## RAY V POTTORF ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Dottie Whittaker , 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:** Supporting parents, students, and staff in a collaborative partnership to ensure all students are successful learners. |

**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:** In the fall Ray Pottorf Elementary School administration will conduct an Annual Title I meeting with faculty, parents, and community partners to jointly develop with and distribute to parents a written plan that describes how the parent involvement requirements will be implemented. We will present and discuss the Title I federal program and discuss with parents how the parental involvement funds will be used. In order to enhance parent communication, we will utilize a Talk System, which provides simultaneous translations in their native language. In addition to the Parent Involvement Plan, we will meet with parents to review and revise the current School/Parent/Student Compact. The School /Parent/Student Compact will outline how parents, school staff, and students will share the responsibility for improving student achievement and work together to build school, community and parent involvement toward student achievement. We will continue to provide policy in a language parents can understand, and review and update annually. This will be accomplished through SAC meetings, parent nights, newsletters, and our Annual Title I meeting. All documentation, such as agendas, sign-in sheets, and handouts will be maintained in the Title I Crate. |

**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 III funding | We will purchase Native Language Dictionaries and make them available to ESOL students and families. The connection between language development and academic support with homework will increase student achievement. |

**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 | Title I Annual Meeting/Open House Curriculum Night | Administration, Teachers, Parents | August-June | August-June |
| 2 | The annual meeting to inform parents about Title I services will be held at our Open House | Administration, Teachers, Parents | August-June | ugust-June |
| 3 | Parents will be informed during the Title I meeting about the following topiics:Title I Services | Administration, Teachers, Parents | August-June | August-June |
| 4 | Parents will attend theur child's classroom to meet their teacher and gather information about t | Administration, Teachers, Parents | August-June | August-June |
| 5 | Parents will approve the compact as a voluntary agreement to promote a home-school connection | Administration, Teachers, Parents | August-June | August-June |

**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:** Ray V. Pottorf Elementary School is committed to providing varying opportunities for parents to attend meetings or conferences scheduled throughout the school year. We will provide translators, daycare opportunities, and home visits will be as needed. We will offer parent conferences during morning or evening hours at staggered times so parents can attend. Parent's are encouraged to reschedule the meeting if conflicts arise. We will provide staggered times during our Annual Title I /Open House/Curriculum Night so all parents have the opportunity to be informed members of our Ray V. Pottorf Elementary family. |

**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 | Meet the Teacher | Administration, Teachers | Provide information to parents on expectations and how parents can help their children | August | Newsletters, Flyers, Sign-In Sheet, Powerpoint |
| 2 | Title I Annual Meeting /Open House | Administration, Teachers | Provide information to parents on expectations and how parents can help their children | August | Minutes, Sign-In Sheet, Newsletters, Flyers, Activities, Workshop, Evaluations |
| 3 | Volunteer Training | Administration, Parent Involvement Coordinator | Provide information to parents and community members on how to assist students with academics | Ongoing | Sign-In Sheet, Newsletters, Flyers, Activities, Workshop, Evaluations |
| 4 | Parent Conferences | Administration, Teachers | Provide information to parents on expectations and how parents can help their children | End of Second Quarter | Sign-In Sheet, Newsletters, Flyers, Activities, Workshop, Evaluations |
| 5 | Grade Level Parent Nights /Reading Focus | Administration,Reading Coach,Teachers | Provide information to parents on expectations and how parents can help their children | Three times a year | Sign-In Sheet, Newsletters, Flyers, Activities, Workshop, Evaluations |
| 6 | Reading Celebration | Administration, Reading Coach, Teachers | Provide information to parents on expectations and how parents can help their children. | March | Sign-In Sheet, Newsletters, Flyers, Activities, Workshop, Evaluations |
| 7 | Math Night | Administration, Math Coach, Teachers | Provide information to parents on expectations and how parents can help their children. | Once a year for K-2 and once a year for 3-5 | Sign-In Sheet, Newsletters, Flyers, Activities, Workshop, Evaluations |
| 8 | SAC Meetings | Administration, SAC Members | Provide information to members | Ongoing | Agenda/Minutes, Sign-In Sheet, Handouts, 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 | Monthly research-based articles on parent involvement provided in Staff Notes | Administration, TIF Teachers, Coaches, Parent Involvement Specialist | Provide information to parents on expectations and how parents can help their children | August - June | Staff Notes |
| 2 | Presentation at faculty meetings on parent involvement initiatives | Parent Involvement Specialist, Administration | Improve the ability of staff to work effectively with parents | August - June | Agenda, PowerPoint, 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)].

