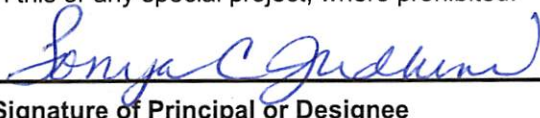


## **RICHARDSON SIXTH GRADE ACADEMY Title I, Part A Parent Family Engagement Plan**

I, Sonya Judkins, 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.



Signature of Principal or Designee

11-3-17

Date Signed

### **Mission Statement**

Parental Involvement Mission Statement

**Response:**

Richardson Sixth Grade Academy encourages student achievement and strives to meet the diverse needs of our students through the building of strong minds, strong character, and through the establishment of a strong community of learners and friends.

### **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:**

Richardson Sixth Grade Academy sent a Parent Input Survey to all families in August of 2017. Results were compiled and shared at the school's Title I Annual Meeting. Results are also used to build Parent and Family Engagement Plan for the school.

The Richardson Sixth Grade Academy School Advisory Council (RSGA SAC) is the group responsible for the planning, review, and improvement of the Title I programs at the school. The council is comprised of at least 51% parent/ community members. Education about and participation in the RSGA SAC is solicited at events hosted for families, including "Meet the Teacher", Title I Annual Meetings, and Volunteer Orientations. Input of all stakeholders is documented in RSGA SAC meeting minutes.

Throughout the school year, information will be given to parents through newsletters, the school's website, the School Messenger automated phone call system, e-mails, Remind.com, parent/ teacher conferences, Orientation, Open House, Title I Annual Meetings, the school marquee, social media platforms, and the Lake City Reporter.

In addition to the Parent Input Survey administered in August, parents are given other opportunities throughout the year to offer feedback and suggestions through a Title I Parent Involvement Survey later in the year, as well as surveys associated with different activities. Sign in sheets, agendas, and minutes (when applicable) provide the necessary documentation of all activities.

### **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
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1	Columbia County Public Library	The public library offers a variety of programs to encourage families to become more involved in literacy. Throughout the school year, the parent liaison will disseminate flyers and encourage families to attend these programs.
2	Title X	This federal program seeks to eliminate barriers that would prohibit any child from participating fully in the academic setting. Parents of homeless children are invited to all meetings and activities. This grant seeks to eliminate barriers that would prohibit the child from participating in educational experiences. Title I works closely with Title X by providing support to homeless students.
3	Title II	This federal program supports professional development and activities that train teachers in how to effectively engage families. This includes training in helping parents work with their children at home.
4	Title III	This federal program seeks to eliminate barriers that would prohibit English Language Learner (ELL) from participating fully in the academic setting. Parents of ELLs are invited to all meetings and activities. Parents are provided, to the best extent possible, translated invitations to meetings and events. This grant seeks to eliminate barriers that would prohibit the child from participating in educational experiences. Tutors are offered to students who qualify for migrant services. Title III works closely with Title I by providing resources to make education accessible to students who are learning the English language.
5	IDEA	Title I works closely with IDEA to provide needed supports for parents and students with disabilities. Joint professional development opportunities are provided for staff in working with parents whose children are served through IDEA, and training opportunities are provided for parents of Title I ESE students by staff of the Office of Exceptional Education. Collaboration occurs to address the exceptional needs of students and families without duplicating services.

### 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	Plan Annual Meeting: develop Agenda, Powerpoint presentation, and handouts that will address Title I requirements	CRT, Principal	August - September 2017	An increase in knowledge base of the Title I program and what the program offers, Copies of agenda, Powerpoint, and handouts to reflect the needed compliance items for the meeting
2	Advertise Annual Meeting: Use a variety of mediums for advertising	CRT, Principal	September 2017	Increase in turnout to the annual meeting from year-to-year, sign-in sheets from meeting
3	Conduct Annual Meeting: Discuss all requirements of Title I and the rights of parents	CRT	September 28, 2017	An increased knowledge base of the Title I program and what the program offers
4	Explain Parent Family Engagement Plan and Title I Schoolwide Plan	CRT, Principal	November 2017	Duplicate/ increase the turnout of families at events designed to address the academic needs of students

	and the rights of parents			
4	Explain Parent Family Engagement Plan and Title I Schoolwide Plan	CRT, Principal	November 2017	Duplicate/ increase the turnout of families at events designed to address the academic needs of students

