

RIMES EARLY LEARNING & LITERACY CENTER Title I, Part A Parental Involvement Plan

I, Dr. Stacey Roberts, 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)].

Stacey Roberts

10/11/16

Signature of Principal or Designee

Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: At Rimes Early Learning and Literacy Center, we believe parent involvement is the foundation for student success and achievement. Parents are encouraged to be active participants in their children's education. The mission of the school includes a deep focus on reading, writing and mathematics to ensure a solid educational foundation for our students.

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: At Rimes Early Learning and Literacy Center parents are involved in all aspects of its Title 1 programs. Parents represent over 51% of the School Advisory Council (SAC) and are active in the review, development, and implementation of the Title I Plan. During monthly meetings parents provide input on how parent involvement funds are utilized.

The Rimes Parent Teacher Organization (PTO), formed during the 2009-2010 school year, is active in all plans for Title 1. A climate survey is completed and parents' suggestions (or recommendations) are considered and implemented to the extent feasible. Changes to schedule times for SAC meeting must be voted upon.

The school web site is utilized for parents and community members to provide input online. School, community, and family events provide another avenue to obtain input from parents. During The Annual Title 1 Meeting, for example, parents are oriented concerning PIP, SAC, PTO and other opportunities to be involved in the educational process.

Documentation is recorded through sign-in sheets of those in attendance. Also, minutes of the meeting are recorded. All presentation materials, agendas, and handouts are retained as proof of a meeting.

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	Title 1- VPK (2-full day and 1-half day)	The offices of Title 1 and VPK work closely together to provide a transitional program that prepares VPK students to enter the regular Kindergarten program. Likewise, VPK teachers are in contact with parents and often meet to discuss the individual needs of the student (s). During many planned activities, parents function as volunteers to the teacher in outdoor activities, field trips, and enrichment programs. Our VPK students and families are included in all school events. The Guidance Counselor, Literacy Coach and FSL work together to coordinate support for these programs.
2	IDEA	As required by law, additional support will be provided according to the IEP. Parents are included in all IEP meetings along with teacher, ESE specialist and ESE support staff. Students with disabilities are included in all school events. They are also included in the general education classroom, as appropriate. The ESE specialist coordinates school-wide support for IDEA requirements.
3	Title I, Technology Resources	Parents have opportunities for technology trainings with the FSL at the PRC. Laptops and iPads are available for checkout to families. The FSL coordinates equipment and training for parents.

4	Title I, Part C	Migrant Families, once identified by demographic surveys (or school staff), are advised of various services within the community that meet their particular needs. In addition, the Family School Liaison and Guidance Counselor work in conjunction with the LEA to ensure parents receive services, such as transportation, shelter, food, and other assistance (i.e. counseling, language translation, or etc.).
5	Title X	Homeless Families - The family school liaison works with the guidance counselor and district liaison to provide resources, transportation, materials, food and clothing for families in transition.
6	Title III	English Language Learner students and families are provided resources and materials as requested to assist children with meeting educational achievement goals. Translation services are provided at all parent events. The Guidance Counselor serves as our ESOL contact and coordinates services and support for our English Language Learners.

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	FSL and Principal	Aug.-Sept. 2016	Copies of agenda
2	Develop handouts	FSL and Principal	Aug.-Sept. 2016	Copies of handouts
3	Prepare presentation	FSL, Literacy Coach and Principal	Aug.-Sept. 2016	Copy of PowerPoint presentation
4	Advertise event	FSL, Principal, Staff	Aug.-Sept. 2016	Utilize call-out system, post on website, invitations sent home with students
5	Publicize event	FSL, Principal, Staff	Aug.-Sept. 2016	Newsletter, call-out system and website
6	Develop sign-in sheets	FSL	Sept. 2016	Sign in sheet for meetings
7	Conduct meeting	FSL and Principal	9/8/16	Sign in sheets
8	Safekeeping of documents	FSL and Principal	Aug.-Oct. 2016	Housed in FSL office

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: Parent involvement is highly encouraged at Rimes Early Learning Center. The school offers flexible times for all meetings that require parents' attendance to discuss their child's academic progress. A translator will be provided for Spanish speaking families. Our Annual Title I meeting is scheduled for September.

