meets with classroom teachers and parents to assist in providing parents with information and strategies on how to help their child at home
2	Title III and (ESOL)	Title I Personnel coordinate with a designated translator and ESOL Paraprofessional, as needed, to provide proper translation of documents to promote ESOL parent involvement. This coordination also ensures that information is translated, to the extent possible, in a language and form parents can easily understand. In addition, Title I will coordinate with Title III will host a parent informational night to increase support to families.
3	YMCA VPK	Title I personnel coordinates with YMCA to present Kindergarten Readiness Workshop. This workshop provides tips for incoming KG and an opportunity to tour the school.
4	YMCA	Title I personnel has an ongoing communication with the director of YMCA in order to coordinate childcare for parents and staff to attend school based functions.

## 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	Meeting dates are established at the end of the previous year	Title I Personnel and School Administration	Scheduled during the first 9 weeks of the school	Attendance records/Event Response Tracking Sheet
2	Plan/create presentation and needed materials focusing on the requirements of the Title I Program	Title I Facilitator	Weeks prior to annual meeting	Attendance records/Event Response Tracking Sheet
3	Annual Title I training for teachers(outline expectations) -PLC's	School Administration and Title I Facilitator	Two weeks prior to Annual Meeting	Attendance records/Event Response Tracking Sheet
4	Information is sent home automated telephone system, newspaper , and written on the marquee	Title I Personnel	Previously established dates	Attendance records/Event Increase of attendance as evident using Response Tracking Sheet
5	Packets of parent information for the Annual Meeting are created	Title I Personnel	Within two weeks of Annual Meeting	Student Agenda, attendance records, and Event Response Tracking Sheet
6	Teachers meet with parents to review grade level expectations and specific classroom expectations	Grade Level Classroom Teachers	During Annual Meeting	Student Agenda, attendance records and Event Response Tracking Sheet
7	Collect attendance sheets after Annual Meeting	Title I Personnel	Within 5 working days of Annual Meeting	Parent Educator keeps attendance sheets and reviews data
8	Prepare and distribute " Sorry We Missed You" packets for families unable to attend Annual Meeting	Title I Facilitator	Distribute during teacher training	Total collection of attendance records as well as amount of receipted "Sorry We Missed You" packets
9	Provide feedback to parents as needed indicated on parent requests and comments	Title I Staff and Classroom teachers	Within two weeks of the Annual Meeting	All comments have correspondence and follow-up
10	Correspondences and results are maintained and filed for future planning reference	Title I Facilitator	Ongoing	Attendance records

### 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:** Pine Grove Elementary plan to offer flexible number of meetings in order to provide ample opportunities for parental involvement. Our meetings, workshops, parental engagement activities, and mandatory compliance meetings are scheduled and offered at flexible times throughout the day and year. Each year a survey is sent to parents in order to assess their needs and identify the best time of day that works for families. Our Title I Committee meets at

the end of the school day as requested by many parents that were interested in participating to allow for all committee members to take part in the decision making process of the Title I programs. In addition, the school works diligently to provide parents with multiple opportunities to meet with their child's teacher. For instance, The Annual Meeting/Conferences take place in the evening for all grade levels and is scheduled during a 2-3 hour block of time on multiple days to allow for flexible scheduling. As an added opportunity for families, Parent-Teacher Conferences will be offered during 3 hour block of time in the evening to accommodate working parents as well as directly after school on multiple days during the 1st and 2nd marking period. Child care will be available for families through coordination with the onsite YMCA program. These nights are scheduled towards the end of the first marking period to allow for a meaningful conference to discuss student data, expectations and goal setting for each child, as well as ways that families can support academic achievement.

