

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

I, Catherine Balius , 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

The primary mission at Romeo Elementary School is to find ways of enhancing each child's learning opportunities. We strive to work collaboratively with parents and families to nurture a love for learning and to help our students become lifelong learners. We believe that each child should be given opportunities to achieve and be successful and understand active participation by parents and family will help promote this success. We will work together to establish effective family-school partnerships. School and home must also work together to help ensure our students will achieve and succeed. We are committed to ongoing, two-way, meaningful communication to help facilitate mutual understanding and to stimulate student success.

Romeo Elementary School is committed to the success of students. We will work together with parents to monitor the effectiveness of our Parental Involvement and Title I Programs and to provide excellence in education. This policy will be promoted by the administrators, principals, and other school staff as we seek active participation by our parents.

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## Involvement of Parents

Romeo Elementary School has a School Advisory Council (SAC) and a Parent Teacher Organization (PTO) consisting of parents, community members, and school staff. All parents are encouraged to become members of the SAC and PTO. Information about these groups is sent out to families by School Newsletters, SkyLert phone messages, and other appropriate means.

Members of the SAC will be determined by the balanced representation of the ethnic, racial, and economic community served at Romeo Elementary School. More than 50% of the SAC are parent (non-employee) representatives.

The SAC meeting reviews and makes revisions to the School Improvement Plan, the Parent Involvement Plan and the School Compact each year. SAC members will have input on how Title I and Parent Involvement funds should be used at Romeo Elementary School.

The Local Education Agency (LEA) has a District Parent Involvement Review Committee. School Advisory Council (SAC) chairpersons from each of the Title I schools and other involved parents along with School Parent Liaisons, Community Leaders, Title I Parent Involvement staff, and Title I Instructional Support Personnel make up this committee. The DPIRC brings recommendations to our school to help in planning for meaningful family engagement and parent involvement opportunities.

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## Coordination and Integration

Program	Coordination
VPK	Title 1 coordinates with the Early Learning Coalition, and schools in order to provide parents and caregivers helpful information and steps for enrolling their children in Florida's Voluntary Pre-Kindergarten Programs. VPK and ESE (VPK) classrooms are established in schools based on school and community needs.
Title 1 C	The administration will contact the Migrant Department of Grants and Federal Programs. This office will provide academic support to the students and help families with resources they may need.
Title 2	Staff and faculty members participate in district professional development opportunities.
Title X-Homeless	The administration will coordinate with our district Homeless Liaison who will provide the students and families the resources and support they need.
Title III ESOL	The administration will coordinate with Grants and Federal Programs, ESOL Department to identify students. ESOL paraprofessionals are placed in our school to provide students with the appropriate academic support that they need to progress in learning a second language.
HIPPY Program	Home Instruction for parents of pre-school youngsters (HIPPY) is a parent involvement and school readiness program. HIPPY offers free home based early based childhood education for 3, 4, and 5 year old children working with parents as their first teacher. The parent is provided a set of developmentally appropriate materials, curriculum, and books designed to strengthen their child's cognitive skills, early literacy skills, social/emotional and physical development.
Individuals with Disabilities Act (IDEA)	Our school coordinates with the ESE, Student Services Department of MCPS. Supplemental instructional support is shared with parents as they are invited and attend their child's IEP meetings. Teachers and staff will follow the MTSS policies and processes.

Title 1 Part A	Our school receives Title 1 funds based on free and reduced lunch counts. Title 1 Part A funds are used to provide supplemental instructional materials, equipment, and/or personnel to help students meet rigorous state standard expectations. Staff Development as well as Parent Involvement trainings and workshops will be coordinated with Title 1, Part A.
Federal Nutrition Program	Our guidance department identifies families in need and coordinates "Food 4 Kids" - a weekend food backpack program providing nutritional supplements.

## Annual Parent Meeting

Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
Skylert Phone Messages	Administration	3 days prior to the event	Report from Alert Now
Monthly School Newsletters	Administration	First Friday of each Month	Parent notification in writing
School Marque	Receptionist	First Friday of each Month	Visual notification
School Website	Principal/Assistant Principal/Secretary	On-going	Calendar of events
Meet the Teacher/Orientation video powerpoint	Administration	September 1, 2016	Sign in rosters
Title 1 Annual Meeting	Administration	September 1, 2016	Sign in Sheets/Agendas

## Flexible Parent Meetings

Romeo Elementary School teachers and administration will ensure that family engagement workshops and meetings are offered at flexible times for parents and families.

Examples of flexible meetings and trainings at our school are:

- The school's scheduled orientation is scheduled for morning hours to accommodate working parents in our rural school zone.
- Open house, and the Annual Title 1 Meeting are held in the evening. This allows many of our working parents to participate as well.
- Parent Training and Family Engagement Workshops are presented in the day and at evening. Refreshments or a light meal is provided at each of these trainings/workshops. This allows busy parents to participate without missing work or having to prepare a meal for the family before coming to a school event.
- SAC meetings are scheduled at a time convenient to the SAC members. This will be voted on during the first SAC meeting in September.
- The Media Center is open before and after school hours for parents to participate in the book fair and use the school computers, when needed.
- Pre-Kindergarten classes present parent programs during the school day and also in the evenings.
- Parent-Teacher conferences are scheduled at various times, convenient for parents and families as well as for teachers.

