

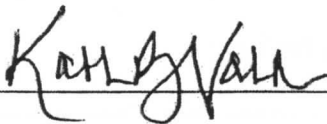
# J. J. FINLEY ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

2017-2018

I, Kathleen Valdes, 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)].



May 5, 2017

Date Signed

Signature of Principal or Designee

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Presentation of information	Principal-Lead Title I Teacher	September 2017	Copy of Agenda, Minutes, Sign-in sheets and evaluations
2	Maintain documentation	Lead Title I Teacher	August 2017-June 2018	Title I documentation box
3	Develop Sign-In sheets	Lead Title I Teacher	August 2017-September 2017	Sign-in sheets for meeting
4	Publicize event	Lead Title I Teacher	September 2017	Copy of school newsletter, school marquee, phone home, flyer in weekly folders
5	Develop agenda & handouts	Lead Title I Teacher	August 2017-September 2018	Copies of agenda and handouts

## 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:** J.J. Finley Elementary offers parent meetings at flexible times throughout the school year. The annual Title I meeting will be held so working parents will have the opportunity to attend. Materials for parents to check out to work with students at home are made available in the Title I Resource room throughout the year. The Open House, Finley Family Night, Neighborhood Outreach Program(s) and Finley Fine Arts Fair will be held in the evening. Conference afternoons/evenings will be held once each semester in conjunction with Finley Family Night and the Finley Fine Arts Fair/International Food Festival. The Meet the Teacher event will be held in the afternoon. The Parent Resource area will be available during the school day, as well as before and after school, and includes newsletters, parent resources and important school notices.

## Building Capacity – Parent Activities

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)].

	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Parent Workshops: Reading, Writing, Math or Science (depending on grade level)	Classroom teachers, Title I lead and CIMS Instructional Coach	Improve the ability and knowledge of parents to work successfully at home to increase student achievement	September 2017-November 2017	Parent Evaluations, Sign-in Sheets
2	Parent Workshop(s): Neighborhood Outreach	AP; Title I Lead Teacher; classroom teachers	Provides parents with information on how to help students be more efficient in homework and improve their academic skills	September 2017-April 2018	Parent Evaluations, Sign-in Sheets
3	Finley Fine Arts Fair/International Food Festival	Classroom Teachers, Title I Lead Teacher	Informs parents of curriculum and yearly progress	May 2018	Parent Evaluations, Sign-in Sheets

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:** Maintain existing Parent Resource Area, purchasing books and materials as needed.

Continue to publish Finley Flyer Newsletter, informing parents of upcoming events and activities as well as grade level curriculum information.

As an ESOL center school, we also provide written resources in as many languages as possible. Investigate/evaluate costs associated with adding needed multilingual signs around campus.

The yearly parent survey serves as an evaluative tool to demonstrate effectiveness.

Neighborhood Outreach Program(s) increases parental involvement and ongoing relationships with the school.

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## 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:** The Annual Title I meeting will be held in early Fall where information will be presented about the school wide Title I program, curriculum standards, academic assessments and proficiency level expectations. Parents will be provided with a packet of information including the Title I school wide notification letter, Parent's Rights notification, district-wide Parent Involvement Plan, the Title I School Compact and the school Title I Parent Involvement Plan. Parents will be informed of their child's progress on a regular basis, including FSA, AIMS, and other assessments, i.e. – 3<sup>rd</sup> Grade Portfolios, iStations, etc. Title I information will be provided in a timely manner through newsletters and parent resource center. The information provided to parents will be monitored through sign-in sheets, evaluations, signed Title I cover letters, signed parent compacts and other documentation. Samples of the distribution of information will be maintained. Evaluations of meetings will be used to assess understanding of Title I programs. Parents are strongly encouraged to attend one parent conference during the school year where the Title I Home School Compact will be referenced.

## 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)].

## JJ Finley's Title 1 Home School Compact 2017-2018

J.J. Finley Elementary and the parents of students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards.

### School Responsibilities: JJ Finley will

- Provide to parents, in a timely manner, information about Title I, Part A programs, including a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the expected proficiency levels. This information will be provided in an understandable form, including alternative formats, upon the request of parents with disabilities, and, when possible, in a language that parents can understand. These will be provided through the daily planner, emails/phone calls, weekly take home folders, interim progress reports, report cards and regularly scheduled conferences.
  - Information is also available in Parent Resource Area of Media Center.
  - Involve parents in the planning, reviewing, and improvement of the school's parental involvement policy and school wide program plan in an organized, ongoing, inclusive and timely way.
  - Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.
- Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
    - Staff will initiate parental contact via phone or conference during the first nine weeks
    - Staff will return parent phone calls or emails in a prompt timely manner
    - Appointments for conferences can be made through the teacher or school office
    - Parents will be invited to volunteer in the classroom, attend field trips/performances
    - Regular communication via student planners, behavior charts, folders, etc.
  - The school will offer a number of additional parental involvement meetings within flexible meeting times.

### Parent Responsibilities

**We, as parents, will support our children's learning in the following ways:**

- 1) Ensuring my child's regular and punctual attendance to promote successful school progress
- 2) Making sure my child is getting adequate sleep to be successful at school
- 3) Making sure that homework is completed and planner/reading log is signed promptly
- 4) Monitoring amount of television, video games and non-educational screen/electronic time with positive use of extracurricular time
- 5) Participating, as appropriate, in decisions relating to my children's education
- 6) Assisting my child in adhering to dress code
- 7) Staying informed about my child's education by regularly utilizing the online grade book and promptly reading, and responding to, all notices from the school or the school district
- 8) Providing up to date contact information (phone numbers, email addresses, etc.) to school
- 9) Supporting and enforcing school rules at home

### Student Responsibilities

**We, as students, will share the responsibility to improve our academic achievement in the following ways:**

- a) Do my homework as assigned and ask for help, including requesting materials/supplies, when needed
- b) Work with my teacher to set quarterly academic goals; discuss strategies to reach them
- c) **Read at least 30 minutes** every day outside of school time; practice/review **math facts**
- d) Demonstrate **respect** for myself and others in the school community
- e) Demonstrate **respect** for school property (library books, materials, etc)
- f) Give to my parent/guardian, **all** notices/information (planners, folders, charts, etc) received from my school **every day**
- g) Maintain and use planner (grades 2-5)

**J. J. FINLEY SCHOOL**

School

May 4, 2017

Date

Parent

Date

Student

Date