

## CENTRAL RIVERSIDE ELEM. SCHOOL Title I, Part A Parental Involvement Plan

I, Dianah Stewart, 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)

**Response:** It is the mission of the Central Riverside Elementary School to actively engage families in supporting their child's learning regardless of socio-economic status, race, ethnicity or language by providing opportunities for involvement in their school and education. This will be done through a variety of activities that will help provide parents and guardians with strategies that support academic achievement and healthy living.

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### 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:** The Central Riverside parent involvement liaison, principal and parent involvement committee reviewed the Title One/Parent Family Survey from 2016-2017 and determined one area of need, which is parent training on the various resources available for parents to use with their students. The Parent Involvement liaison and principal will meet with a committee of parents and staff to determine how the plan will meet identified areas of concern. Review of the plan goals and programs will be part of the parent involvement agenda item of each monthly SAC meeting. Parents will be invited and encouraged to attend these meetings to give feedback and suggestions. During our monthly parent involvement meetings attention will be given to planning of future parent involvement events; review of sign-in sheets from past events and the parent involvement resource room; review of evaluations of past events and feedback for improvement of future events; review and coordination of expenditures from the parent involvement budget. Ongoing access to the parent involvement resource room and parent training of take home materials will be a priority for the 2016-2017 school year. Copies of the parent involvement plan will be posted in the main office and the parent involvement resource room as well as published on the school website. Additional support for parent involvement activities will include coordination of parent involvement activities with PTA; parent involvement updates included in the monthly PTA newsletter; email blast of parent involvement activities; CRES Web site; parent link communication system and parent portal.

## 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	IDEA(Disabilities Act)	Parents are provided strategies and interventions to use at home with their students during Parent Compact meetings, IEP meetings, FSA Night, PTA meetings and MRT meetings.

## 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	Develop agenda, handouts and power point presentation	P.I. Liaison/Principal	By 9/22/2016	Feedback forms/audit box
2	Develop and disseminate notifications/flyers	P.I. Liaison/Principal/Guidance Counselor	By 9/22/2016	Attendance sign in sheets
3	Advertise / publicize event	Principal /P.I Liaison/Guidance Counselor	By 9/22/2016	Attendance sign in sheets
4	Develop sign-in sheets	Parent Involvement Liaison	year round	Sign In Sheets/audit box

5	Maintain documentation	Parent Involvement Liaison	year round	Documentation
6	Review feed back forms	Parent Involvement Liaison/Principal	By 11/10/2016	Feed back Forms
7	Review feedback forms with SAC	Parent Involvement Liaison	By 2/14/2017	Feed back Forms
8	Maintain documentation of parent involvement activities throughout the school year	Parent Involvement Liaison	year round	Audit Box

## 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:** Central Riverside Elementary School will offer meetings at various times, including during school hours such as morning meetings immediately after drop off (8:30 and 9:00 am) and evening programs(6:00 pm) throughout the school year to give parents opportunities to attend at various times. Access to the parent resource room is available before and after the school day as well as during evening programs. Child care will be provided during designated meetings in which student participation would hinder parent attention. An effort to provide interpreters for our DHH students will be made as needed. Notification of dates and times of parent events will be made in a timely manner using multiple forms of communication to enable parents to have enough time to plan and make necessary arrangements to attend events.

## 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	Muffins for Moms/Doughnuts for Dad	Dinah Stewart, Principal, Jeanette Hawthorne, School Counselor	Parents will be given Reading and Math strategies on comprehension and fluency and will be shown how to help their child apply mathematics strategies that they have learned to solve problems arising in everyday life, society and home.	November 10, 2016	Sign-In Sheets/Feedback form
2	Parent Resource Room Open House	Stacy Adkins, Reading Interventionist, LaToya Bell, Reading Coach, Jeanette Hawthorne, Guidance	Parents will be invited to visit the Parent Resource Room to check out the materials and technology available.	September 22, 2016	Sign in sheets/ resource sign out forms/ computer access sign in sheets
3	FSA Writing Night	Dinah Stewart, Principal, Faith	Parents will see samples of the writing level expectation	January 17, 2017	Feedback form and achievement data

		Roberts-Graham, Assistant	to assist their child at home to prepare for the writing assessment. Ms. Kaye Byrnes, (Professional Storyteller) will provide additional strategies through hands on activities with students and parents. Ms. Byrnes holds a Bachelor of Fine Arts degree in Theater, she is trained in the performing arts and carry her dramatic expertise to the storytelling stage. She is also an approved vendor of DCPS.		
4	Grandparents Tea	Jeanette Hawthorne, School Counselor	Grandparents will be given information and strategies about Science on how to assist their grandchildren at home. With Science experiments and using Panda technology resources. grandchildren at home; access to parent resource room and technology; reading strategies to use when reading to your grandchildren.	February 14, 2017	Feedback forms
5	End of the Year	Jeanette Hawthorne, School Counselor	Parents will be given an overview of the Title 1 Program and discuss next steps for the upcoming school year	May, 2017	Feedback 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)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Parent/Student Compact: Early Dismissal Training	Parent Involvement Liaison	Increased communication and interaction with parents.	September 22, 2016	completion of compacts/audit box
2	Office Staff Volunteer/Parent Involvement Training: management of students; appropriate communication methods; examples of volunteer opportunities	Guidance Counselor/Principal	Improved communication and interaction with parents	September 2016/ ongoing	School Climate Survey

