

DR. NE ROBERTS ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Timothy Warren, 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

9/29/16
Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: District and School-based Title 1 Parent Involvement Programs in Polk County will strive to BUILD RELATIONSHIPS to create real family engagement for every child, every family, every teacher, every day. The mission of Polk County Public Schools is to provide a high quality education for all students. Our mission at Dr. NE Roberts Elementary is to work together, encouraging each other to become lifelong learners who are able to solve problems in the real world. Our vision at Dr. NE Roberts Elementary is for family, community and staff to build the foundation necessary to create productive citizens.

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: Dr. N.E. Roberts Elementary School will involve parents in the planning, review and improvement of Title I programs. Parents will be involved in decisions regarding funds for parent involvement. During School Advisory Council and DPAT meetings there will be discussions regarding planning, reviewing and improving Title I programs. The Parent Involvement Plan, School Compact and use of Title I 1% funds for parent involvement will be discussed during the SAC and DPAT meetings. Meeting suggestions and evaluations will be used to determine needs and concerns. Parent Involvement funds are used for family engagement events, student agendas, and supplies.

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	VPK is located on our campus. Resources are provided to the program to assist in the transition of students from pre-k to kindergarten. VPK teachers may participate in professional learning opportunities offered to school staff. Parents of VPK students are invited to participate in activities provided by the school.
2	Title I	Title I interventionist will facilitate Parent Involvement nights. Interventionists will facilitate an Extended Learning Program to provide after school tutoring for students not meeting standards.
3	Additional Title I	Title I purchases equipment to supplement education programs. New technology in classrooms will increase instructional strategies provided to students.
4	Hearth	Hearth Program provides support for identified homeless students. Title I facilitator informs staff on homelessness.
5	Conference Nights	Title I interventionist will assist teachers with portfolio nights for face to face conferences. Conference agendas are provided to the teachers by the Title I Interventionist. Translation for ESOL parents/students is available.
6	Title II	Professional Development provided by the district
7	English for Speakers of Other Languages (ESOL)	Teachers are trained to use ESOL strategies to make learning comprehensible. Students receive the same grade level curriculum as their classmates. A paraprofessional is on staff to assist English Language Learners.
8	Individuals with Disabilities Education Act (IDEA)	IDEA is a federally funded program that supports all ESE, Exceptional Education, programs. Students are supported through resource, inclusion, and self-contained.

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	Newsletter	Administration and Title I Interventionist	September 1	Attendance
2	Create flyers, labels, script for school messenger and marquee	Administration and Title I Interventionist	September 8	Attendance will be counted
3	Announcement on marquee	Title I Interventionist	September 14	Attendance
4	Develop sign-in sheets and scripts	Title I Interventionist	September 9	Evaluation
5	Annual Parent Meeting	Title I Interventionist and Administration	September 22	Evaluation
6	Open House will be after Annual Meeting	Classroom Teachers	September 22	Evaluation
7	One daytime review session will also be held for those parents unable to attend at night.	Title I Interventionist	September 23	Evaluation
8	Title I Power Point added to school's web-site	Title I Interventionist	September 23	Parent Survey
9	Annual Parent Meeting-discussion of the compact	Administration and Title 1 Interventionist	September 22	Parent Survey
10	Annual Parent Meeting Title 1 Video "Nuts and Bolts"	Title 1 Interventionist	September 22	Parent Survey
11	Power Point of State and District Curriculum and Assessment	Staff, Administration, Academic Coaches and Title 1 Interventionist	September 22	Parent Survey/Evaluation

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: Parents are notified of the evening event and the corresponding day time event. Parents who do not come to the evening event have the opportunity to come to the corresponding day event and receive the same information and materials that were provided at the evening meeting. If parents cannot come on dates or times provided, they may call and ask for an appointment to receive information and resources or access it on the school's website. A Spanish translator is available upon request.

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	FSA Night	Faculty, Academic Coaches, Parent Involvement Facilitator	Academic coaches and teachers will work with Parents to answer questions, provide information and learn strategies to use at home to help their child prepare for the FSA.	September 13, 2016	Evaluation Form
2	Literacy Night	Parent Involvement Facilitator, Media Specialist, and Faculty	Parents and their children participate in activities that will enhance comprehension. Parents will learn comprehension strategies to use at home.	October 27, 2016	Evaluation form
3	Media Night	Parent Involvement Facilitator, Media Specialist, and Faculty	Increase parent knowledge of student's strengths and academic areas of concern. Parents will meet with the classroom teacher at least once during the school year in a face to face setting and discuss testing, State Assessments, and proficiency levels.	December 8, 2016	Evaluation form
4	FSA Information Night	Parent Involvement Facilitator, Faculty and Academic Coaches	Parents will have the opportunity to engage in Math, Science, and Reading FSA type activities they can use with their children to prepare for the FSA. They will also receive information about the FSA.	January 24, 2017	Evaluation form
5	Science and Math STEM Night	Parent Involvement Facilitator, Math and Science Coaches, and Faculty	Parents will be given resources and engage in various activities they can use with their children to increase achievement in Science and Math.	February 23, 2017	Parent surveys
6	Kindergarten Night	Parent Involvement Facilitator and Faculty	Parents will know the importance of reading with their children during the summer break. Parents will receive materials and resources for how to help their child this summer to be ready for first grade.	April 4, 2017	Evaluation form
7	First Grade Night	Parent Involvement Facilitator and Faculty	Parents will know the importance of reading with their children during the summer break. Parents will receive materials and resources for how to help their child this summer to be ready for second grade.	April 18, 2017	Evaluation form
8	Summer Survival Reading Night	Parent Involvement Facilitator, Reading Coach, and Faculty	Parents will be given materials and ideas that will help their child avoid summer learning loss.	April 25, 2017	Evaluation Form
9	5th to Middle Transition	Title 1 Interventionist and 5th grade teachers	Parents will be given a toolkit aimed at helping students transition to middle school.	April 25, 2017	Evaluation Form

