## Title I, Part A: 2018-2019 Parent and Family Engagement Plan

## Ray V. Pottorf Elementary School

I, Brandy Macchia, 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 8101, 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];
* 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];
* 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 1116;
* 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];
* If the plan for Title I, Part A, 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];
* 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 1116];
* 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 [Section 1116];
* 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 1116].

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

**Mission Statement**

Parent and Family Mission Statement

**Response:** Supporting parents, students, and staff in a collaborative partnership to ensure all students are successful learners

**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].

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| **Response:** In the fall Ray Pottorf Elementary School administration will conduct an Annual Title I meeting with faculty, parents, and community partners to jointly develop with and distribute to parents a written plan that describes how the Parent and Family Engagement requirements will be implemented. We will present and discuss the Title I federal program and discuss with parents how the Parent and Family Engagement funds will be used. In order to enhance parent communication, we will utilize a Talk System, which provides simultaneous translations in their native language. In addition to the Parent and Family Engagement, we will meet with parents to review and revise the current School/Parent/Student Compact. The School /Parent/Student Compact will outline how parents, school staff, and students will share the responsibility for improving student achievement and work together to build school, community and parent involvement toward student achievement. We will continue to provide policy in a language parents can understand, and review and update annually. This will be accomplished through SAC meetings, parent nights, newsletters, and our Annual Title I meeting. All documentation, such as agendas, sign-in sheets, and handouts will be maintained in the Title I Crate. |

**Coordination and Integration**

Describe how the school will coordinate and integrate Parent and Family Engagement 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].

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| **Program** | **Coordination** |
| Title III funding | We will purchase Native Language Dictionaries and make them available to ESOL students and families. The connection between language development and academic support with homework will increase student achievement. |

**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)].

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| **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| **Title I Annual Meeting**  **and**  **Open House Curriculum Night**  The Annual Meeting be held in conjunction with Open House, and will inform parents about   * Title I services * Parent/School Compact * Upcoming events   Parents will approve the compact as a voluntary agreement to promote a home-school connection  Parents will visit classrooms to meet teachers and to gather additional information regarding curriculum and classroom expectations | Administration, Teachers, Parents | August | * Advertised in monthly newsletter * Student flyers * ParentLink * Sign-in sheets from the event * Agenda and handouts * Meeting minutes * Event evaluations / surveys |

**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)].

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| **Response:** Ray V. Pottorf Elementary School is committed to providing varying opportunities for parents to attend meetings or conferences scheduled throughout the school year. We will provide translators, daycare opportunities, and home visits will be as needed. We will offer parent conferences during morning or evening hours at staggered times so parents can attend. Parents are encouraged to reschedule the meeting if conflicts arise. We will provide staggered times during our Annual Title I /Open House/Curriculum Night so all parents have the opportunity to be informed members of our Ray V. Pottorf Elementary family.. |

**Building Capacity**  
  
Describe how the school will implement activities that will build the capacity for strong Parent and Family Engagement, 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)]. 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)].Include information on how the school will provide other reasonable support for parental involvement activities under Section 1116 as parents may request [Section 1116)].

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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Meet the Teacher | Administration, Teachers | Provide information to parents on expectations and how parents can help their children | August | Advertised with a post card to registered students and ParentLink; sign-in sheets from event, student packet hand-out, survey, volunteer application |
| Title I Annual Meeting and Curriculum Open House | Administration, Teachers | Provide information to parents on expectations and how parents can help their children | August | Advertised in monthly newsletter, flyers home with students and ParentLink; sign-in sheets from the event/meeting; agenda/handouts; meeting minutes, workshop evaluations/surveys |
| Volunteer Training | Administration, Parent Involvement Coordinator | Provide information to parents and community members on how to assist students with academics | Ongoing | Advertised in monthly newsletter, flyers home with students and ParentLink; sign-in sheets from the event/meeting; agenda/handouts; meeting minutes, workshop evaluations/surveys |
| Parent Conferences | Administration, Teachers | Provide information to parents on expectations and how parents can help their children | End of Second Quarter | Advertised in monthly newsletter, flyers home with students and ParentLink; sign-in sheets from the event; handouts; evaluations/surveys |
| Grade Level Parent Nights with Reading Focus | Administration, Reading Coach, Teachers | Provide information to parents on expectations and how parents can help their children | Three times a year | Advertised in monthly newsletter, flyers home with students and ParentLink; sign-in sheets from the event; agenda/handouts; workshop evaluations |
| Reading Celebration | Administration, Reading Coach, Teachers | Provide information to parents on expectations and how parents can help their children. | March | Advertised in monthly newsletter, flyers home with students and ParentLink; sign-in sheets from the event; agenda/handouts; workshop evaluations |
| Grade Level Math Carnivals | Administration, Math Coach, Teachers | Provide information to parents on expectations and how parents can help their children. | Once a year for K-2 and once a year for 3-5 | Advertised in monthly newsletter, flyers home with students and ParentLink; sign-in sheets from the event; agenda/handouts; workshop evaluations |
| SAC Meetings | Administration, SAC Members | Provide information to members | Ongoing | Advertised in monthly newsletter, flyers home with students and ParentLink; sign-in sheets from the event/meeting; agenda/handouts; meeting minutes, workshop evaluations/surveys |

