

## RIVERSIDE ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Chris Franklin, 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 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)];
- 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

  
Date Signed

## **Mission Statement**

### **Parental Involvement Mission Statement (Optional)**

**Response:** Positive Attitude + Hard Work = Success

## **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:** The School Advisory Council is the committee that makes decisions on parental involvement at Riverside Elementary. These decisions include the Parental Involvement Plan through the School Advisory Council Meetings. The person responsible will be School Advisory Council Chairperson, Staff Members on the SAC and the School Administrator. These meetings will be four times a year. Two in the fall and two in the spring. This will be measured by the adequate progress of the School Improvement Goals and objectives, and the School Advisory Council Committee's approval of the next year's Parental Involvement Plan. Riverside Elementary follows the requirements of State Statute 1001.452 in the selection of members to serve on the School Advisory Council. Additional items the SAC will discuss, review and revise with the input and or feedback from parents: Review of the student/schools achievement on FSA (First meeting and also done in Title I Annual Meeting, students through reports and parent conferences); Review of student/school achievement on other benchmark assessments; i.e. ThinkLink and Stanford 10 (First Meeting and Title I Annual Meeting, each time the assessment is given); Dissemination of the School-wide Program Plan; School/District Accountability Report Card; inclusion of parents in the decisions on how to spend the schools' parental involvement allocation; School Parent Involvement Policy/Plan; Notification of resources available through the State Parent Information and Resource Centers; Parents Right to Know; Notification of students receiving instruction from a non-qualified teacher after 20 consecutive days.

The School Advisory Council Meeting minutes will reflect the input from parents on the above topics. The minutes from the prior meeting are approved at each meeting to ensure accuracy of meetings. Requests from parents through the School Advisory Council Meetings and other correspondence on additional topics identified in Section 1118 or strictly based on a parent's need is addressed in the School Advisory Council Meeting, when appropriate, and/or staff meetings to determine the feasibility of implementation and return on investment. Parents are informed of the many activities, special events and school rules through various means: Riverside Open House; School Marquee; Student Handbook/Planner; Classroom Newsletter; Riverside Monthly Calendar; Riverside Website; Phone Calls; and Home Visits



## 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	Title I, Part C Migrant	The school works in coordination with the Panhandle Area Educational Consortium and our county contact to include parents of migratory families in the parental involvement activities at Riverside Elementary.
2	ESE	Parental Involvement activities are coordinated by including the unique needs of ESE students and families. Riverside works in close coordination with the ESE Office and the IDEA program to ensure parental involvement activities are relevant to the students and parents needs.
3	Homelessness	The Supervisor of Federal Programs/Homeless Liaison and Riverside Elementary work closely to meet the needs of our homeless students and parents. Administration, Guidance Counselors and the Homeless Liaison communicate on an as needed basis to provide services.
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## 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	Riverside Open House	Chris Franklin, Principal	August/Annually	Attendance of Parent Attending. Copy sent to Michael Kilts, District Title 1 Coordinator. Parent survey to be sent out to establish effectiveness of open house.
2	Title I	Michael Kilts	November	Attendance, Parent Survey Results
3	Reading Training	Vicki Taylor	November	Attendance, Parent Survey Results
4	Math Training	Missy Rogers	December	Attendance, Parent Survey Results

## 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:** Last year, the school surveyed parents on the best possible time and day for parent meetings. This year the school discovered that a majority of parents preferred Monday afternoons at 3:30 p.m. We will survey parents each year as to the best time and day for parent meetings. This school year we will continue with the same day and time unless survey results reflect that changes need to be made.

## 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	PTO	Danielle Payne, PTO President	Providing necessary supplies and materials for student growth.	2014-2015	FCAT scores/AYP
2	SACS	Ashley Johnson	School Improvement	2014-2015	FCAT scores/AYP
3	10 Steps to Great Grades by Linda O'Brien	Chris Franklin, Principal	Improve classroom grades and benchmark performance	2014-2015	Progress Reports, Benchmark Assessments and FCAT/AYP
4	Rtl Meetings	Rtl coordinator	Reading, Math, Science Proficiency	2014-2015	Attendance at conferences, summary of conferences in data notebooks, students' proficiency
5	Reading Training	Vicki Taylor	Improved Reading Grades/Performance, Improved Parental Involvement	2014-2014	Attendance, Progress Reports, Report Cards, FSA Results, Parent Survey Results
6	Math Training	Missy Rogers	Improved Math Grades/Performance, Improved Parental Involvement	2014-2015	Attendance, Progress Reports, Report Cards, FSA Results, Parent Survey Results

## 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	Teacher Preplanning/back to school	Chris Franklin, Principal	Reading, Math, Science and Writing Proficiency; effective communication with parents through conferences and planners; proper use of school computer software (Focus)	August 2014	Sign In sheets. Number of parent contacts.



