


ALACHUA ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Eva Copeland, 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 school wide 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)];
- Inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Centers (PIRC) in Florida, i.e., PIRC of Family Network on Disabilities in Florida (FND) and PIRC at University of South Florida (USF) [Section 1118(g)];
- 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

4/28/17

Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: All parents will become active partners in the education of their children. Alachua Elementary will continue to work on a climate that facilitates this partnership.

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: Alachua Elementary School believes in involving parents in all aspects of its Title I programs. The SAC consists of school staff, community and parent members and has the responsibility for developing, implementing, and evaluating the various school level plans, including the SIP and PIP. Openings for parent and community members on the SAC are advertised, nominations ballots are taken from interested participants. Sign-in sheets and SAC minutes provide documentation of those participating and of their discussion of all matters for each SAC meeting and during school events and Title 1 morning and evening events. In addition, all parents are given the opportunity to review the parent involvement plan and offer their input prior to approval. All parents are given school climate surveys and evaluations at all school events, seeking their input on various aspects of the school and their children's education. Results of parent surveys are reviewed by SAC to determine needed changes. Comments from parent surveys are considered when developing the SIP and PIP. Also, a committee focusing specifically on Parental Involvement will participate and give input for the SIP and PIP, including input for and approval of proposed use of school and Title I funds.

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	Parents as Partners	Alachua Elementary School has dedicated a parent resource area in the Title I room where meetings and visitations can occur.
2	School and Class Websites	Alachua Elementary School will maintain school and class websites with information for parents and the ability for parents to have input. Website will include coordination with functions at Irby Elementary.
3	PI Activities	Alachua Elementary will host a Parent Involvement Activity at least once a semester, at different times of the day. Each event will be advertised on school marquee and all students will receive a FoneHome informing parents of the event. At each event, some topic concerning Parents as Teachers and Partners will be covered and materials handed out. On some occasions, art, music and academic projects may be showcased.
4	ELL and Migrant Services	Alachua Elementary School will continue to work closely with the families of ELL students. Working together with Migrant Services individual tutoring is provided to specific students and Extended School Year for qualifying 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 (school wide 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 presentation materials that address the required components.	Principal, AP, Title I Lead Teacher	August / September	Copies of agendas, PowerPoint presentation and handouts, sign-in sheets and evaluations
2	Develop and distribute invitations	Principal, Title I Lead Teacher	August / September	Sample flyer with distribution date, also post on website
3	Advertise/publicize annual meeting	Principal, Title I Lead Teacher	August / September	Post on school marquee, school website, principal's newsletter, PTA newsletter, FoneHome
4	Develop sign-in sheets	Title I Lead Teacher	August / September	Sign-in sheets for meeting
5	Maintain documentation of annual meeting	Principal, AP and Title I Lead Teacher	August / September	Title I documentation file at school, copy to district Title I office, including Parent evaluations.
6	Conduct Annual Meeting	Title I Lead Teacher, Principal	August / September	Agenda, minutes, sign-in, evaluations, Power Point Presentation

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: The leadership and staff of Alachua Elementary School have a strong belief in the importance of parental involvement and have therefore put measures in place to offer parent meetings at flexible times throughout the school year. We will strive to accommodate parents' work schedules and other responsibilities with various meeting days and times and will offer childcare when appropriate. These flexible meetings will include but are not limited to before and after school, conference days, and conference evenings throughout the school year. Materials will be provided for parents who are unable to attend meetings, in addition to being in print and on line (school website).

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	<u>Parents as Partners</u> – AES has a parent resource area in the Title I room where meetings and visitations can occur.	Principal / Title I Lead Teacher	Improve and increase parent involvement in order to raise student achievement.	August	Sign-in sheets, Check-out sheets of materials for home use