## 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	Grade Level Event	Title I Personnel & School Staff	Provide information and strategies that parents can use at home	August-October 2016	An increase in School Grade as well as Event Response Tracking Form
2	Dads Take Your Child To School Day	Title I Personnel, School Administrators, classroom teachers, Community Partners	Increase parental involvement increases student achievement	September	Increase in parental participation as identified in the Event Response Form and sign in sheets
3	Parent Leadership Training- Family Involvement Meetings. Recruitment of parents to serve as FIT Representatives	Coordinator of Parental Involvement, Title I Personnel and Administration	Involvement of parents increases to develop parent leaders to share information with other parents	Three Times per school year	Effectiveness will be measured by an increase in parent participation of all subgroups identified in the School Grade report. The tools used to measure effectiveness and data collection include the Event Response Form and sign in sheets
4	Kindergarten Round Up: new parents and incoming Kindergarten students are introduced to the school, given	Title I Personnel and School Staff	Provide information to parents about the transition to Kindergarten and expectations of	Spring 2017	Methods of evaluation that are used to determine the success of this activity is the Event Response Form,

	tours, and have questions answered about Kindergarten and basic school expectations for Kindergarten		Kindergarten as well as ways that students and parents can prepare for Kindergarten		Family Response Form, and Annual Parent Surveys
5	Title I Annual Meeting	Title I Personnel and School Staff	Provide Title I information as well as effective communication for parents to communicate with teachers	Within the first 9 weeks of school	Increase in parental participation as identified on School Grade. Event Response Form and sign in sheets
6	Dr. Seuss Night	Title I Personnel and School Staff	Provide a family fun event that will increase parental involvement	Spring 2017	Increase in parental participation as identified in the Event Response Form and sign in sheet
7	Family Learning Night	Title I Personnel and School Staff	Provide a fun and informal way of presenting methods that parents can help their children in an effort to increase student achievement	Winter 2016	Increase in parental participation as identified in the Event Response Form and sign in sheet.

### 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	Grade Level Trainings were held to provide information on effective ways to communicate with parents.	Title I Personnel	Training will provide effective strategies for improved communication between parents and teachers.	August/September 2016	Sign-In Sheets
2	Grade Level Training Follow Up	Title I Personnel	Training will be a follow up to provide additional support	January 2017	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:** The Title I Facilitator and staff facilitate communication between school and home. Title I personnel and school staff help to plan, maintain, and promote the Title I Family Resource Center. Teachers complete a prescription, an individual plan listing a student's academic need, and refer the student and parent to the Family Resource Center. The Title I Family Resource Center provides parents with a welcoming atmosphere to learn about our school and ways to

help their children improve in learning skills. The Family Resource Center offers educational games and resources for parents to use at home with their child. In addition, the school will encourage families to take advantage of parent workshops, Family Engagement Team meetings, academic nights and to be an active volunteer at the school.

---

## 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 school provides information to parents of all Title I programs in various ways. Parents are invited to attend the Title I Committee, School Advisory Council, and the Title I Annual Meeting to discuss the Title I program. Upon attending these meetings, parents receive a description and explanation of the curriculum and forms of academic assessment used to measure student progress. These topics are also discussed during the Parent/Teacher conferences. Title I personnel and other support staff are available to meet with parents for further discussion of these topics. Parents may request a conference with their child's teacher, administration, or any other support staff throughout the school year to participate in decisions relating to their child's education. Information about Title I, formal academic assessments, grades, and curriculum are also listed for parents on Edline, which is a platform provided by the school district to keep school information current. The school provides paper copies of progress reports and report cards to parents. Each child brings home a Tuesday Communication Envelope weekly. The envelope contains important notices to parents as well as graded work.

The school uses various methods and techniques to ensure that parents are provided with the opportunity for full participation in parental engagement activities. We share information in various ways to ensure that all parents including parents with limited English proficiency and disabilities can understand the information that has been provided to them. Parents are given information verbally, through face to face conferences, in written format, and translated into a language parents can understand. We use the following methods and techniques to communicate and convey information to parents:

- Student Agendas: Teachers and parents have ongoing communication through the student agenda. Important information about upcoming events is listed on a label and placed in the agendas.
- School Newsletter: Our school sends out a monthly newsletter to parents listing important information and upcoming events about our school.
- GLOBAL Phone System/On Hold Phone Message System: Messages for parents are conveyed verbally through our phone system.
- Marquee signage available at entrance and entrance of school property
- Edline: School information, grades, assessments, etc. are listed on the Parent Portal for

parents to view.

