## WEST RIVERSIDE ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Shawna White , 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)

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| **Response:** N/A |

**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 [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

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| **Response:** \* Notification of the PIP Development Meeting was sent to parents via School Messenger (phone blast and email), during the PTA & SAC meetings in May 2016, Gator Newsletter (in English and Spanish), Verbal Invitation at the conclusion of each of the 3rd 9 week's Awards Ceremonies, marquee display, Flyer sent home, websites and agenda stickers. \* Parents were invited and encouraged to participate in the development of the PIP at a PIP Development Luncheon on May 26th, 2016\* Update and maintain school website, OneView, and PeachJar \* Monthly school-wide family newsletters and agenda stickers\* PTA and SAC will include review of Title I activities on the meeting agendas\* All meetings and activities will be advertised on the school marquee, monthly newsletter, flyers, phone blasts, emails, PeachJar\* Parents will be given copies of the PIP template to give written input with a deadline for submission\*Leadership Team monitors and provides input into implementation of PIP activities |

**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)].

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| **count** | **Program** | **Coordination** |
| 1 | IDEA: Encourage reading at home  | Guidance and teachers will invite parents to collaborate to develop IEPs or 504s, and work as a team to support student success |
| 2 | Title I Parent Involvement | Will encourage parents to participate in schools activities, as well as provide workshops, and trainings for parents to assist them in working with their student at home. With the Title I parent involvement funds we have a parent involvement space where we provide resources, and check out materials for parents to assist with their students at home. |
| 3 | Title III Language Instruction for ELLs | School site is a location for Parent Academy Rosetta Stone Course which helps our non-English speaking parents learn English so they can begin to assist their students at home. |

**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)].

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| **count** | **Activity/Tasks** | **Person Responsible**  | **Timeline** | **Evidence of Effectiveness** |
| 1 | Assemble a planning committee | Shawna White, Principal | August 2016 | Diverse planning group roster  |
| 2 | Prepare Sign-in sheet, flyer, school messenger script, family newsletter appeal for participation | Sandra Doss, Parent Liaison | September 2016 | Sign-in sheet, Agenda, Flyer, School Messenger script, marquee display |
| 3 | Prepare presentation documents for meeting | Shawna White, Principal and Sandra Doss, Parent Liaison | September 2016 | Powerpoint, agenda, All Title I information, Parent evaluation |
| 4 | Notify all parents of the meeting and its importance  | Shawna White, Principal | September 8, 2016 | Newsletter, School Messenger phone blast system;Letter home to parents; Reminder sticker in student planners; Notice on marquee the week prior to the meeting; School Website |
| 5 | Collect all data pertaining to the meeting to go into the audit box | Sandra Doss, Parent Liaison | By September 12, 2016 | Newsletter, Flyers, Parent Letter, Newsletter, Sign-in sheet, agenda, minutes, presentation documents, minutes, pictures |

**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)].

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| **Response:** \* Meetings will be held on first Tuesday in each month at 4:00 pm for PTA; first Tuesday in each month at 5:00 pm for SAC \* Child Care will be provided upon request\* Transportation will be provided upon request\* Rosetta Stone classes for parents will be provided in the Parent Involvement Resource Center via Parent Academy\* Evaluations will be collected following all activities\* Spanish Translator will be provided as needed\* Parent Information Events will be held twice per quarter at a variety of times for day and evening eventsActivity/Task\* Create PowerPoints as needed\* Flyers, marquee, monthly newsletter, PeachJar, OneView postings, emails\* Plan for meetings to occur equally between day and evening eventsPerson Responsible\* Shawna White, Principal\* Ashley Nassau, Assistant Principal\* Teresa Shoemaker, Reading Coach\* Sandra Doss, Parent Involvement Liaison\* Gladys Laboy, School CounselorTimelineSeptember, October, November 2016; January, February, March, April, May 2017Evidence of Effectiveness \* Sign-in sheets, evaluations\* Survey results for most convenient time\* Exit tickets and written input\* Agendas\* Input via multiple languages accepted |