2	School Websites: AES will maintain the school website with information for parents and the ability for parents to have input.	Principal / Webmaster/ AP/ Teachers	Improve and increase parent involvement in order to raise student achievement	August-May	Website
3	PI Activities: AES will host a Parent Involvement Activity at least once a semester, at different times of the day, where students and parents can participate in activities directly relating to academics. Each event will be advertised on school marquee and all students will receive a FoneHome informing parents of the event. At each event, some topic concerning Parents as Teachers and Partners will be covered and materials handed out. On some occasions, art, music and academic projects may be showcased.	Principal/ AP/ Title 1 Lead Teacher/ various grade level teachers	Provide parents with knowledge, expectations and strategies to help prepare their child for success in school.	August - May	Agendas, Parent Evaluations, Sign-in sheets, Copies of information distributed to parents
4	Open House: Principal and teachers meet parents and students and provide information to parents about school procedures, routines and expectations for students	Principal / AP	Provide parents with knowledge, expectations and strategies to help prepare their child for success in school.	August/ September	Agendas, Parent Evaluations, Sign-in sheets, Copies of information distributed to parents
5	Planner Training: Principal and teachers meet with parents to explain the new planners for students and how they will be used for communication between school and home.	Principal/ AP/ Title 1 Lead Teacher	Increase student achievement and home school communication.	August/ September	Agendas, Parent Evaluation, sign-in sheets and copies of information to parents
6	Literacy Night: Presenters will provide strategies to help parents support their children in reading and writing. Materials will be provided for parents.	AP, Title 1 Lead Teacher, FCIMS Coordinator, Literacy PLC members Grade Level Teachers	Improve the ability of parents to help their children build strong reading skills	February/ March	Invitations, Agenda, sign-in sheets, parent evaluations
7	Math/Science Night: Presenter will share with parents ways to encourage and support achievement in math and science for their students. Materials will be provided for parents.	AP, Title 1 Lead Teacher, FCIMS Coordinator, Math PLC members	Improve the ability of parents to help their children build strong math skills.	November	Invitations, Agenda, sign-in sheets, parent evaluations

8	Assessment Workshop: Trainers will present a workshop providing parents ways to support their children in preparation for assessments in reading, math and/or science. Materials will be provided for parents.	AP, Title 1 Lead Teacher, FCIMS Coordinator, Classroom Teachers	Improve the knowledge parents have of the assessments that will be given throughout the year.	September and January	Invitations, Agenda, sign-in sheets, parent evaluations
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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	<u>Staff Meeting:</u> Principal will review the DPIP, Alachua Elementary PIP, and Home School Compact with all staff prior to the Annual Meeting	Principal, Title 1 Lead Teacher	Improve the ability of staff to work effectively with parents by providing them with information on how Title 1 will be involving parents in their child's academics.	August/ September	Agenda, sign-in sheets
2	<u>PLANNER TRAINING</u> – Principal and teachers learn about the new planners for students and how they will be used for communication between school and home.	Principal/ AP/ Title 1 Lead Teacher	Increase student achievement and home school communication.	September	Agendas, sign-in sheets and copies of information given to parents
3	Review four (4) Modules of Parent Involvement	Principal, AP, Title 1 Staff	Increased Parent Involvement has a positive impact on student achievement	August/ September	Sign-in sheets, agendas

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: Expand and enhance the Parent Resource Center at AES. 1) Continue to expand and grow our new center, with parent input 2) Maintain inventory of center, 3) Research and procure new materials from Parent Resource Centers -- which will be accomplished by the Principal, CIMS Coordinator, AP and staff.

Advertise that the Parent Resource Area contains resources to be checked out in newsletters and on school and class websites.

Maintain sign-in sheets and materials check-out record.

Expand and enhance school website to encourage parent involvement during the summer on new district and school portal - School Technology Coordinator(s).

Utilize opportunities for district training in website development and maintenance; implement updates to website more frequently; include important parent documents on website (ex: PIP and compact).

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 school wide 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: At the Title I Annual Meeting for Parents, Alachua Elementary will hold a general meeting where information will be presented about the Title I programs, the curriculum, and academic assessments. Parents will be made aware of procedures for reporting student academic progress, including interim progress reports, quarterly report cards, and district and statewide assessment score reports. Parents will learn about the school wide Title I program, how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child. A PowerPoint presentation with handouts will be given that include all of the topics mentioned above. Parents will also be given a copy of the district and school level Parent Involvement Plans as well as the Alachua Elementary Parent Compact. The same information will be provided in a packet and distributed to all parents who were unable to attend. Sign-in sheets, signed cover letters, signed parent compacts, and other documentation of the distribution of information will be maintained by the school. All will be documented on the school website.

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: The faculty and staff at Alachua Elementary will provide opportunities for all parents to be involved in school activities by communicating these opportunities in a variety of ways; including website, phone home, and newsletters as well as teacher to parent communications. In addition, these communications can be provided in students' native language for families of students with limited English proficiency. Quarterly reports of ELL enrollment will document fluctuations in school population and ensure that information is being communicated and made available to parents of English Language Learners.

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	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	offer flexible meeting and activity times for parents and provide childcare	Principal	Improve and increase parent involvement in order to raise student achievement.	August - June

	conferences at school [Section 1118(e)(10)];				
2	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Utilize business and community partners as participants in parent involvement activities	Principal, AP, Title 1 Staff	Increase community and business partnerships' role in supporting parent involvement in order to raise student achievement.	August - June