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| **Response:** Activity/Tasks - Parent Resource Center located in the Media Center  Person Responsible - Administration, Parent Involvement Specialist  Timeline - Ongoing through the school year (August - June)  Evidence - Newsletter |

**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:** In the fall, parents of RVP students will be invited to join the staff at the annual Title I Meeting and Open House/Curriculum Night. Information explaining Title I and the programs that are funded through Title I will be presented at this time. Data from the previous school year and the School Improvement Plan will also be presented. During the school year, any new information regarding Title I will be sent home in the monthly newsletters and discussed at SAC meetings.   · The curriculum at Ray Pottorf Elementary will be shared with parents in a variety of ways. Teachers will share their academic plans during the Open House/Curriculum night at the beginning of the school year. The school's monthly newsletter will highlight the academic goals for each grade level. Information on students' progress will be sent home in written form on a regular basis, as well as verbally communicated during parent conferences. Parent conferences are available at staggered times both morning and evenings. Parents that are unable to attend will receive a packet of information and a phone call from the teacher. These conferences are documented by sign in sheets that are filed in the Title I Crate.     Upon parent request, a meeting will be scheduled to review suggestions regarding their child's progress.     If a parent is not satisfied with the school's parent involvement plan, the school will submit the parents' comments on the plan directly to the District Title I office. |

**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:** Communication such as parent involvement policies, compacts, comments on interim and report cards, RVP After-School tutoring information, ELL meeting notices, and MTSS meeting notices will be sent to parents in their native language when possible (feasible).(Spanish and Creole upon request.)    When necessary, parent phone calls will be provided in Spanish and Creole.    As new students enroll throughout the school year, they will receive a welcome packet that includes school information, as well as, Title I information and the Right to Know Letter.    Translators will be provided at school events, when feasible, so parents have the opportunity to participate fully in parent meetings. A talk system is used when necessary as well as parent link where parents may select the language of choice.    The school will make every effort to provide special accommodations (when requested) for parents with disabilities and/or special needs.    Discretionary School Level Parental Involvement Policy Components |

**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](fileUploads/360162_2016-2017_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](fileUploads/360162_2016-2017_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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| [Uploaded Document](fileUploads/360162_2016-2017_uploadCompactEvidence.docx) |

## 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 | Meet the Teacher | 1 | 467 | Provide information to parents on expectations and how parents can help their children |
| 2 | Title I/Curriculum Open House | 1 | 141 | Provide information to parents on expectations and how parents can help their children |
| 3 | Parent Conferences | 1 | 396 | Provide information to parents on expectations and how parents can help their children |
| 4 | Volunteer Training | 1 | 17 | Provide information to parents and community members on how to assist students with academics |
| 5 | Grade Level Parent Nights | 5 | 377 | Provide information to parents on expectations and how parents can help this children |
| 6 | MAPPS/Math Awareness Parent Partnership | 2 | 141 | Provide information to parents on expectations and how parents can help their children |
| 7 | Miracle of Reading Night | 1 | 128 | Provide information to parents of expectations and how parents can help their children |

**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 | The Importance of Volunteers | 1 | 50 | Improve the ability of staff to work effectively with parents |

**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** |
| 1 | Parents with limited English Proficiency exhibited difficulties understanding speakers at meetings | The Talk System and/or a translator will be used at Open House and parent nights to ensure we meet the needs of parents and provide printed materials in a bilingual format(Spanish, Haitian Creole) at meetings. |
| 2 | Child Care | Provide child care opportunities during parent nights |

**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** |