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

I Denise Vigoa, 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:** It is the mission of Rockway Elementary School in unity with all stakeholders to empower the students to become critical thinkers, productive citizens, and caring individuals. The mission will be accomplished by providing challenging educational experiences based on high academic standards in a nurturing environment. We at Rockway Elementary have a strong commitment to educational excellence and strive to provide our students with every possible opportunity to achieve success. Our commitment to excellence is only strengthened by the unity of our staff, parents, and community partnerships. |

**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:** Rockway Elementary School will work together with families to support learning where children are not just better prepared to succeed in school but throughout life. At Rockway Elementary we recognize that a child's education is a responsibility shared by the school and family. Although parents come to school with diverse backgrounds, primary languages, and needs, they want their children to be successful in school. Through the collaboration of our school's Parent Teacher Association(PTA), our Title I Liaison, parents, teachers, students, community leaders and administrators we work together to enhance parental involvement and recognize the needs of students and families in our school's community. The Educational Excellence School Advisory Council (EESAC) of our school functions will bring together all stakeholders and involve them in an authentic role in decisions which affect instruction and the delivery of programs. |

**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 | Title I | Our Title I Liaison will coordinate communication as well as training workshops on varied topics and provide information and assistance to parents. |
| 2 | Title III | Supplemental instructional support for the ELL students. |
| 3 | Parent Teacher Association | Involve parents in school-wide activities. |
| 4 | EESAC | Bring together all stakeholders and involve them in an authentic role in decisions which affect instruction and the delivery of programs and usage of funds. |
| 5 | Counselor | Monthly Informational Parental Workshops |
| 6 | ConnectED | Communication of school and district initiatives, meetings and important information. |
| 7 | Excelsior Electronic Gradebook | Communication of student achievement and grades. |
| 8 | Parent Portal | Communication and access to parental links and websites. |
| 9 | Individuals With Disabilites Education Act (IDEA) | Supplemental instructional support provided by Title I will be discussed with parents during the development of the student's IEP. |

**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 | Open House | Administration | September 2016 | Sign-In Logs |
| 2 | Title I Orientation Meeting | Administration | September 2016 | Sign-In Logs |
| 3 | EESAC Meetings | EESAC Chair | September 2016 - May 2017 | Minutes/Sign-In logs |
| 4 | PTA Meetings | PTA President | September 2016 - May 2017 | Handouts/Sign-In logs |
| 5 | Monthly Workshops | Counselor | September 2016 - May 2017 | Agenda/Sign-In Logs |

**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:** The Leadership Team and staff of Rockway Elementary School have a strong belief in the importance of parental involvement and therefore have put measures in place to offer parent meetings on a flexible schedule. Our meetings for parents of participating children will be offered before school, early morning and afterschool. In addition, our parent center will offer its parenting classes at varying times to include morning and afternoon sessions. The parent center will be open every school day from 8:00 a.m. until 3:30 p.m. for parents to pick up materials. The principal will work with the parent liaison to create a flexible schedule to ensure that the center is open at times convenient for parents. The parent liaison will maintain records of parent participation. The schedule may be modified in an as needed based depending on parents' participation. |

**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 | Assessments discussed during individual conferences | Classroom teachers | Teachers will conduct individual conferences as needed to discuss each child's assessment results, expectations and goals for the school year. | August through May | Conference logs |
| 2 | State Assessment Informational Parent Meeting | Third grade teachers | Parents will gain knowledge of the FSA areas tested, types of questions and strategies on how to help their child. | January | Sign-In Logs/ Handouts |
| 3 | Parent Workshop | Parent Liaison/School Counselor | Provide information to parents on Surviving the Science Project | September | Sign-In Logs, handouts, agendas and presentation materials |
| 4 | Parent Workshop | Parent Liaison/School Counselor | Provide parents information on Ready for School Every Day | October | Sign-In Logs, handouts, agendas and presentation materials |
| 5 | Parent Workshop | Parent Liaison/School Counselor | To provide parents information on The Parent Portal | November | Sign-In Logs, handouts, agendas and presentation materials |
| 6 | Parent Workshop | Parent Liaison/School Counselor | Provide parents with information on Families Building Better Readers | December | Sign-In Logs, handouts, agendas and presentation materials |
| 7 | Parent Workshop | Parent Liaison/School Counselor | Provide parents with information on Parenting for Violence Prevention | January | Sign-In Logs, handouts, agendas and presentation materials |
| 8 | Parent Workshop | Parent Liaison/School Counselor | Provide parents with information on Less Stressed About Tests | February | Sign-In Logs, handouts, agendas and presentation materials |
| 9 | Parent Workshop | Parent Liaison/School Counselor | Provide parents with information on Understanding the SAT | March | Sign-In Logs, handouts, agendas and presentation materials |
| 10 | Parent Workshop | Parent Liaison/School Counselor | Provide parents with information on Positive Discipline with ENCHOR Series | April | Sign-In Logs, handouts, agendas and presentation materials |
| 11 | Parent Workshop | Parent Liaison/School Counselor | Provide parents with information on Summer Learning | May | Sign-In Logs, handouts, agendas and presentation materials |