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Parent Resource Library Open House: Parents are invited to tour the Parent Resource Center. The center includes items focused on academic, social and behavioral support. | Sandra Doss, Parent Liaison | Aligns with district focus on developing the whole child. Parents can also model love for learning and of reading for their children. | September 1, 2016 | Checkout logs |
| 2 | End of Quarter Parent Conference Days | Shawna White, Principal; Gladys Laboy, School Counselor; and Core teachers | Data chat, progress monitoring information, and student work will be shared by team so that one day per quarter is reserved for teachers to be available the entire school day for parents to schedule conferences and learn about their child's progress | November 2016, January 2017, May 2017 | Sign-in sheets of appointments and participants; workshop evaluations by parents |
| 3 | Parent OneView Bootcamp | Shawna White, Principal | Parents will learn how to utilize the district's grade portal in order to keep abreast of their student's academic progress. | September 8, 2016 | Sign-in sheets, pictures, and workshop evaluations |
| 4 | Rosetta Stone Parent Academy Workshop | Shawna White, Principal | Parents learn English or Spanish language; Better communication and stronger Home-School connections with ELL families | September 6, 2016-May 30 | Sign-in sheets, pictures, agendas |
| 5 | Reading 101: Lunch and Learn | Teresa Shoemaker, Reading Coach | To orient parents to the new Duval Reads curriculum; demonstrate the new teaching strategies and student expectations through hands-on experience; and answering parent questions regarding how they can help students at home. | November 2016 | Sign-in sheets, handouts, picturers, evaluation forms |
| 6 | Legislative Advocacy Workshop | Shawna White, Principal | Training to teach parents how to advocate for their children in the political arena | December 2016 | sign-in sheets, evaluation forms, pictures |
| 7 | Science Night | Shawna White, Prinicpal | Parents will have the opportunity to explore the content areas of science through hands-on experiences from teachers and local vendors in the field of science. | February 2017 | sign-in sheets, evaluation forms, pictures |
| 8 | Author Night: Carmen Deedy | Shawna White, Principal | The author will promote the importance of literacy within a child's life. | January 2017 | sign-in sheets, agenda, handouts, powerpoint, evaluations, pictures, parent newsletter |
| 9 | Transition to Middle School Parent Information Session | Shawna White, Principal | Open parent discussion regarding future student academic path | January 2017 | sign-in sheets, agenda, handout, evaluation forms |
| 10 | Doughnuts for Dads | Shawna White, Principal | An opportunity to support fathers of school aged children and answer questions/motivate | March 2017 | sign-in sheets, agenda, handout, evaluation forms |
| 11 | Mothers' Day Tea | Shawna White, Principal | An opportunity to support mothers of school aged children and answer questions/motivate | May 2017 | sign-in sheets, agenda, handout, evaluation forms |
| 12 | KG-2nd Reading/Math Night | Teresa Shoemaker | Parent training for student summer academic activities | May 2017 | sign-in sheets, agenda, make-n-take, evaluation forms |
| 13 | Transition to KG | Ms. Torres | Parent information session on KG registration process and KG expectations | May 2017 | sign-in sheets, agenda, handout, evaluation forms |

**Staff Training**

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Participation in District Virtual Professional Development and Common Planning | Shawna White, Principal | Teachers will have the opportunity to collaborate with colleagues from across the district in order to discuss teaching strategies and best practices that can be used to improve student achievement. | August 2016-May 2017 | Meeting Agendas, Collaboration Notes, Teacher produced products such as lesson plans |
| 2 | Teachers Utilizing Volunteers in the Classroom | Shawna White, Principal | Teachers receive an overview of the Do's and Dont's of Volunteering and how to best utilize them in the classroom setting. | August 8, 2016 | Teacher Handbook and Handout |

**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)].

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| **Response:** \* OneView/FOCUS, Parent Portal training for parents - September 8, 2016\* Parent Liaison will coordinate an open door policy to the Parent Resource Room; parents will be invited to utilize the resource center as a place to receive help with school projects, host trainings, and hold meetings. Input from parents is welcomed.\* The district sponsors Rosetta Stone classes through their Parent Academy. This class is held in the Parent Resource Room. |

**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)].

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| **Response:** 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)]\* Monthly calendar of activities to allow parents to plan\* Link on the school website\* Advertisement on marquee and indoor school sign of meetings and events\* Reminders in monthly Family Newsletter\* All data to be shared in quarterly Parent Conference Days\* Assessment dates will be published on monthly calendar and school website\* Invitations and opportunities for feedback and input on a regular basis through newsletter and workshops\* Responses within 48 hours\* PIP will be available to all parents online, with a link on the website and hard copy upon requestThe description and explanation of the curriculum, grade level expectations and academic assessments are provided during Open House and will also be provided during parent teacher conferences, and parent Lunch and Learns and Academic Nights. |

**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)].

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| **Response:** \* Use Google Translate and Transact to provide notices, etc. in other languages\* When available, use the bilingual staff members to assist with communication and translation\* ADA ramps, elevator, and wheelchair are available for any stakeholder who needs them |

**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:

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| **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: Parents will be contributing members of the School's Advisory Council and district's Parent Advisory Council. Parents will have the opportunity to provide input into the data analysis and educational needs of the students. | Shawna White, Principal | Parents will have input into the educational processes of their children. | September 2016-May 2017 |
| 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 | Parents will be provided the opportunities to participate in literacy learning activities during the year. | Shawna White, Principal; Sandra Doss, Parent Liaison | Parents will better understand how to best help their child at home. | September 2016-May 2017 |
| 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)]; | A variety of parent meetings and events will be held throughout the year at varying times of the day. Events will be offered either in the day or as an evening activity. | Shawna White, Principal | Parents that are able to participate are more involved in understanding what their child is learning. They will then be able to better support the learning at home. | September 2016-May 2017 |
| 4 | Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | Community, business, and faith-based partners have the opportunity to mentor to students, donate supplies, books, clothing, food, etc. | Shawna White, Principal; Sandra Doss, Parent Liaison | Students will have needed mentor-ships and materials that will help to reduce the distractions that may detract from their learning experiences. | September 2016-May 2017 |

**Upload Evidence of Input from Parents**

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

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| [Uploaded Document](file:///C%3A%5CUsers%5Cwhites2%5CDownloads%5CfileUploads%5C160121_2016-2017_uploadEvidenceParentInput.pdf) |

**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.

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| [Uploaded Document](file:///C%3A%5CUsers%5Cwhites2%5CDownloads%5CfileUploads%5C160121_2016-2017_uploadCompact.pdf) |

**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.

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| [Uploaded Document](file:///C%3A%5CUsers%5Cwhites2%5CDownloads%5CfileUploads%5C160121_2016-2017_uploadCompactEvidence.pdf) |

## 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.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on 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)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |

**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)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |

**Best Practices (Optional)**

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

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| **count** | **Content/Purpose** | **Description of the Activity** |