### 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:

**Meetings and workshops will be offered at a variety of times and days of the week throughout the school year. Every effort will be made to provide meetings at alternative times such as early morning, afternoon, and evenings. Specific organizations such as the School Advisory Council and PTO will survey their members and determine appropriate meeting times for their membership. If necessary, service organizations at the school (such as Student Council), under the supervision of a certified teacher and additional support personnel, can be used to provide childcare for parent meetings held after school hours.**

### 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	Dads Take Your Child To School Day	Curriculum Resource Teacher	Increase in the level of engagement of male role models at school and at home in academic progress and development of students	September 2017	An increase in the number of male role models attending and participating in school-based initiatives will increase from year-to-year as indicated by sign-in sheets.
2	Science Fair Night - Provide information to parents regarding requirements for completion of science fair projects.	Science Department, Curriculum Resource Teacher	Provide information to parents regarding the requirements for completion of science fair projects	October 2017	An increase in understanding of Science Fair requirements with parents will result in an increase of student performance on science projects and use of scientific processes outlined in the Florida State Standards.

3	Parent Conference Days/ Nights - How parents can support academic development of students at home	Principal, Guidance, Curriculum Resource Teacher	Provide information regarding the academic progress of students	October 2017-March 2018	Student performance will increase based on parents' knowledge of student progress.
4	School's Academic Structure - Family Fun Events & Educational Showcase (STEM Exploration)	Instructional Coach, STEM Teacher		November - December 2017	
5	Academic Nights- Provide workshops where strategies, information, and study aids are provided for parents to help students complete homework and prepare for standardized tests.	CRT, Guidance Counselor, Instructional Coach	Increase students' opportunity for increase in classroom performance and standardized testing achievement	November 2017 - March 2018	The number of parents attending academic based initiatives will increase year-to-year, as indicated by sign-in sheets.
6	Publish and distribute newsletters which will increase parents' knowledge of the curriculum, instruction, and assessments used at school and strategies parents can use at home.	Curriculum Resource Teacher	Enhanced student achievement as a result of providing specific strategies for parents such as: homework strategies, reading & math strategies to use at home with their children	Aug/ Sept 2017 - May 2018	At least 4 to 6 newsletters will include information parents can use at home with their children in reading and math.

### 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	Utilizing Parents As Volunteers	Curriculum Resource Teacher	Increased student achievement.	October 2017	Increase in number of classroom volunteers by 10% from November 2017-May 2018
2	Building Ties Between Home and School	Curriculum Resource Teacher	Increased student achievement and positive behavior at school.	Through out the Year	Increase in number of teachers using the Remind app other correspondence by 10% from December 2017 - May 2018

3	Communicating and Working With Parents/ Parent and Family Engagement Using Compacts	Curriculum Resource Teacher	Increased student achievement and positive behavior at school.	Through out the Year	Increased communication between parents & school indicated by parent comments in Student Planners and on Title I Surveys.
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## 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:

Richardson Sixth Grade Academy has a parent resource center that houses materials and resources available for parents to use with students in achieving academic success. The resources room has pamphlets on a variety of topics that promote active engagement of families in the education of their children. This resource is also available to families on the school's website. The parent resource room has two computers available for parent use in accessing grades, calendars, and internet sources. Student packets will be available upon request for additional practice in math and reading.

Feedback from parents through conferences, attendance at events, and input surveys will also be utilized. Ongoing workshops and meetings will be held to address and discuss parent concerns, provide support for helping students in reading/ math, and answer any parent questions. These workshops will be based on parent input gathered from surveys given in the spring and at the beginning of the school year.

The Parent and Family Engagement Teacher will also work to increase the number of Title I compacts completed this school year. Recruitment of parents and business/ community members for participation in the School Advisory Council has taken place.

Schoolwide educational showcases will be scheduled for families to attend and build relationships with school personnel. Monthly newsletters will be sent home to enhance communication between school and home, to include tips for parents to use at home to help their children with reading and math. The Richardson Sixth Grade Academy website and social media platforms will be updated regularly for parents to access school events and important dates, as well as, keeping them informed of current reading, writing, math, and science standards.

