**Richard Milburn Academy East/West, Title I, Part A Parent & Family Engagement Plan previously known Parental Involvement Plan.**

I, **Art Sands**, 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 1116 (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 1116 (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 1116(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 1116(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 1116(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)].

Art Sands 9/7/2017

|  |  |
| --- | --- |
| **Signature of Principal or Designee** | Date Signed |

# Mission Statement

Parental Involvement Mission Statement

**Response:**

The staff and administration of Richard Milburn Academy believe that all students can learn; therefore, we accept the challenge to teach all students so they may attain their maximum educational potential. It is in this spirit that we would like to align ourselves as full partners with the parents of our students.   
  
It is the purpose of both RMA faculty and the parents of our school to provide our students with an excellent education that maintains the highest academic standards. We want to educate all students to live and work with all people, to think critically, and to function in the world in which they live; preparing them to value a democratic society in which they become responsible, productive citizens.   
  
Richard Milburn Academy Stingrays are lifelong learners who achieve!

# 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 [Sections1116(c)(3), 1114(b)(2), and 1116(a)(2)(B)].

**Response:**

Richard Milburn Academy believe in involving parents in all aspects of its Title I programs. The SAC/Board has the responsibility for providing input into the development, implementation and evaluation of the various school level plans, including the SIP and Parent and Family Engagement Plan (PFEP). All parents are given the opportunity to review the plans and to offer their input prior to approval. For the PFEP, a Spring survey was sent seeking their input and feedback on activities and materials they felt were needed to help their child. The survey also gauged parent sentiment about the school and how they were meeting students' needs.   
  
Parent meetings will be held periodically throughout the year to plan and review before final decisions are made in regards to school improvement and the parent involvement plan. SAC and Title I meetings will be promoted at school events to promote interest and to inform parents. These meetings will be announced in the newsletter (2x yearly), through ConnectEd calls, notices and email.

# 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 1116(e)(4)].

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| --- | --- | --- |
| **count** | **Program** | **Coordination** |
| 1 | Tutor and testing help | Lists of sites provided by Guidance Counselor - after school as well. |
| 2 | Exceptional Student Education | ESE, at the district level, provides parent workshops and newsletters to assist parents in working with their children both at home and within the school system. We provide supplemental instructional support provided which is discussed with parents during the development of IEP’s |
| 3 | Title I Part A | Materials, Professional and staff development, Math and Science resources/manipulatives, parent involvement workshops, STEM night. |
| 4 | Daytona State College | College prep and dual enrollment, financial aid workshop. |
| 5 | Homeless Education | Agencies will be invited to provide information to both teachers and parents as appropriate throughout the school year. Parent Resource area will provide information for parents/families. |
| 6 | Title I Part D/Homeless and At-Risk Stu. | Supports to students in the form of additional materials. The Jewish Council of Volusia and Flagler counties provided extra school supplies in backpacks for homeless and at-risk students during last year's school term. |

# 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 1116(c)(1)].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Develop agenda, handouts and/or presentation materials to address required components | Title I Liaison | August/ September/October and February/ March and April | Copies of agenda, handouts, PowerPoint presentation |
| 2 | Develop and disseminate invitations to Annual Title 1 Meetings | Title I Liaison | August/ September/October and February/ March and April | Copies of flyer/invitation with date of dissemination |
| 3 | Advertise/publicize annual meeting | Title I Liaison/ Principal/ Secretary | August/ September/October and February/ March and April | Copies of publicity (flyers, newsletter, announcement sent to district office, etc.) |
| 4 | Develop sign-in sheets and parent evaluation forms for annual meeting | Title I Liaison/ Principal/ Secretary | August/ September/October and February/ March and April | Sign-in sheets for meeting and survey |

# 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 1116(c)(2)].

**Response:**

The leadership and staff of Richard Milburn Academy have a strong  
belief in the importance of parental involvement and so offer meetings at a variety of times to accommodate the schedules of parents. Parent survey data indicated this was a need and survey data was used to help determine the most convenient times for parents to attend meetings. Spring Survey data indicated no particular day to stand out among the rest as being the best day to hold events. An array of choices was selected when it came to time of day. The top three best forms of communication were flyers, email and ConnectEd (5).   
  
