**ALACHUA LEARNING CENTER**

**Title l, Part A Parental Involvement Plan**

I, Krishna Rivera , 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. l 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 l, Part A in decisions about how Title l, 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)];
* Inform parents and parental organizations of the purpose and existence of the Parental information and Resource Centers (PIRC) in Florida, i.e., PlRC of Family Network on Disabilities in Florida (FND) and PIRC at University of South Florida (USF) [Section 1118(g)];
* lf the plan for Title l, 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

**Response**: Alachua Learning Center encourages parents and families to be actively involved in school activities and their child's learning to promote student success and achievement.

**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 l programs including involvement in the decisions regarding now funds for parental involvement will be used [Sectionsll18(o)(3), 1114(b)(2), and 1118(a)(2)(l3)].

**Response**: The school Board of Directors in conjunction with the all-school Teacher Resource Committee will be responsible for conducting Parent Involvement meetings to include minutes recording review of Title Plan and implementation. Parents will be asked to volunteer participation in review panel group. Their input will be recorded in formal review of plan with presentations provided by lead teacher, Ms. Kaseder, and director, Krishna Rivera. Sign-in sheets will document participation.

**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 l, Part C, Title ll Title Ill, Title IVl and Title Vl [Section 1118(e)(4)].

|  |  |  |
| --- | --- | --- |
| **Count** | **Program** | **Coordination** |
| 1 | Head-Start | Postal mailer in March/April and magazine display ads for Kindergarten registration and school information. Parent-student orientation night help before school begins in August. Title 1 provides “Ready for School” folders for all Head Start parents |

**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 schools Title | program, the nature of the Title | 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 | Develop agenda, handouts and presentation materials. Address required components of annual meetings. | Mr. Rivera, Ms. Kaseder,  Ms. Romeo | Sept 2014 | Copies of presentation materials, power point, agenda, handouts, minutes, and evaluations |
| 2 | Advertise and publicize distribute and invite | Office, Mr. Rivera, Ms. Neitenbach | Sept 2014 | Backpack notices, email, phone tree, website |
| 3 | Conduct annual meeting | Ms. Kaseder | Sept 2014 | Copies of presentation materials, agenda, sign-in sheets, minutes, evaluations, hand-outs, and power point |

**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 l funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(C)(2)].

**Response**: The school will schedule the parent involvement meetings on a variety of days and times and provide transportation, childcare and home visits as needed. Parents will be encouraged to meet individually with school staff at their convenience, before, during and after school. The workshops will be scheduled four times a year on Tuesdays, Wednesdays, and Thursdays in the evening. Materials will be provided for parents who are unable to attend meetings.

**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)]. lnclude information on how the school will provide other reasonable support for parental involvement activities under [Section1118(e)(14)].

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **count** | **Content & Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Strong Parent Involvement | Mr. Rivera, Ms. Romeo | Outline grade level expectations to provide parents with knowledge and strategies for student success | September, December, May | Records of presentations, feedback, input, and decisions. Sign-in sheets, surveys and evaluations. |
| 2 | Parent Literacy Night | Ms. Romeo | Outline grade level expectations to provide parents with knowledge and strategies for student success | October | Sign-in sheets with evaluations |
| 3 | Parent Workshop | Ms. Romeo, Ms. Hayton | Informing parents about cyber bullying prevention and child advocacy | May | Records of presentations, sign-in sheets and evaluations |
| 4 | Technology Workshop | Mr. Rivera | Parents will learn how to use technology to stay informed about their child's progress | November | Records of presentations, sign-in sheets and evaluations |
| 5 | Monthly Title 1 Newsletter | Ms. Hita | To insure that grade level expectations are met to provide parents with knowledge and strategies for student success | Monthly | Review of success at staff meetings.Survey parents about effectiveness. |
| 6 | Planners Parent Workshop | Ms. Romeo | Parents will learn how to keep connected to their child's classwork and classroom teacher through the use of daily planners highlighting the 7 habits. | September | Review of success at staff meetings.Survey parents about effectiveness. |

**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 [Section1118(e)(3)].

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **count** | **Content & Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Parent Communication Training on Parent Portal and Google App Sites | Mr. Rivera | Improve ability of teachers to increase student achievement by communicating with parents more effectively. | Quarterly | Agendas, minutes, and comment sheets |
| 2 | Review of Four Modules of Parent Involvement | Ms. Kaseder | Increased Parent involvement to increase student achievement | January 2015 | Agendas, minutes, sign-in sheets, evaluations, and comment sheets |

**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 school|’s Parent Resource Room. Ms. Hayton will maintain this responsibility for the 2013/14 school year, Sign-in sheets and Checkout of materials will document parent involvement.

Expand and enhance school web-site. Mr. Rivera will oversee the development of the school website to the 2014/2015 school year.

**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)]; f
* 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**: At the Annual Title l meeting for parents held at the Alachua Learning Center Elementary School, information will be presented about the Title l programs, curriculum and assessment methods. Scheduled mailers, school newsletters and handouts will be generated each semester and sent to parents to inform them of all Title 1 related programs and the assessment methods used. Quarterly Report Cards, Interim Reports and District and State-Wide assessment evaluations and test score reports will be sent to parents. Information is also available in the school Parent-Resource area. Sign-in sheets, signed cover letters, signed Parent/ Student Compacts and other documentation will be maintained by the school. Tracking forms will be utilized with participating parent signatures. Parents of students performing below grade level will be regularly contacted by teachers and with Written reports. Parents will be encouraged to have meetings with teachers. The school will track signed returned documents sent to parents. A beginning of-school packet containing parents’ rights, the school and District Parent-Involvement Plan and the Parent/ Student Compact will be signed by parents to document that families have received this information.

**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**: All parents of ESOL students are provided invitations to all Title l programs. All documentation including Parent's Right To Know and School Parent Compact are in multiple languages. A large percentage of the staff membership is bilingual. ELL data sheets are run quarterly to document fluctuations and ensure that information is being communicated to parents of ELL students. Record of these notices will be maintained.

**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: