

## RIVERSIDE ELEM.COMMUN.SCHL. Title I, Part A Parental Involvement Plan


I, Dr. Erica Paramore-Respress, 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)].



Signature of Principal or Designee



Date Signed

### Mission Statement

Parental Involvement Mission Statement (Optional)

**Response:** Riverside Elementary Community School is devoted in ensuring that parents become partners in the educational process of their child by providing numerous school functions and volunteer opportunities.



## 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:** Riverside Elementary Community School is committed to involve parents in the decision making process of the Title I programs. The Educational Excellence School Advisory Committee (EESAC) is an integral component in initiating, sustaining, and evaluating the curricula plans and family involvement activities at Riverside Elementary. Additionally, more than fifty percent of the EESAC members are non-employees of Miami-Dade County Public Schools (M-DCPS). Furthermore, members of EESAC are given the opportunity to voice their opinions and concerns on the method of utilizing funds. Riverside will also make available to the parents and local community the Title I school Parent Involvement Plan as well as other important information related to the Title I District and Parent Advisory Councils.

## 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	VPK	The Title I office and VPK office will work together to coordinate transition programs for students entering the regular public school program. Activities may include: 1) Meet and greet with VPK parents at the beginning of the school year to discuss educational programs and expectations, 2) conduct parent conferences to monitor and discuss students' progress in the VPK program, and 3) coordinate meetings, as needed, with VPK parents and the teachers to discuss the specific learning needs of students.
2	Title I	The school will assemble an annual parent meeting that will inform parents about the school wide programs offered and the Title I requirements. Parents will be informed of the federal guidelines, rights and responsibilities, and the role parents play in the education of their children. Parents will become familiar with the components of the Title I Parent-School Compact.
3	Title III	The school will use these funds to complement and support the programs for English Language Learners (ELLs) and immigrant students by implementing tutorial programs in reading and mathematics. Additionally, these funds will aid in purchasing reading and supplementary instructional programs.
4	Individuals with Disabilities Education Act (IDEA)	Supplemental instructional support provided by Title I will be discussed with parents during the development of the students' Individualized Education Plan (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)].



count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Title I Information Night	CIS and Assistant Principal	September 14, 2016	Sign-In Roster, Connect Ed Message
2	Developed and distributed invitations	CIS and Assistant Principal	September 12, 2016	Flyer will be sent home with students
3	Advertise/publicize the meeting	CIS and Assistant Principal	September 13, 2016	Connect ED Message
4	Develop sign-in sheet	CIS	September 14, 2016	Sign-In Roster
5	Explanation of parents' right to be involved	Principal and CIS	September 14, 2016	Agenda and Minutes
6	Explanation of the curriculum utilized by the instructional staff	Principal	September 14, 2016	Agenda and Minutes
7	Explanation of the proficiency levels students are expected to achieve	Principal	September 14, 2016	Agenda and Minutes
8	Explanation of how parents can monitor their child's progress	Principal	September 14, 2016	Agenda and Minutes
9	Explanation of how parents can learn about the Title I program by attending DAC General meetings	CIS and Assistant Principal	September 14, 2016	Agenda and Minutes

### 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:** The administrative team and staff of Riverside Elementary Community School sincerely believe in the significant role parents play in their child's education. Thus, the school has put procedures in place to offer parent meetings on a flexible schedule, such as in the morning and/or in the evening. The principal will work with the Community Involvement Specialist (CIS) to ensure that meeting times are suitable for parents. The Parent Resource Center will be open every school day for parents to pick up materials and/or meet with the CIS.

Furthermore, parents will be encouraged to participate in the decisions relating to the education of their children, review the school's parental involvement plan, and submit comments related to the plan. Parents will be involved in an organized, ongoing, and timely manner in the planning, review and improvement of the Title I programs, and parent involvement policy. The school will also utilize parent involvement funds to provide transportation, child care, or home visits, as the services related to parent involvement.

### 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	Title I Orientation/Open House	Principal and CIS	Welcome parents, explain academic expectations of students and information regarding resources and services offered at the school.	September 14, 2016	Sign-In Roster
2	Parent Conferences	Teachers	Report on the academic progress of students and data assessment results.	Ongoing Every Nine Weeks	Sign-In Roster
3	Monthly Parent Meetings	Instructional Coaches, CIS, and Teachers	Provide materials and hands-on activities and information on how parents can support the educational programs at the school by helping their child at home.	On-Going (Morning and Evening Session)	Sign-In Roster
4	Awards Assemble Invitation	Assistant Principals and CIS	Invite parents of students who made the honor roll.	Every Nine Weeks	Invitation
5	PIP and Parent-School Compact Development	Assistant Principal and CIS	Parents will become familiar with the school Parent Involvement Plan (PIP) and the Parent-School Compact, revise the content of the PIP and the Parent-School Compact.	September 14, 2016	Sign-In Roster
6	Second Cup Of Coffee	Principal, Assistant Principals, Instructional Coaches, Teachers and CIS	Parents will be invited to be informed about the requirements of our Intensive Acceleration Classes.	September 29 and 30, 2016	Sign-In Roster