- Parent /Teacher Conferences: Information regarding student progress, grades, formal assessments, etc. is shared with the parent through a face to face conference.
- Collaborate with the ESOL Lead Teacher and Paraprofessional to ensure communication to parents is in the language and format that meet their needs. Important documents are translated for parents. All communication that is sent home to parents has a uniform Spanish statement at the bottom stating that verbal translation is available. Our ESOL Lead Teacher and Paraprofessional are also available for conferences, phone calls, etc.
- Collaborate with other School Support Staff to ensure that the needs of every parent are met. The school has many support staff that is available to parents. These staff members are important to help share information or help parents in many ways.
- Welcome Packet: Each parent will be given a packet at the Title I Annual Meeting containing important documents to start the new year. The packet will include documents like our Parent Involvement Plan, ESEA Waiver information, and School Grade information. If a student enrolls after the Annual Meeting, the parent will be given a welcome packet during registration with the documents from the Annual Meeting.

## 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:** PGES serves students with disabilities and limited English proficiency. Our site is in compliance with the Federal Americans with Disabilities Act. Any parent requiring additional assistance can make arrangements by calling our office staff ahead of time in order to accommodate their needs. Safety concerns will be directed to the district's Safety and Security Department contact.

## 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)];	The school will provide reasonable and necessary expenses associated with parental involvement activities, such as child care assistance, transportation, and other related expenses. Child care is provided for every parent workshop and parent night at	Title I Personnel	Increase the level of involvement of parents to become active leaders in decisions made at the school.	On-going

		our school. Transportation is available to parents if requested. It is provided to parents who attend the Region Conference for Parental Involvement.			
2	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)];	Maximizing parental involvement and participation in their child's education by arranging school meetings at a variety of times.	Title I Personnel	Increase parent involvement and communication; provide information to parents on expectations and how parents can help their children at home.	On-going



## 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	Open House: Navigation of School	1	200	Parent and student gain knowledge about resources.
2	Title I Annual Meeting	3	283	Parents gain knowledge to increase student achievement
3	Title I Committee Meetings	8	72	Parents are encouraged to take a role in being a leader and increase student achievement
4	Reading: Dr. Seuss Birthday Celebration and Accelerated Reader (AR) Nights	1	175	Parents gain knowledge to increase student achievement through the information shared.
5	Family Building Better Readers: Kindergarten Round up	1	86	Parents gain knowledge to increase student achievement
6	WinterFest-Math	1	285	Parents gain knowledge to increase student achievement
7	Kindergarten Pet Show- Writing	1	65	Parents gain knowledge to increase student achievement
8	ELA Parent Night	1	28	Parents gain knowledge to increase student achievement
9	Take Your Child to School Day-Dad's	1	55	Parents gain knowledge to increase student achievement
10	Kindergarten Program	1	148	Parents gain knowledge to increase student achievement

### Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118 (e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Parent will be given a welcome packet during registration with the documents from the Annual Meeting	1	9	Increase knowledge of best parental engagement practices to use in the classroom.

### 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	Transportation	Provide transportation to parents that express a need. Title I funds will be utilized for transportation.
2	Child Care	The school will continue to provide childcare at every parent night with the coordination of the onsite YMCA director.
3	Date/Time	The school will offer a flexible number of meetings and times, such as meetings in the morning or in the evening. The school staff will determine their master calendar of events by looking at the results of the needs assessment annual parent survey.
4	Translation	The school will continue to collaborate with the ESOL Lead Teacher and paraprofessional to ensure communications with parents is in the language and format that best meets their needs.