**SAC meetings need to have an educational component related to parent and family engagement and student achievement in order to be included as a parent involvement event**

**All parent and family engagement events need to have an educational component related to parent and family engagement and student achievement**

**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 and Family Engagement programs, and build ties between parents and schools [Section 1118(e)(3)].

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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Monthly research-based articles Parent and Family Engagement provided in Staff Notes | Administration, TIF Teachers, Coaches, Parent Involvement Specialist | Provide information to parents on expectations and how parents can help their children | August - June | Staff Notes |
| Presentation at faculty meetings Parent and Family Engagement initiatives | Parent Involvement Specialist, Administration | Improve the ability of staff to work effectively with parents | August - June | Agenda, PowerPoint, Sign-In 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 1116)].

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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| Monthly research-based articles on Parent and Family Engagement provided in Staff Notes | Administration, TIF Teachers, Coaches, Parent Involvement Specialist | Provide information to parents on expectations and how parents can help their children | August - June |

**Communication**  
  
Describe how the school will provide parents of participating children the following [Section 1116]:

* Timely information about the Title I programs [Section 1116];
* 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;
* 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
* If the schoolwide program plan 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].

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| **Response:** In the fall, parents of RVP students will be invited to join the staff at the annual Title I Meeting and Open House/Curriculum Night. Information explaining Title I and the programs that are funded through Title I will be presented at this time. Data from the previous school year and the School Improvement Plan will also be presented. During the school year, any new information regarding Title I will be sent home in the monthly newsletters and discussed at SAC meetings.  The curriculum at Ray Pottorf Elementary will be shared with parents in a variety of ways. Teachers will share their academic plans during the Open House/Curriculum night at the beginning of the school year. The school's monthly newsletter will highlight the academic goals for each grade level. Information on students' progress will be sent home in written form on a regular basis, as well as verbally communicated during parent conferences. Parent conferences are available at staggered times both morning and evenings. Parents that are unable to attend will receive a packet of information and a phone call from the teacher. These conferences are documented by sign in sheets that are filed in the Title I Crate.  Upon parent request, a meeting will be scheduled to review suggestions regarding their child's progress.  If a parent is not satisfied with the school's parent involvement plan, the school will submit the parents' comments on the plan directly to the District Title I office. |

**Accessibility**

Describe how the school will provide full opportunities for participation in Parent 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)].

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| **Response:** Communication such as Parent and Family Engagement policies, compacts, comments on interim and report cards, RVP After-School tutoring information, ELL meeting notices, and MTSS meeting notices will be sent to parents in their native language when possible (feasible).(Spanish and Creole upon request.)  When necessary, parent phone calls will be provided in Spanish and Creole.  As new students enroll throughout the school year, they will receive a welcome packet that includes school information, as well as, Title I information and the Right to Know Letter.  Translators will be provided at school events, when feasible, so parents have the opportunity to participate fully in parent meetings. A talk system is used when necessary as well as parent link where parents may select the language of choice.  The school will make every effort to provide special accommodations (when requested) for parents with disabilities and/or special needs. |

**Discretionary Activities**

Discretionary School Level Parental Involvement Policy Components (Optional)

(Check if the school does not plan to implement discretionary Parent and Family Engagement activities.)

X Not Applicable

**Upload Evidence of Input from Parents**

Upload evidence of parent input in the development of the plan.to the Title 1 Crate for the 2017-2018 school year

**Upload Parent-School Compact**

Note: As a component of the school-level Parent and Family Engagement 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].  
  
Upload an electronic version of the Parent-School Compact.to the Title 1 Crate for the 2017-2018 school year

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**Upload Evidence of Parent and Family Engagement 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)].  
  
Upload evidence of parent input in the development of the compact to the Title 1 Crate for the 2017-2018 school year