3	Parent communication: Do's and Don'ts	Principal/SIC/Guidance Counselor	Improved parent communication	October 20, 2016	Parent conference notes and logs
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## 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:** A dedicated parent involvement room has been established. This room includes educational materials for check out; free publications on various topics; 5 computers and a printer. Parents and caregivers have an opportunity to check out materials for students to use at home to enhance student learning. A conference table and comfortable seating enables parents and staff to meet as well as parent groups such as PTA, PIC, SAC to conduct meetings. The materials include manipulatives for math, literacy and science as well as leveled books to be checked out by parents/caregivers to be used at home. A sign out system for materials and for computer and printer use will not only enable us to follow up on materials but to determine use of materials. The parent involvement room will be open for check out and training of parents on use of materials before each school function, for example, PTA meetings, parent involvement activities. In addition, the parent involvement liaison will offer sign in times for parents before, during and after school for training on materials and technology support. Computers will be available so that parents can access parent portal, pacing guide, student grades, the CRES website and teacher webpages/blogs and other Duval County School parent links. Additional educational websites will be posted that will have information/materials that parents can print for use at home. Books on topics of interest to parents will be available for check out as well. The guidance counselor will also have materials for parents as resources for dealing with behavior issues and character development. CRES has a full time nurse for students with Juvenile Diabetes. She is available to parents throughout the school day to provide ongoing education to assist parents in managing this condition. Money from the parent involvement budget will be allocated for printing of grade specific/class specific information such as glossaries of math terms, questions stems that can be used by parents to support student home learning. The parent involvement liaison will be present at PTA meeting for an "open topic" question and answer session to keep parents informed on an ongoing basis.

## 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:** Central Riverside Elementary School will conduct an annual Title I informational meeting to familiarize parents/community with our programs, curricula, and expectations. Subject specific standards, curricula and assessments will be discussed and explored at various trainings throughout the school year. The SAC will review the parent involvement plan and parent/student compact and give ongoing feedback of the

various parent involvement programs and materials. The parent involvement plan will be on display in the front office and the parent resource room. It will also be uploaded onto the school website. Contact information for the parent involvement liaison will be available with the plan to enable parents to provide comments and suggestions. All means of communication for parent meetings and programs will be utilized including: monthly PTA newsletters with a focus on parent involvement, individual event fliers; Parent Link; CRES website; school-wide calendar and bulletin board at CRES entrance; marquee; individual student agendas and folders. The leadership team and SAC will monitor communication and evaluate effectiveness of communication through sign-in sheets at events and feedback forms.

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## 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:** Central Riverside Elementary School will insure information related to school and parent programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format. This will include alternative formats upon request and to the extent practical in a language (Spanish) that the parents can understand by not using educational jargon and providing a detailed explanation of the purpose and intent of the meeting/activity. The school will request assistance from the Title I office, ESOL and forms from TransAct, if available, will be utilized for parents with language barriers. Interpreters will be available for our deaf/hard of hearing students and parents as needed.

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## 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:  
☒ Not Applicable

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## Upload Evidence of Input from Parents

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

[Uploaded Document](#)

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## 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](#)

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## **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](#)

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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.

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	Muffins for Moms and Doughnuts for Dads	1	180	FSA Standards in all content areas; strategies for assisting students at home;; data explanations including DAR, CGA and teacher assessments, parent resoures: portal, DCPS websites and parent resource centers.
2	Magnet/Middle School Awareness Night	1	0	Parent awareness of the standards and curriculum of our intermediate program as a foundation for success in the middle school program. Access to information about choice options for middle school.
3	Parent Resource Room Open House	1	150	Parent access to resources for work on standards and curriculum at home.
4	FSA Night	3	30	FSA expectations;Test item specifications for reading and math including complexity levels.
5	Good Neighbor's Day	1	25	Parents and community members access to resources for work on FSA standards and curriculum at home.
6	Grandparents Tea	1	100	FSA standards in all content areas; ways to assist your grandchild at hme; resources available in resource room; computer access and training
7	Art Expo	1	200	Demonstration of art/music curriculum
8	Literacy Night/Storyteller	1	0	FSA reading standards; preparation of materials to use at home for summer

### **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)].

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	The importance of parent involvement to student achievement	1	6	Data of student growth and parent involvement
2	Office Staff Volunteer/Parent Involvement Training; management of students;	1	6	Increased communication and interaction with parents
3	Parent Communication: Do's and Don'ts	1	6	Improved parent 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 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	Time of meeting which affects attendance	Have conversation with parents to discuss best time of week to meet for greater attendance.
2	Motivation and Incentives for attendance ( Ed,ESOL;ESE	Encourage student and parent participation with small incentives for parents and non-monetary incentives (ie additional computer time; recess; lunch in the classroom) for students/classrooms with high parental attendance.
3	Outreach to students and families with deaf and hard of hearing students.(ESE/DHH)	Make additional effort to communicate with DHH parents through phone/email so that parents understand how the program will help their student and that interpreters are 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)

count	Content/Purpose	Description of the Activity
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