## PURCELL ELEMENTARY SCHOOL

## Title I, Part A

## Parental Involvement Plan

I, Beth Nave, 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)];
* 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)].

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| **Signature of Principal** | Date Signed |

**Mission Statement**  
  
Parental Involvement Mission Statement

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| **Response:** District and school-based Title I Parent Involvement Programs in Polk County will strive to build RELATIONSHIPS to create family engagement for every child, every family, every teacher, every day. |

**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 [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

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| **Response:** One parent representative from each Title I school will form the D-PAT (District Parent Advisory Team). This team along with the Title I Program coordinators, Director of State and Federal Programs, and the Title I Parent Involvement Specialist will share in the development, implementation, evaluation, and review of the District Improvement Plan, Local Educational Agency Plan, Parental Involvement Plan, and the Title I, Part A application. Parents participate in the development of the Title I budget through participation on the D-PAT (District Parent Advisory Team). Involvement of parents will be documented through sign-in sheets and minutes of meetings. Decisions involving the use of Title I funds reserved for parental involvement at the school level will be made during the development of the Parent Involvement Plan and School Improvement Plan by the School Advisory Council (SAC) in March 2014 and at other Parent Leadership meetings. The LEA will monitor SAC memberships to ensure that parents are involved in the process. All schools receive training and information on ways to include parents in the school improvement process and the life of the school through the Office of School improvement and the Office of Parent/Family and Community Involvement, district websites, through PTO and SAC membership, letters sent home and invitations from administrators and parent involvement facilitators.  Parental input regarding plans is documented through the annual Title I Parent Survey Report in the spring and direct comments from parents regarding the effectiveness of the plans.  School planning teams include parents, SAC members, administrators, and members of the staff including the Parent Involvement Facilitator. Sign in sheets, agenda, and minutes of these meetings are kept. Team members review the school's Needs Assessment survey, parent surveys, student achievement information and demographics to provide information used in the development of the Parent Involvement Plan, School-Parent Compact, and School Improvement Plan.  The District Title I Parent Involvement Specialist provides training for all of the Parent Involvement Facilitators at each Title I school in all levels of parent involvement. The facilitator will provide a PowerPoint with parents regarding their important role as their child's first and most important teacher. This presentation takes place during open house in September 2014. An agenda and sign in sheets will document this event.  Funds are set aside for parent involvement activities and to purchase a variety of resources including materials on literacy, math, and parent training as well as parent communication. Parents at D-PAT meetings were surveyed for input as to how the set aside funds should be most wisely spent. The school council also discusses how the expenditures of the 1% of the Title I funding should be spent. |

**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)].

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| **count** | **Program** | **Coordination** |
| 1 | Title I, Part A | Title I funds provide school-wide services to Purcell Elementary. The Title I funds provide supplemental instructional resources and interventions for students with academic achievement needs. Title I, Part A, support provides after-school and summer instructional programs, supplemental instructional materials, resource teachers, technology for students, professional development for the staff, and resources for parents. |
| 2 | Title I, Part C- Migrant | Migrant students enrolled in Purcell Elementary will be assisted by the school and by the District Migrant Education Program (MEP). Students will be prioritized by the MEP for supplemental services based on need and migrant status. MEP Teacher Advocates, assigned to schools with high percentages of migrant students, monitor the progress of these high need students and provide or coordinate supplemental academic support. |
| 3 | Title II | Professional development resources are available to Title I schools through Title II funds. In addition, School Technology Services provide technical support, technology training, and licenses for software programs and web-based access via Title II-D funds. Funds available to Purcell Elementary are used to purchase materials from the Professional Development Department for Professional Learning Communities and Lesson Studies workshops. |
| 4 | Title III | Title III provides supplemental resources for English Language Learners (ELL) and their teachers in Title I schools, as well as professional learning opportunities for school staff. |
| 5 | Title X, Homeless | The Hearth program, funded through Title X, provides support for identified homeless students. Title I provides support for this program, and many activities implemented by the Hearth program are carried out in cooperation with the Migrant Education Program (MEP) funded through Title I, Part C. |
| 6 | Violence Prevention Program | Title IV provides violence and drug prevention programs in schools in order to promote a safe school environment. Examples of violence prevention programs include anti-bullying, gang awareness, gun awareness, etc. |
| 7 | Nutrition Programs | Community Eligibility Provision (CEP) program for 2014-2015  This school is a location for a summer feeding program for the community. |
| 8 | Pre-school Transition | Early identification of kindergarten readiness skills is begun by establishing a link with the local pre-school programs and the Pre-K programs located on the campus. Site visits are made by pre-schoolers during the school year to assist in orienting the students to kindergarten. Classroom visits are made and lunch is eaten with the kindergarten students. Kindergarten Round-Up is used to orient students and parents of the expectations for the upcoming school year and summer packets are provided |

