

## HENRY E.S. REEVES ELEM. SCHOOL Title I, Part A Parental Involvement Plan

I, Julian E. Gibbs, 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

  
Date Signed

### Mission Statement

#### Parental Involvement Mission Statement (Optional)

**Response:** The staff at Henry E.S. Reeves Elementary School encourages our parents to participate in the decision making process by joining EESAC and PTA. We send home fliers, make telephone calls through Connect-Ed, and advertise information on the marquis. We also encourage parents to participate in EESAC, PTA and Parent Academy meetings.

### 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:** Parents are part of the EESAC and PTA. Meetings are held on a monthly basis to review progress of the Student Improvement Plan, decisions regarding the utilizations of funds for curriculum as well as parental involvement. Also, annual evaluation will be conducted using surveys completed by the parents, students and

staff to better adhere to the needs of all stakeholders. The results will be utilized to evaluate the effectiveness of parent involvement.

## 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	Individuals with Disabilities Education Act (IDEA)	Supplemental instruction support provided by the school will be discussed with parents during Open House, Title I Parent Meeting and throughout the development of students IEP's.
2	Parent Portal Workshop	Teach parents how to utilize the parent portal and additional resources offered.
3	PTA/Open House	Administration and Community Involvement Specialist
4	EESAC Meetings	Administration and EESAC Chairperson
5	Title I Resource Center	Community Involvement Specialist
6	Homeless Assistance Program	The Homeless Assistance Program seeks to ensure a successful educational experience for homeless children by collaborating with parents, schools, and the community.
7	Counselor Chats	The counselor provides monthly chats on a variety of topics geared toward assisting students with the development of academic and social skills needed for academic achievement.
8	Principal's Meetings	The principal conducts annual, grade level specific meetings for parents regarding curriculum, instruction and assessments; providing parents with important information regarding the academic programs offered for students.

## 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	Open House/Title One Public Meeting	Administration & Teachers	August	Marque/Flyers/School Web-Site/Newsletter
2	Announcement Marquee/Parent Link	Adminstration	Mid-September	Photos/Parent Link Report
3	Connect Ed Message	Administration	Mid-September	Percent of sucessful delivery log

4	Meet & Greet Day	Administration	August	Sign In Sheets
5	Parent Academy	Community Involvement Specialist	Ongoing	Sign In Sheets/Agenda

## 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:** Henry E.S. Reeves Elementary schedule flexible meeting times throughout the year to make an attempt to accommodate 100 percent of our parents. We inform and educate our parents regarding the various benefits we incur as being a Title I School. Parents are made aware of how important it is to become a part of the Reeves family. Henceforth, they are informed and encouraged to participate in our School Improvement Plan, EESAC and PTA meetings. In addition, parents are informed of their child's academic progress, their test scores if applicable, the various academic skills aligned with the Florida Standard Assessment curriculum and how we can work together to fortify deficient academic areas. Home visits are conducted on a regular basis in coordination with the Community Involvement Specialist.

## 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	Opening of Schools Meet & Greet	Administration	Promotes school expectations	August 2016	Sign-In rosters
2	Parent Volunteer Training	Administration	Promotes parental involvement	Ongoing	Sign-In rosters
3	Academics & Data Parent Night	Administration, Teachers and Reading Coach	Parents will be given information and strategies to fortify reading and math skills	January 2017	Marquee, Flyers, Connect Ed messages, Sign-In rosters
4	Differentiated Instruction	Teachers	Teachers will conduct individual conferences throughout the year to discuss academic progress, assessment results, expectations and academic challenges	Ongoing	DI Grouping Template
5	Health Connect	Administration/ School Nurse	Student Wellness	Ongoing	Student Immunization Records and Attendance
6	Parent Academy	Community Involvement Specialist	Parenting skills to enhance student achievement	Ongoing	Increased Student Achievement

7	Parent Portal Training	Administration	Promotes parental involvement and awareness	Ongoing	Student Achievement
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## 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	Annual Title 1 Meeting	Administration	Strategies for supporting students in their academic progress	August 2016	Agenda, Sign-In sheets and Staff/Parent feedback
2	Student Services	Counselor	Support for the academic program	Ongoing	Conference Logs, Sign-In sheets and Feedback
3	CIS monthly meetings/workshops	Community Involvement Specialist	Provide training for support services in meaningful ways to improve academic achievement	Monthly	Sign-In rosters
4	Cultural Sensitivity	Administration	Provide information to staff regarding various cultures and economic diversity	October 2016	Agenda, Sign-In sheets and Staff/Parent feedback
5	Parent Academy	Community Involvement Specialist	Increased Student Achievement	Ongoing	Florida Standards Assessment
6	EESAC	EESAC Chairperson	Increased Parental Involvement	Monthly	Sign In Sheets/ EESAC Minutes

## 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 parent resource center is located in the Community Involvement Specialist office. There are resources available to all parents. Computers are available in the Professional Development room for parents to access the parent portal and student portal.

Teachers will promote the benefits of participating in parent conferences to review student progress throughout the year. In addition, the principal promotes constant communication at various meetings providing information to the parents regarding student success.

## 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:** Henry E.S. Reeves Elementary is committed to meeting with parents as needed and communicate in a timely manner to parent concerns and questions via email, telephone, letters or conferences at the convenience of the parents. Translators are always made available for parents who need translations.

## 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:** Henry E.S. Reeves Elementary provides the School Parent Involvement Plan in English, Haitian-Creole and Spanish. Parents are notified of the plan in the school's newsletter, website, and made available in the front office of our school. All correspondences regarding parent meetings are available in diverse languages. Translators are provided during parent meetings on a as needed basis.

## 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)];	PTA/ESSAC Recruitment	Community Involvement Specialist	Increased Student Achievement	Ongoing
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)];	Parental Workshops	Community Involvement Specialist	Improved home school communication and involvement in their child's learning	Ongoing
3	Adopting and implementing model approaches to improving	Use of Parent Links to inform parents of	Administration, Teachers and	Enhanced participation in	Ongoing

	parental involvement [Section 1118(e)(11)]; and	upcoming events and activities	Counselor	Family Activities and encourage parents to be partners in learning	
4	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	EESAC	EESAC Committee/ Administration	Increased Organization and Parental Involvement	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.

<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	Opening of Schools Meet & Greet	1	350	Promotes school expectations
2	Parent Portal Training	1	180	Promotes parental involvement
3	Data and Curriculum Parent Night Out	1	200	Provided parents information and strategies to fortify reading and math skills.

### **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	Communicating and working with parents	1	50	Improve the ability of staff to work effectively with parents.
2	Community Involvement Training	1	50	Provide training for support services in meaningful ways to improve academic achievement.
3	Cultural Sensitivity	1	50	Provide information to staff regarding various cultures and economic diversity.

### **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)].

<b>count</b>	<b>Barrier (Including the Specific Subgroup)</b>	<b>Steps the School will Take to Overcome</b>
1	Some parents have limited English proficiency	Provided parents with ESOL classes offered at Turner Tech Senior High

### **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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