## Building Capacity

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Open House Classroom Trainings	Principal	Awareness of curriculum so parents will understand classroom content as well as academic expectations for students.	September 1, 2016	Sign in sheets
School Parent Center	Parent Liason	The Parent Center has various learning activities for parents to check out a use at home to assist their child in all subject areas.	Open during regular school year	Sign in sheets
Science Night	Assistant Principal	Student achievement in the area of science as measured by FCAT, LEOCE, and Learning Checks by providing instruction to parents on the scientific method.	December 9, 2016	Sign in sheets
Night at the Museum	Assistant Principal	Parents engage in activities to increase their subject knowledge in the area of science thereby increasing students achievement in the area of science as measured by FCAT, Learning Checks or LEOCEs.	February 10, 2017	Sign in Sheets
Student Led Conferencing	Assistant Principal	Parents will participate in student led conferencing twice during the school year. Students will share their academic progress and the parent and child will write academic goals for the student to accomplish.	December 2016 and May 2017	Student led conference form completed by parent
Summer Slide Activities	Reading Coach	Student achievement in the area of reading as measured by ERLA and AIMSWeb will remain stable over the summer months thereby increasing students achievement in the area of reading upon return to school.	June-August 2017	Completed reading logs
Quarterly Parent Trainings- Pastries with Parents	Reading Coach	Information delivered to parents to support students in the areas of science, math and reading in the home environment.	August 2016-May 2017	Sign In Sheets
Parent Book Study	Administration	Developing awareness of the growth mindset in students	August 2016-May 2017	Sign In Sheets
Parent Training	Administration	Helping Parents understand the scientific process so they can support their child through the Science Fair process.	November 2016	Sign In Sheets

## Staff Training

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Class Websites	AP/Media Specialist/Teachers	Parent communication allowing parents to be aware of how to help students at home which will lead to an increase in scores on Learning Checks and FSA.	August 2016-May 2017	online database

MTSS Process	Guidance Counselor	Our school will show an increase of movement in students from Tier 3 to Tier 2.	August 2016-May 2017	teacher conference records
Skyward Family Access	IPC, Parent Liasion, Guidance	Parental awareness of how to help students at home, which will lead to increase in scores on Learning Checks and FSA.	August 2016-May 2017	# of registered parents
AIMS Web Data	Reading Coach	Awareness of performance, which allows parents to know how to help at home to aid increasing scores on Learning Checks and FSA.	August 2016-May 2017	evaluation results
Teacher Check-Out Program	Title 1 Parent Liason	Parents will be able to have tools to help students at home which will aid in increasing scores on Learning Checks and FSA.	August 2016-May 2017	teacher sign-in sheets
Student Led Conferences	Administration	Students will have an opportunity to review their data and set academic goals with their parents thereby increasing achievement in all academic areas.	December 2016 & May 2017	Student Led Conference Form
Identifying the Gifted Child	School Psychologist	Teachers will identify gifted traits in students, communicate with parents and identify potential students for gifted screening.	August 2016-May 2017	sign in sheet
Florida Standards Training (Learning Targets and Performance Scales)	Administrations and academic coaches	Training for teachers on FSA standards learning targets and performance scales will result in higher achievement and proficiency on the FSA tests.	August 2016-May 2017	sign in sheet
Class Dojo	Administration	Trainign teachers on using ClassDojo to facilitate communication with families and increase parent engagement.	August 2016-May 2017	Sign in sheet

## Other Activities

A Parent Resource Room is equipped with educational resources to assist parents with engaging in activities which promote educational success. Parents have access to computers in the library to access the Student Portal and Accelerated Reader.

Each parent will receive a Calendar of Events which provides important dates for Parent Involvement Activities. A Parent-School Compact will also be given out at the beginning of the school year that will outline expectations for parent, teachers, and students. Teachers will use/review/revise this Compact in discussions with parents concerning their child's progress.

Students in grades K-5th will receive a planner that allows for written communication between teachers and parents. Planners will be updated daily with academic notifications and will require a parent signature. All students will receive a school communication folder that will be sent home weekly with student work, classroom and school newsletters, student data, and additional important information.

District Parent Surveys will be advertised on out school marquee the mobile application.

School volunteers are recruited at the beginning of each year through information sent home to parents and the local newspaper. At the end of the year, volunteers are celebrated with an appreciation breakfast.

The Title 1 Parent Resource Van will visit the school campus 4 times during the school year. Notification of the date of the visits will be advertised in the school newsletter, Skylert Calls and the Mobile App feature.

Parents and families are encouraged to visit the District Title 1 Parent Resource Center and our teachers will utilize the Teacher Check Out Program that the centers offers.

The Home-School Connection Newsletter will be sent home monthly with every student.

Parents and Community will be invited to participate in Career Day scheduled for May 2017.

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## **Communication**

Our school will share timely information about the Title I programs including 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. Initial information will be shared during the Title I Annual Meeting held in September 2016.

Teachers, counselors and other school personnel will maintain regular contact with parents through personal calls, phone texts, and emails in an attempt to reach parents who do not or cannot participate to seek input and increase involvement.

Home visits are provided by Social Services.

Parent Training and Family Engagement Workshop information will be distributed to parents via flyers, by utilizing the SkyLert telephone calling system, and the Remind Me app. Events will also be advertised on our school's marquee.

All school information is disseminated through a monthly newsletter, the schools SkyLert calling system, as well as mass parent letter mailings. This is inclusive of those parents who did not attend planed events to ensure they receive all information.

All school information is presented to families in a language that they may easily understand (free from jargon, educational acronyms) and translated to their native language.

The use of student planners, Nicky's Folders and a Parent Resource Binder will aide in the dissemination and organization of school information sent home to families.

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## **Accessibility**

Our facility is ADA accessible. Parents with disabilities are regularly invited to all parental involvement events and family engagement workshops. If support is needed to accommodate a disability, appropriate arrangements will be made.

Translators for those in need of assistance with Spanish and/or American Sign Language are available upon formal request, as well as informally, through our many bi-lingual staff members. Phone calls using the SkyLert messaging system will be provided in English and Spanish, by the principal and the bilingual assistant principal.