**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 (school-wide 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)].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | September Newsletter | Title I Facilitator, Assistant Principal | September 1, 2014 | Copy of Newsletter |
| 2 | Connect-Ed Message | Principal | September 22,24, 2014 | e-mail with Connect Ed message |
| 3 | Marquee | Title I Facilitator | September 18-25, 2014 | picture of marquee |
| 4 | School website | Title I Facilitator/Network Manager | September 18-25, 2014 | Copy of past announcement |
| 5 | Labels in student agendas | Title I Facilitator/Terminal Operator | September 25, 2014 | sample of label |
| 6 | PowerPoint re. Title I | Title I Facilitator | September 25, 2014 | Handout of power point |
| 7 | Annual Parent Meeting | Title I Facilitator | September 25, 2014 | Agenda, sign-in sheet |

**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)].

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| **Response:** Parents will have the opportunity to meet with each teacher and discuss grade level expectations and concerns on an as needed basis throughout the year. There will be Spanish translators, child care, and information about Title I available during the annual parent meeting and parent involvement meetings during the year. Portfolio conferences will take place twice per year at a time most convenient for the parents. The times for large scale parent activities varies. Some take place early in the morning starting at 7:30 am and others take place at night in an attempt to reach as many parents as possible. Parents can call 863-701-1061 and make an appointment if they wish to see the Principal, Assistant Principal, or teacher. In addition, staff members may be contacted at http://schools.polk-fl.net/purcell via email, written notes in the agenda, or through the office staff. Our annual Title I meeting was taped by our network manager using the Title I Parent PowerPoint from the district to be utilized by parents unable to attend the meeting September 25th. |

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Parent Portfolio Conferences | Principal/Title I Facilitator | Authentic assessments will be shared with parents. Individual student progress will be shared with each family. | Twice per year, October and May | Survey/Comments/Log Sheets |
| 2 | Writing Portfolio Conferences | Principal/Title I Facilitator | Writing samples will be shared with parents. | January/February | Survey/Comments/Log Sheets |
| 3 | Parent Leadership Team | Principal/Title I Facilitator | Increase the level of involvement of parents | Year Long | Survey/Comments/Log Sheets |
| 4 | Math & Science Night | Principal/Title I Facilitator | Increased awareness of math & science expectations and vocabulary development. | March | Survey/Comments/Log Sheets |
| 5 | Annual Title One Family Night/Open House | Principal/Title I Facilitator | Increased awareness of parental involvement in a student's education, role of the school and parent as a partnership to increasing student achievement. | September | Survey/Comments/Log Sheets |
| 6 | Muffins for Mom/Donuts with Dad | Reading Coach/Principal/Title I Facilitator | Share the power of reading with your children at home | Nov. & Dec. | Survey/Comments/Log sheet |
| 7 | Love, Read, Learn | Reading Coach/Title I Facilitator | Helping parents to see the importance and ease of reading with children | September | Survey/Comments/Log sheet |
| 8 | Spooky Tales & Treats | Reading Coach/Principal/Title I Facilitator | Get students excited about reading with a Halloween theme | October | Survey/Comments/Log sheet |

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Public Relations Development | Principal | Increasing awareness of parental involvement in helping families succeed in study habits, reading, math, science strategies, and content knowledge. | October | Agenda and Teacher Survey, program evaluations, and conversations with parents |
| 2 | Connect Ed Communications | Principal | Understanding of the utilization of Connect Ed to increase parental involvement. | Year Long | Parent Phone Statistics |
| 3 | E Safe | Principal | Internet safety program to create awareness of how to use the web with raising student achievement safely. | October | Teacher Survey/Student Survey |
| 4 | Office Communication | Principal | Making parents feel more welcome | September | Parent End of the Year Survey |
| 5 | Parent Leadership Team Meeting | Principal/Parent Involvement Facilitator | Increase the level of involvement to become active in the decision making made at the school | Spring | Parent End of the Year Survey |
| 6 | How to Conduct a Parent conference | Principal/Reading Coach/Title I Facilitator | Increase level of communication between parents and teachers | Fall | Parent End of the Year Survey |

**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)].

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| **Response: Florida Standards Assessments Night** for grades 3-5 will be held in October in order to provide an informational meeting among parents and classroom teachers to discuss the assessments, Common Core State Standards, and proficiency levels. Kindergarten Round-up to provide parents with ways in which they can prepare their child(ren) for kindergarten.  Donuts for Dad and Muffins for Mom will be held in November and December to focus on reading relationships at home. |

**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)].

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| **Response:** Parents will be provided information about Title I programs through the School Parent Compact, Parent Involvement Plan, and at the Annual Meeting. Parents are also invited to quarterly School Advisory Council meeting. Every student is administered a Title I Progress Monitoring Assessment three times a year in specific content areas. In reading, students are tested using FAIR. In math, grades 3-5 are tested according to a state-wide assessment using Discovery Education. In writing, students are provided writing prompts and scored according to a grade level appropriate rubric. In the area of science, grade levels Kindergarten through second give teacher-created tests. In third through fifth grade, students are tested using Discovery Education's Assessment program. These "ongoing assessments" help teachers and school personnel meet the needs of the students and monitor their progress toward meeting grade level expectations. In turn, this is valuable information for parents during parent teacher conferences and portfolio meetings to determine how their child/ren is/are progressing as the year unfolds. Formative assessments are given in the spring each year. Students in grades 1 and 2 are assessed in the spring with the SAT/10 assessments for reading and math. Students in grades 3-5 are assessed in the spring with the brand new Florida Standards Assessments for Reading, Writing, and Math. Science will be tested only in 5th grade. A monthly newsletter is sent home and provides specific information about current programs, upcoming events, and ways parents can assist their children with learning. We also take advantage of Ed Connect to make sure parents have the very latest information delivered to them through telephone communication. |