## 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:** Parent Newsletters - These newsletters are sent out by each teacher once a week. This is used as a communication tool to increase parental knowledge and inform parents of upcoming capacity building activities, school functions, assessments, progress reports, etc.

Teacher/Parent Contact - Teachers will contact parents/guardians of each child once per nine weeks either by phone, e-mail, note, or in person. Students who are struggling with behavior and/or academics will be contacted more often.

10 Steps to great grades- handout

Parent Guidebook - handout

These two handouts are sent home to parents at the beginning of school. They provide extra support for parents with school age children.

Monthly PTO meetings. These meetings are set by the Chair, Mrs. Payne. PTO is open to all parents to be involved in the school functions. Ideas can be shared and implemented with approval from PTO committee and Mr. Franklin, Principal.

SAC meeting 4 times per year

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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 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:** Annual Title I Parent meeting: Information about Title I, information about assessments (FSA, FAIR, ThinkLink), data on previous year assessments, what Title I will be providing, information on parent involvement strategies and policy requirements. This meeting will be held during the first semester of school and is monitored through the district office, school administration and documented by sign-in sheets. Evidence of effectiveness is determined by the number of participants and the increase knowledge in the program as reported through the parent survey administered each Spring.

Parent Involvement Policy: Discussed/Revised in School Advisory Council Meeting and Title I Annual Meeting. This is monitored by the district office and school administrators to ensure the policy is distributed to parents, has met the requirements of statute and is revised using parent input. The evidence of effectiveness will be in the increase in parent participation in school related events, increased student achievement, increased positive student behavior and knowledge in the program as reported through the parent survey administered each Spring.

Website-Parent Resources: Posting of the Title I School-wide Program Plan, District Parent Involvement Policy, School Parent Involvement Policy, Focus Access, School/District Public Accountability Report, and other school related information to assist parents. The website is monitored by the Technology Coordinator and school administration. The evidence used to determine effectiveness will be reported through the Spring parent survey.

Parent/Teacher Conferences- provides parents with information on their child's academic progress through curriculum decisions, assessment results (FSA, Thinklink, FAIR), current proficiency level and methods to assist the child to improve and methods for parents to assist in that improvement.

Student Progress Reports. These reports are sent out on regular basis and give parents their child's progress. Dates are on website calendar.

Focus- Grading system, parent portal for viewing student grades and attendance is available for the entire school year.

Parent Surveys in the Spring- conducted at the end of the school year for parents to give feedback on Title I programs, professional development, and parental involvement activities.

## **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:** Letters are sent to parents to include them in the activities of the school by using the website in their native languages. Assistance is available from PAEC on translations. Accommodations have been set in place for parents and/or students with disabilities to be able to participate in parental involvement activities. ESE teachers are available during parental involvement meetings, IEP meetings. Our school is in compliance with ADA.

## **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:

☒ Not Applicable

## **Upload Evidence of Input from Parents**

Upload evidence of parent input in the development of the plan.

Uploaded Document

## **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 1118(d)].

Upload an electronic version of the Parent-School Compact.

Uploaded Document

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## **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 1118(d)].

Upload evidence of parent input in the development of the compact.

Uploaded Document

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## 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.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	PTO	9	10	Providing necessary supplies and materials for student growth
2	SACS	4	22	School Improvement
3	10 Steps to Great Grades by Linda O'Brien	1	40	Improve classroom grades and benchmark performance
4	Rtl Meetings	80	90	Reading, Math, Science Proficiency
5		-1	-1	
6		-1	-1	
7		-1	-1	
8		-1	-1	
9		-1	-1	
10		-1	-1	

### 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 1118 (e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Teacher PrePlanning/Back To school	3	40	Reading, Math, Science and Writing Proficiency; effective communication with parents through conferences and planners; proper use of school computer software
2	Guidance yearly Meeting	1	2	Update Parental involvement strategies
3		-1	-1	
4		-1	-1	
5		-1	-1	
6		-1	-1	
7		-1	-1	
8		-1	-1	
9		-1	-1	
10		-1	-1	



## 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 current 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 1118(a)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Transportation to meetings	Go to parent when needed
2		
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10		
11		

## 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
1		
2		
3		
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