## 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	Communicating and working with parents	Administration	CIS will provide a training module to the teachers on the important task of teacher-parent communication.	October 25, 2016 and February 17, 2017	Sign-In Roster
2	Cultural Sensitivity	Administration	Provide information to the staff of the various cultures represented in the school to increase tolerance and sensitivity.	October 25, 2016	Sign-In Roster
3	Common Planning Meetings	Administration and Grade Level Chairperson	Discuss curriculum programs, the utilization of pacing guides, discuss and plan instructional strategies to meet the need of	On-Going	Sign-In Roster



			diverse learners, discuss ways to communicate and build school-home connection with parents, and implement data chats of school and district assessments.		
4	Professional Development for all Faculty and Staff	Administration	Provide teachers with professional development on unpacking the Florida Standards	November 8, 2016	Professional Development Log and Sign-In Roster
5	Curriculum Council Meetings	Administrative Team	Curriculum information will be disseminated to the grade level chairpersons as well as upcoming events and activities.	On-Going	Sign-in Roster

## 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:** Riverside Elementary Community School has a Parent Resource Center available at the school. The Community Involvement Specialist (CIS) manages the Parent Resource Center where parents are welcomed to come and obtain parenting books, handouts, and brochures with information of the important role they play in their child's education and on how they can help their child at home. Additionally, parents can utilize the computers that are available in the media center to access the District's website and links such as the school's website and the Florida Department of Education. Furthermore, at this center, parents can obtain a copy of the school and district Parent Involvement Plan, District Advisory Council Newsletter, and school's Title I brochure.

## 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:** Riverside Elementary Community School will notify parents of its annual meeting on the school's calendar, flyers, and via Connect Ed messages. During this meeting, information will be presented regarding the Title I program, the curriculum, and academic assessments at the school, district and state levels. A copy of the school's Title I brochure will be provided to the parents. Parents also become familiar with how to schedule parent-teacher conferences and opportunities for participating in decisions related to the education of their child. Parents will be given information about the Parent Handbook, which will include information about attendance procedures, grading policy, home learning policy, and the District's parents and students' rights and responsibilities. Parents will also receive information about learning more about the Title I program by



attending the Title I Parent Advisory Council (PAC) and District Advisory Council (DAC) general meetings.

## 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:** Riverside Elementary Community School will ensure that parents' language barriers do not become a hindrance to communicate with the administration and staff at the school. The school will also put in place measures to guarantee parents with limited English proficiency, parents with disabilities, and parents of migratory children are well-informed of the activities, meetings, and events taking place at the school and in the community. School correspondence and communication will be written in both English and Spanish. Parents with limited English proficiency will be provided with information in an easy to read format and the administration and staff will provide translation services and assistance upon request or as needed for parents with limited English and/or disabilities during meetings, parent-teacher conferences and school events. The school will distribute information through various sources such as parent letters, flyers, Connect Ed messages and posting on the school's webpage. Parents will be encouraged to discuss their child's progress with the teacher at any time during the school year. Resources and additional information will be located at the school's Parent Resource Center.

## 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	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)];	Involve parents in the planning and implementation of the Title I Program, including the development of the Parent-School Compact and PIP. Extend an open invitation to our school's Parent Resource Center to inform them of available programs. Conduct meetings at various times throughout the school year, in the mornings and evenings, to ensure the highest attendance possible.	Principal	Educational Support	On-Going
2	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	Conduct a Title I / Open House meeting at the beginning of the school to welcome parents, explain academic expectations of students and provide information regarding	Principal	Educational Support	On-Going

		resources and services offered at the school. Invite parents to parent-teacher conferences to report on student progress and data assessment results. Conduct informal parent surveys to determine specific needs of parents. Invite parents to attend parent academy courses.			
3	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Organize a literacy event titled Reading Under the Stars. Invite the student body and families, as well as community business leaders to participate in the literacy event Reading Under the Stars to promote parental involvement. Invite community organizations, profit and non-profit, to take part in our monthly meetings to provide information to the parents about the community and the services offered by their organizations.	Principal	Educational Support	On-Going

### Upload Evidence of Input from Parents

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

[Uploaded Document](#)

### Upload Parent-School Compact

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

Upload an electronic version of the Parent-School Compact.

[Uploaded Document](#)

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

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

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

[Uploaded Document](#)



## **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	1	400	Welcome parents, explain academic expectations of students and information regarding resources and services offered at the school.
2	Parent Conferences	78	125	Report on the academic progress of students and data assessment results.
3	Monthly Parent Meetings	3	25	Provide materials and hands-on activities and information on how parents can support the educational programs at the school by helping their child at home.
4	Awards Assembly Invitation	4	75	Invite parents of students who made the honor roll.
5	Thanksgiving Luncheon	1	35	The students and parents will be invited to have Thanksgiving lunch with their child.
6	Website Parent Training	1	15	Parents will be invited to be informed about the new features of our new website.

### **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	Communicating and working with parents	1	25	CIS will provide a training module to the teachers on the important task of teacher-parent communication.
2	Cultural Sensitivity	1	30	Provide information to the staff of the various cultures represented in the school to increase tolerance and sensitivity.
3	Grade Level Meetings	25	100	Discuss curriculum programs, the utilization of pacing guides, discuss and plan instructional strategies to meet the need of diverse learners, discuss ways to communicate and build school-home connection with parents, and implement data chats of school and district assessments.
4	Professional Development for all Faculty and Staff	2	75	November 8th and February 7th conduct training that reflect the needs of the faculty as determined by a needs survey.

### **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	Thanksgiving Luncheon did not occur.	Administration, along with appropriate personnel, will engage in more efficient planning to ensure students and parents participate in this event.
2	Website and Parent Portal Pin Parent Training	Administration, along with appropriate personnel, will engage in more efficient planning to ensure parents participate in this event.

### Best Practices (Optional)

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

count	Content/Purpose	Description of the Activity
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