The FSL maintains a flexible schedule which provides parents access to the Parent Resource Center during times convenient for them. Child care will be available. FSL will make home visits if necessary. If requested, the FSL will meet with parents who are unable to attend the Annual Title I meeting. If parents are unable to attend Report Card

Night, the teachers will offer another time that is convenient to the parent.

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 Parent Meeting	Leadership Team	Parents will gain a better understanding of how Title I funds support student achievement.	9/8/16	Sign-in sheets, handouts, agenda, presentation materials
2	Report Card Nights & Individual Conferences	Classroom Teachers	Discuss each child's expectations, goals and assessment results throughout the year.	10/27/16 and 3/30/17	Conference logs, parents signatures on conference forms
3	Literacy Fair/Kiwanis Book Celebration	FSL, Literacy Coach	Classes will share their favorite book through a storyboard display. Each child will discuss his/her contribution to the project with parents. Flyers will be available with "Tips for Parent Reading At Home". Kiwanis is holding a book centennial celebration and every student will receive a free book.	1/26/17	Sign in sheets, handouts, agendas, presentation materials, FIDO
4	Prescriptive Resources	Teacher, FSL	Teacher will give recommendation for materials supplied by FSL.	Throughout the year	Copy of teacher's prescription, copy of sign out of materials sheet
5	Technology Training for Parents	FSL, ILS, Tech Con	Individual assistance in basic computer skills	Throughout the year	Sign in sheets, handouts, agendas
6	Science Fair/Mad Science	FSL, Literacy Coach	Increase student interest in and attraction to science. Mad Science Night will stimulate a child's mind and spark their imagination	4/20/17	Sign in sheets, handouts, agendas, presentation materials
7	Donuts for Dads	FSL	Fathers, or significant male role models will take a child to school to learn about it and what their child is learning.	9/28/16	Sign in sheets, handouts, agenda
8	Muffins for Moms	FSL	Mothers, or significant female role models will take a child to school to learn about it and what their child is learning	Winter 2016	Sign in sheets, handouts, agenda

9	Academic Night	FSL and Principal	Parents will learn instructional strategies and practices to strengthen their child's academic success.	10/13/16	Sign in sheets, handouts, agenda
10	Scholastic Book Fair	FSL and Media Specialist	Parents will help improve their child's literacy skills.	3/27-3/31/17	Event flyer, call outs, sales receipts
11	VPK Roundup	Guidance Counselor, FSL	Parents will register their students for the upcoming school year. Students will be given an assessment.	April 2017	Event flyer, call outs, website, registration packets
12	Kindergarten Roundup	Guidance Counselor, FSL	Parents of prospective Kindergarten students will watch a movie and tour Kindergarten classrooms to learn about our programs.	April 2017	Event flyer, invitations, call outs, website, registration packets
13	Open House	Leadership Team, Classroom Teachers	Parents will tour the school, learn about our programs, meet teachers and visit classrooms.	9/8/16	Sign-in sheets, handouts, call outs, ppt presentations
14	Honor Roll Ceremonies	Leadership Team, Classroom Teachers	Parents will attend Honor Roll Ceremonies and end of year celebrations for students in grades K-2	After 1st and 4th grading periods	Sign in sheets, call outs

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	Staff training on value of parental involvement during the monthly faculty meetings	Principal, FSL	Improve connections between parents and staff by presenting best practices	School Year 2016-17	Sign in sheets, agendas, and presentation documentation
2	Monthly FSL Trainings	LEA	Provide training to the FSL on providing educational support to students and their families	School Year 2016-17	Monthly FSL meeting agendas
3	Annual District professional development on increasing parental involvement	LEA	Staff will be more equipped to reach out to families and students while providing educational support	School Year 2016-17	Training agenda, handouts

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: Rimes ELLC has a Parent Resource Center, which is readily accessible for parents to view and borrow materials on their own accord or as recommended by the teacher. The Family School Liaison and Leadership Team members promote the Parent

Resource Center through PRC tours, Annual Title 1 Meeting, and the school website along with event notices, newsletters, and teacher prescriptions sent home. The FSL will keep a sign-in sheet to record the visitors to the PRC. The FSL and Leadership Team members will assist parents in using the new strategies to improve their child's success in various academic areas.

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: The Annual Title I Parent Meeting has a brief PowerPoint that introduces and explains Title I, the PIP, and school-wide curriculum. In addition, parents are given important websites to use which enables them to pursue information about our schools in Lake County. Parents also receive information and suggestions on how they can increase their involvement in their child's education both at school and at home.