SAC and PTO meetings will be held beginning at 2:00 on early release days, accommodating for those that cannot come in the evening; meeting 2 will be in the evening. For any parent, unable to attend but desiring the information, we will hold mini meetings in the Parent Center the day after. Workshops and other parent meetings will be scheduled during the evening hours or during school hours at parent request. In an effort to offer access to information to parents who cannot attend any of these meetings, Richard Milburn is using their school website to include information and handouts from these meetings. Additionally, the school Facebook page will contain information about how to access meeting information, and hard copies of handouts will be available in the school front office in the Title I notebook.   
  
The Parent Center is open during regular school hours so that parents may access resources. We will work this year toward building an email bank to notify parents through email. This could possibly include text addresses.

# 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 1116(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 1116(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1116 as parents may request [Section 1116(e)(14)].

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| **count** | | **Content and Type of Activity** | | **Person Responsible** | | **Anticipated Impact on Student Achievement** | | **Timeline** | **Evidence of Effectiveness** | |
| 1 | | Parent Center | | Guidance Counselor | | Increase student performance through increased parent involvement (grades) | | Throughout the year | Sign-in Sheets | |
| 2 | Tutoring for students, parents invited | | Teachers/ Tutor | | Increase in pass rate for students and ability for parents to help at home | | Throughout the year | | Attendance/  Pre-and Post Testing |
| 3 | Calls Home | | Teachers/  Admin | | Increase in attendance and performance because parents are receiving communication about progress | | Throughout the year | | Call/email log |
| 4 | Open House/  Annual Title 1 Meeting | | Teachers/  Admin | | Parent knowledge improves student accountability and thus increased achievement | | September 2017 | | Increase in parent-teacher conferences |
| 5 | Title I Annual Meeting – District developed PowerPoint presentation (Florida Standards, Parents’ Rights, etc. | | Principal/  Title 1 Liaison | | Informed parents contribute to student success | | September/  October | | Sign-in sheets and evaluation data, minutes of meetings, handouts of how to help children at home and parent comments |

# 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 1116(e)(3)].

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| --- | --- | --- | --- | --- | --- |
| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Professional Development - Parent communication log, data chats and using gradebook to communicate with parents | Curriculum and Instruction Admin | Constant communication makes students more accountable and produces better grades | Preplanning | Agenda/Teacher reflection/Sign in sheet/Agenda/Minutes |
| 2 | Professional Development - Parent communication log, data chats and using gradebook to communicate with parents | Curriculum and Instruction Admin | Connection to content and improvement on assessments | Throughout the year | Student behavior, Sign in sheet/Agenda/Minutes |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |

# 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 1116 (e)(4)].

**Response:**

Each campus has a parent resource center. Guidance and front office staff will be responsible for maintaining it and ensuring that everything parents need (computer, letters, pinnacle access) is available. There is a sign in sheet in the front and location can be accessed from there. The resource room is available during school hours.

# Communication

Describe how the school will provide parents of participating children the following [Section 1116(c)(4)]:

* Timely information about the Title I programs [Section 1116(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 1116(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 1116(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 1116(c)(5)].

**Response:**

Title I information will be shared through letter home to parents, connected calls to ensure the information reached home and quarterly newsletter and Webpage updates.   
  