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	Family Friendly Schools training will be provided to teachers and other staff.	Parent Involvement Facilitator	Increase in parent involvement	Fall 2016	Parent surveys
2	Effective Parent Conferencing	Parent Involvement Facilitator	Teachers will understand requirements for effective parent conferences. Teachers will use conference agendas ensuring that parents are adequately informed about their child's progress and areas of concern.	Fall 2016	Parent surveys
3	SAC Meetings	Administration and Parent Involvement Facilitator	Staff, parents, and community will be informed as to the SIP, PIP, Title I funds and other accountability issues.	School year 2016-2017	Parent Evaluations

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: We provide a monthly newsletter and calendar to keep parents informed. Information is also provided on the school website. Our media specialist is available to assist parents check out books to use with their children at home. The Parent Involvement Notebook is accessible in the main office.

Parents will be encouraged to attend parent involvement meetings, in the school newsletter, and with flyers to utilize the area PIRC/Parent Information Resource Center at Sleepy Hill Elementary School as well as PLUG/Parent Learning University.

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: Parents will receive information about the Title I program during parent involvement nights, the Annual Title I meeting, the school website, and in school newsletters. Information about the School Parent Compact and the School Parent Involvement Plan will be explained at the Annual Title I Meeting, Parent/Teacher conferences, Parental Involvement events, and during School Advisory Council meetings.

Curriculum, expectations, and forms of assessments will be discussed during Open House and parent conferences.

Academic assessments and proficiency levels, and student progress reports will be shared with parents during parent/teacher conferences and Portfolio Nights.

Dr. N.E. Roberts Elementary School will offer opportunities for parent meetings to formulate suggestions and make decisions relating to their child's education, no less than three times a year. The parent Involvement Team will meet to discuss the school's Compact and the school Parent Involvement Plan. These meetings are open to parents, staff and administration to provide input for the coming year's parent involvement events. The School Advisory Council will assist the administration and staff with the revision of the current year's Compact and the Parent Involvement Plan. These meetings will be coordinated by the administration and the Title I Interventionist.

If the school wide program plan is not satisfactory to the parents of participating children, then the parent comments will be submitted with the plan to the local education agency. The school will notify parents through student agendas, flyers, and labels, of opportunities to attend Parent University (PLUG) or visit a Parent Informational Resource Center (PIRC).

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: Dr. N.E. Roberts Elementary will provide full opportunities for participation in parent involvement activities for all parents (including parents of children with limited English proficiency and disabilities). Parents are offered opportunities to serve on the SAC team and may communicate with teachers using email through the staff directory, student agendas, or school newsletters.

Translators are provided at all parent involvement events.

Dr. N.E. Roberts Elementary School is fully equipped with ramps and doors which enable those with disabilities to participate in opportunities equally.

Written notices and documents are available in English, Spanish, and Haitian Creole.

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	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 with meetings in Reading, Math, Science and Writing so they will be prepared to help their children at home.	Title I Interventionist	By providing training to parents, they will be able to help their children at home.	On-going
2	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];	Parent meetings will have flexible times. Also, portfolio night conferences will have flexible times.	Title I Interventionist	By providing this training to parents they will be able to assist their children at home.	On-going
3	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Community-based organizations will be encouraged to attend SAC and PTO meetings and participate in planning family involvement activities.	Title 1 and Administrator	By providing this opportunity students will have increased support from the community.	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	Reading Night	25	125	Parents acquire information, materials and understanding for how to help their children become successful in Reading and Writing school work and homework. Teachers model specific strategies.
2	Media /Literacy Night	4	32	Parents and their children participate in reading activities. Parents will be given resources to improve strategies to help their child with reading.
3	Portfolio Conference Night	2	286	Partnerships are built between teachers and parents by sharing student progress and discussing strategies for academic growth.
4	Math Night	6	64	Parents are better informed about math expectations and how to help their child at home.
5	Science Night	8	51	Parents are better informed about science expectations and how to help their child at home.
6	Annual Title I Meeting	2	283	Parents received information regarding: What is Title I, use of funding provided by the federal government, and resources provided by Title I. Information shared with parents will help build partnerships and offer opportunities for parent engagement.

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	Effective Parent Conferences	2	54	Teachers received training on effective parent conferencing that will help them keep parents informed about the progress of their students. Conference agendas were explained. Teachers will effectively use conference agendas for all face to face conferences ensuring that parents are adequately informed about their child's progress and areas of concern.

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	Parents sometimes feel unwelcome	We will provide family friendly school training to improve the relationships with parents and increase parent involvement.
2	Parents cannot come because there is no child care.	We have added child care to 2 of our parent nights this year.
3	Parents have transportation difficulties.	We have planned activities for varied times and days to give parents greater access to parent events, and all information shared during events will be available on the school's website.

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
1	Building Capacity of Parents	Literacy Night is set up similar to trick or treat with the students and their parents traveling together from classroom to classroom. Teachers are waiting in the classrooms with a reading/literacy based activity for the students and a strategy for the parents, as well as a treat. It works because parents and their children learn together.