**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)].

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| **Response:** Spanish translators are available for all parent nights and teacher conferences. All information that is sent to parents is translated in Spanish in order for the Spanish speaking parents to be able to understand. Purcell’s Parent Compact and Parent Involvement Plan Summary Brochure are also available in Spanish in print and on the Purcell website. Even labels that are sent home in agendas are translated to the language of the parent or guardian. Purcell is handicapped equipped as well with ramps and alternate access to all buildings.  Newsletters, flyers, and other information are translated and provided in lieu of English versions as requested.   Accessibility is further developed through Connect-Ed, child care being provided, and flexible time frames for activities. |

**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)]; | Increasing the quantity and quality of parent teacher conferences by providing child care, interpreters, and flexible hours of availability. | Beth Nave/Alan Fontana | Opening lines of communication for the explicit purpose of increasing student achievement through strengthening parent teacher relationships. | ongoing August 2014-June 2015 |

**Upload Evidence of Input from Parents**  
  
Upload evidence of parent input in the development of the plan.

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| [Uploaded Document](file:///C:\Users\alan.fontana\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\ZLXPJNOZ\fileUploads\531141_2012-2013_uploadEvidenceParentInput.pdf) |

**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.

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| [Uploaded Document](file:///C:\Users\alan.fontana\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\ZLXPJNOZ\fileUploads\531141_2012-2013_uploadCompact.docx) |

**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.

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| [Uploaded Document](file:///C:\Users\alan.fontana\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\ZLXPJNOZ\fileUploads\531141_2012-2013_uploadCompactEvidence.pdf) |

## Evaluation of the 2013-2014 Parental Involvement Plan

**Building Capacity Summary**  
  
Provide a summary of activities provided during the 2013-2014 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.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Parent Portfolio Conferences | 2 | 325 | Authentic assessments were shared with parents. Individual student progress was shared with each family. |
| 2 | Writing Portfolio Conferences | 1 | 230 | Writing samples were shared with parents. |
| 3 | Parent Leadership Team | 1 | 25 | Increase the level of involvement of parents |
| 4 | Science Night | 1 | 350 | Increased awareness of science expectations and vocabulary development. |
| 5 | Annual Title One Family Night | 1 | 365 | Increased awareness of parental involvement in a student's education, role of the school and parent as a partnership to increasing student achievement. |
| 6 | Muffins for Mom | 1 | 375 | Increased importance of reading at home |
| 7 | Donuts with Dad | 1 | 425 | Increased importance of reading at home |

**Staff Training Summary**  
  
Provide a summary of the professional development activities provided by the school during the 2013-2014 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)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Public Relations Development | 1 | 35 | Increasing awareness of parental involvement in helping families succeed in study habits, reading, math, science strategies, and content knowledge. |
| 2 | Connect Ed Communications | 15 | 454 | Understanding of the utilization of Connect Ed to increase parental involvement. |
| 3 | E Safe | 12 | 100 | Internet safety program to create awareness of how to use the web with raising student achievement safely. |
| 4 | Office Communication | 6 | 100 | Making parents feel more welcome |
| 5 | How to conduct parent conferences | 2 | 28 | Informational conferences with parents that specifically shows student growth. |
| 6 | Portfolio Conferences | 2 | 908 | Contents of portfolios reflect student understanding in the various content areas. |

**Barriers**  
  
Describe the barriers that hindered participation by parents during the 2013-2014 school year in parental involvement activities. Include the steps the school will take during the 2014-2015 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)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Phones not answered with Connect Ed | Parent Involvement Facilitator will analyze Ed Connect reports to correct errors |
| 2 | Lack of translators (paras) for non-English speakers | highlight teachers with Spanish ability |
| 3 | Low income parents | include snacks and light meals to encourage attendance |
| 4 | One parent households | provide play time for smaller children so parents can focus on needs of school-age children |

**Best Practices (Optional)**  
  
Describe the parental involvement activity/strategy the school implemented during the 2011-2012 school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

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| **count** | **Content/Purpose** | **Description of the Activity** |
| 1 | Increasing Parent Participation | Muffins for Mom - Moms, Aunts, and Grandmothers were invited to join their child with free muffins, coffee, and juice and read together before school. |
| 2 | Increasing Parent Participation | Donuts with Dad - Dads, Uncles, and Grandfathers join their children with complimentary donuts, coffee, and juice as they read together and pick up resource information |
| 3 | Building Capacity of Parents | Art/Music/Science/Book Fair Night - Every student has a piece of art displayed, Science projects are presented, while lower grades perform for the parents |
| 4 | Effective Communication | Ed Connect- Letting all parents know through phone or email what is happening at Purcell so they are always current with upcoming events. |