**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 | Value of Parental Involvement: Topic of discussion at Faculty Meetings | CIS, Administration and School Counselor | Improve the ability of the staff to work effectively with parents by providing examples of best practices for parental involvement | Monthly throughout the school year. | Sign-In sheets, handouts, agendas and presentation materials |
| 2 | Communicating and working with parents | CIS, Administration and School Counselor | Provide information in an effort to improve the ability of staff to work effectively with parents. | Monthly throughout the school year. | Sign-In sheets, handouts, agendas and presentation materials |
| 3 | Building ties between home and school | CIS, Administration and School Counselor | Improve the ability of staff to work effectively with parents. | Monthly throughout the school year. | Sign-In sheets, handouts, agendas and presentation materials |

**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:** At Rockway Elementary School we will ensure that we have a family friendly school. Our teachers will help parents to become involved in ways that do not require the parent to come to school and we will provide monthly parent workshops to assist and inform parents on varied topics. Additionally, we will enhance the Parent Resource Center by reviewing the inventory and expanding the resources available. The Parent Resource Center hours will be announced on the school monthly calendar as well as through our automated phone system. |

**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:** At the Title I Orientation Meeting held in September and at the Open House Meeting also in September held at Rockway Elementary School information will be presented about the Title I programs, the curriculum, and academic assessments. Parents will learn about the school wide program, how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child. Parents will visit their child's classrooms and meet staff. During the classroom visits, teachers will provide additional information on the subjects they teach, assessment plans, and how parents can help at home. The same information will be provided in an informational packet distributed the following day for all parents unable to attend. Teachers will maintain sign-in sheets and provide a copy to the administration who will also maintain documentation on the dissemination of information, distribution methods, and timelines. |

**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:** The PIP will be summarized into a brochure that will be printed in English and Spanish and provided to all parents. The brochure will outline the major components of the policy and administration will offer a hard copy upon request. In addition, hard copies will be available in the office and the parent resource room at each Title I school. The complete PIP will be posted on each Title I school's website. Written communication will be provided for parents in English and Spanish. Translators will be available at all parent meetings and in school offices to provide translation services to ensure that parents are able to fully participate in parent meetings. If other languages are needed, schools will send the material to the Title I office where local companies will be contracted to provide the translations. The English Language Survey results will be used to determine the number of specific needs for translations into a language other than English. |

**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:

X Not Applicable

**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:\Users\170396\Downloads\fileUploads\134721_2014-2015_uploadEvidenceParentInput.docx) |

**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:\Users\170396\Downloads\fileUploads\134721_2014-2015_uploadCompact.docx) |

**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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## 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** |
| 1 | Annual Title I Parent Orientation Meetings | 1 | 173 | Provide strategies, disseminate data, develop and implement programs school-wide and formulate ideas to involve parents, and the community in assisting in improving the achievement of our students. |
| 2 | PTA Meetings | 3 | 41 | Involve parents in the development and planning of fund raising, school-wide activities and incentives. |
| 3 | Parent Workshops/Resource Center | 12 | 130 | Provide parents with information and training on various topics that affect their child's education. |
| 4 | Father's Breakfast | 1 | 77 | Involve fathers in their child's educational environment. |
| 7 | Testing Parent Meeting | 4 | 58 | Provide parents with information and strategies to help improve their child's achievement in school and on the FCAT 2.0 Assessment. |

**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** |
| 1 | Faculty Meetings | 16 | 544 | Provide strategies, disseminate data, develop and implement programs school-wide and formulate ideas to involve parents, and the community in assisting in improving the achievement of our students. |
| 2 | Leadership Team Meetings | 9 | 108 | Provide strategies on improving parent-teacher communication. |

**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 current 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** |
| 1 | Parent work schedules affect the ability for parents to attend meetings | Flexible meeting times will be provided. |

**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)

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