At the Annual Title I Meeting of parents in September and October (3 per year), Richard Milburn Academy will hold a general meeting where information will be presented about the Title I program, curriculum and academic assessment. Parents will learn about the school-wide program and about opportunities to participate in decisions related to the education of their child. Parents will be given an over view of the PFEP and other information including websites and ways to assist their child at home. During classroom visits, teachers will provide additional information relating to their classroom and subject matter. Teachers will maintain sign-in sheets and provide a copy to the school administration for documentation. The notebook log in the front office will be maintained to document when parents requested and received information. Informational packets for parents who were unable to attend the Annual Title I Meeting will be available in the school office. Additionally, throughout the year, parents receive information through a variety of media such as the school newsletter; school and district websites; teacher communication; distribution of report cards, progress reports and other assessment data; and through a variety of parent workshops and parent conferences. Many individual conferences are held for students of subgroups and struggling students. Title I, curriculum, assessment and other important pieces of information are given to students at Individualized Education  
  
Plan meetings. The Title I Parent Liaison oversees, maintain and monitor the communication process and documentation. School-parent communication is also achieved through ConnectEd (school wide parent notification system), email, phone calls, and meetings such as School Advisory Council and Board Meetings.

# 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 1116(e)(5) and 1116(f)].

**Response:**

Richard Milburn will take the necessary steps to ensure that communications for all parents are in a format and, to the extent practical, in a language parents can understand. Materials will be translated when feasible and/or requested by parents to ensure all parents have the opportunity to participate in the education of their child. Should interpreters be needed at workshops or meetings for Spanish translation, a translator will be available. RMA staff includes a Spanish speaking teacher on each campus who is available to translate and act as parent liaison to Spanish  
speaking students and other ESOL students. Spanish is the predominant request for translations, although other languages are available (French, Haitian Kreyol). Sign language is also available. All buildings are handicap accessible. Additionally, parents can request services on any workshop evaluation form. All requests for services will be kept by the school for documentation purposes. Being that we have a Spanish teacher and others that are proficient we will be able to provide letters in both English and Spanish. Copies will be available at the front desk in case letters aren't being taken home. ConnectEd calls are great for reaching parents that can't come in due to disabilities or students not taking home letters. They can also check updates on our webpage. Resource Room is always open for them to come in and check.

# 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:

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| --- | --- | --- | --- | --- | --- |
| **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 conferences at school [Section 1118(e)(10)]; | Saturday meetings, home visit | Principal | Increased interaction and accountability will improve student achievement | Throughout the year |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
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# Upload Evidence of Input from Parents

Please provide evidence of parent input in the development of the plan.

Please upload into SharePoint and keep copies for your records.

# 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 1116(d)].

Please upload into SharePoint and keep copies for your records.

# 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 1116(d)].

Please upload into SharePoint and keep copies for your records.

## 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 1116 (e)(1-2)]. Include participation data on the Title I annual meeting.

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| --- | --- | --- | --- | --- |
| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | 8/11/2017 Open House – Title 1, Activities planned for upcoming school year; student safety; PFEP; Par. Com. | 5 | 70 | Provide information about our school’s Title I program for parents of students participating in the program. |
| 2 |  |  |  |  |
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# 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 1116 (e)(3)].

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Shared Decision Making | 1 | 15 | School staff working with parents in a collaborative relationship, learning effective strategies. Help school attendance improvement, parent communication - All students will show some type of improvement with the teacher and parent interaction. |
| 2 | Title 1 Annual Meeting | 1 | 15 | Title 1 Annual Meeting understanding implementation in school wide activities and participation should improve student achievement. |
| 3 | Collaborative PLC’s | 10 | 10 | Improve and increase graduation rate. |

# 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 1116(a)(E)].

|  |  |  |
| --- | --- | --- |
| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School Will Take to Overcome** |
| 1 | Open House, Title I information – Parent communication due to lack of phone service and moving issues – Trying to communicate the information was one of the biggest barriers that we have experienced. | Inform each parent by calling and sending home flyers by the students as well as posting on doors and front office. Using ConnectED to communicate through the phone system and retrieving updated telephone numbers and addresses for each student by having the students/parents fill out updated telephone number forms. |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

# 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** |

Please return completed Parent & Family Engagement Plan to your Parent & Family Engagement Facilitator.