## Communication and Accessibility

Describe how the school will provide full opportunities for participation in parental and family engagement 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 111f(f)].

### Response:

Emphasis has been heavily placed on timely, effective communication practices and protocol for our inaugural year as Richardson Sixth Grade Academy. Information about Title I programs will be communicated with parents through a variety of mediums which include parent meetings, SAC meetings, flyers sent home with students, School Messenger phone calls, Remind texts, the school marquee, postings on social media platforms and calendar postings on the school website.

Information regarding the school curriculum, academic assessments, and proficiency levels is included at our Orientation/ Open House prior to the start of school, during SAC meetings, in parent conferences, and in the online pupil progression plan found on the Columbia County School System website. The Parent and Family Engagement Teacher will keep records of all

written communication provided to students on an ongoing basis as a resource for families who are unable to attend events. SAC meetings are held throughout the school year. Parent conferences can be scheduled through the guidance office at any time during the school year. Parents participate in yearly surveys and all responses (negative and positive) are shared with the School Advisory Council.

Richardson Sixth Grade Academy's Parent and Family Engagement Plan will be posted on the school's website. In publicizing events, all Parent and Family Engagement event flyers and communications that go home with students are translated into Spanish for parents whose primary language is not English. Additional language translations can be provided for those families who will benefit from the services, including American Sign Language and Braille.

Mallings and school documents will be made available to parents in English. Other languages are available upon request. Parent conferences and meetings will offer translation services as needed. Parents are also provided reports of academic progress through report cards and mid-term progress reports. Regular meetings are encouraged as follow-up to strategies outlined to check on progress. Parents are provided regular reports of academic progress through report cards, progress reports, and weekly progress on completed assignments. Invitations to school meetings and conferences go home by backpacks. Progress Monitoring information is communicated by teachers in Progress Reports. If an interpreter is required, assistance from the school district will be requested.

All families are encouraged to participate in parent and family engagement activities. Information is shared with parents using mail outs, School Messenger callouts, teacher phone calls, notices on the marquee & website, and through use of our school's Facebook and Twitter platforms.

Translators are provided in parent conferences for ELL students. As ELL students arrive, translators of schoolwide notices and communications in native languages of families will be provided when translations in the native language are available. Our school is handicap accessible and we can accommodate parents with handicaps at any school activities.

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### **Discretionary Activities**

Discretionary School Level Parental and Family Engagement Policy Components

The school parent and family engagement policy may include additional discretionary activities that the school, in consultation with the parents, chooses to undertake to build parents' capacity for involvement in the school to support their children's academic achievement [Section 116(e)].

List all activities the school plans to implement: ***None***

Count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline

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### **Supply Evidence of Input from Parents**

The 2017-2018 Richardson Sixth Grade Academy Parent Input Survey and Responses of parents has been uploaded to the RSGA PFEP Folder. 428 families completed and returned the survey to school.

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### **Supply 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)].



**The 2017-2018 Richardson Sixth Grade Academy Parent-School Compact has been uploaded to the RSGA PFEP Folder. Versions in English and in Spanish are available.**

## **Supply 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 in the FA399 folder.***

## **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	Science Fair Night - Provide information to parents regarding requirements for completion of science fair projects.	1	17	Provided information to parents regarding the requirements for completion of science fair projects
2	Parent University - Education on Florida Standards using Florida Standards Parent Night Framework	0	N/A	Increase student and parent engagement in academic activities
3	Parent Conference Days/ Nights - How parents can support academic development of students	2	50	Provided information regarding the academic progress of students
4	Academic Nights- Provide strategies and information to parents to help students prepare for standardized tests and study aids to use at home.	2	4	Increase in standardized testing achievement
5	Participation of Feeder Schools to co-sponsor parent engagement activities	Planned event did not occur due to decision to restructure secondary schools in January 2017. The district hosted five community parent nights at satellite locations in Lake City, including Richardson Middle School.	7 for RMS, unknown for other events	Provide information and examples of school's curriculum