Parents will be notified as to the dates and times of our Parent and Family events in a timely manner through a variety of mediums (via website, call-out system, newsletters, flyers in languages spoken by Rimes families), which includes a minimum of one week notice prior to the event. Rimes will host parent events such as Meet the Teacher, Open House, Mad Science Night and Academic Night. Parent sign-in sheets, suggestions, and handouts will be filed using the recommended Title I procedures.

Data for documentation of parent participation will be collected based on RSVP's for parent events, parent sign-in forms, and meeting minutes. Evidence of parent attendance will be recorded. Parents will receive a brief summary of the information provided at Title 1 meetings, in newsletters and/or on the school web site after each meeting.

Parents will have the opportunity to contact the teacher for individual conferences. These conferences will provide the explanations of subjects, assessments, and progress of their children along with strategies parents can use at home. Teachers will maintain sign-in sheets and will provide a copy to the FSL who maintains the documentation for Title 1.

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: Parent and family events are held on a variety of dates and times intended to accommodate parents' schedules. Communications, oral and written, pertaining to parent events and meetings are provided in languages that reflect the languages spoken by that particular family. The English Language Survey, completed during student registration, provides information concerning students whose parents may need oral (or written) communication in a language other than English. All written invitations to attend parent events will include the special needs request statement. Parents with special needs will be provided accommodations on a case-by-case basis so they can participate.

The complete PIP will be posted in the LEA's and school's websites. If electronic communication is not available at home, hard copies of the SIP, PIP and Title I Plans are maintained in the Office and Parent Resource Center (with the Family School Liaison) for parents to review and make suggestions or comments. Parents of migrant students will receive accommodations based on their individual needs.

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	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Provide hands on training at our site. Provide opportunities for parents to serve on SAC and PTO to become effective parent leaders.	FSL, Principal	Improve the ability of parents to participate in school and district decision making activities.	Spring 2017
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)];	Request parent involvement surveys and schedule meetings and events at times that will allow for maximum parent involvement. Disseminate information about upcoming events via website, phone calls, newsletters, flyers in native languages spoken by our families.	FSL, Principal	Provide parents more opportunities to attend events that will, in turn, give parents strategies to be an advocate for their child's education.	Ongoing

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	Report Card Night	2	311	Teachers discussed with parents the expectations, goals, and assessment results throughout the year
2	Open House	1	101	Teachers discussed with parents the expectations, goals, and assessment results throughout the year
3	Science Fair/Mad Science Night Parent Event	1	26	Provided science and literacy strategies for parents to implement at home. Literacy skill development for students.
4	Annual Title I Meeting	1	64	Parents gained a better understanding of how Title I funds support student achievement.
5	Math, Write Now!	3	46	Parents learned about mathematical practices and strategies to help their students.
6	Meet the Teacher	1	185	Parents met their child's teacher and learned about instructional programs at Rimes.
7	Donuts with Dads	1	57	Fathers and male role models learned about our school and met staff.
8	Family Literacy Night	1	75	Parents learned about our focus on literacy skills, participated in literacy activities with their child and received free books from Kiwanis and the Leesburg Library.
9	VPK Registration	1	36	Parents learned out our VPK program, met our teachers and completed application packets.
10	Kindergarten Round Up	1	29	Parents learned about our programs, met our teachers, toured our school, and completed registration packets.
11	PK Promotion	2	227	Parents attended year-end promotion celebration.
12	Kindergarten Awards	1	140	Parents attended year-end promotion celebration.
13	1st Grade Awards	1	36	Parents attended year-end promotion celebration.
14	2nd Grade Moving On Ceremony	1	27	Parents attended year-end promotion celebration.
15	Prescriptive Resources	6	25	Teachers referred parents to PRC for student assistance and support.
16	Technology Training for Parents	6	30	Parents received technology training.

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	Staff training on value of parental involvement during monthly faculty meetings	1	27	Improved connections between parents and staff by presenting best practices
2	Monthly FSL trainings	8	1	FSL learned how to better support families with students' educational needs.

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	Consistent communication	Continue to improve parent communication through weekly call outs, website updates and event/informational flyers. With the addition of our new bilingual FSL we will increase communications with our spanish speaking community.
2	Limited English proficiency	Provide translators for all parent events.

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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