**RIMES EARLY LEARNING & LITERACY CENTER Title I, Part A Family Engagement Plan**

I, Gregg Dudley, 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:**It is the mission of Rimes Early Learning and Literacy Center to lead our students to success with the support and involvement of families and the community. We will ensure that all parents have the opportunity to be included in the decision process of the school and that every effort at the school is being made to assist and encourage parents to become partners with us in their child's education. |

**Involvement of Parents/Families**
Describe how the school will involve parents/families 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)].

|  |
| --- |
| **Response:**At Rimes Early Learning and Literacy Center, parents/families are involved in all aspects of its Title 1 programs. Parents represent over 51% of the School Advisory Council (SAC) and are active in the review, development, and implementation of the Title I Plan. During monthly meetings, parents provide input on how parent involvement funds are utilized. The Rimes Parent Teacher Organization (PTO), formed during the 2009-2010 school year, is active in all plans for Title 1. A climate survey is completed and parents' suggestions (or recommendations) are considered and implemented to the extent feasible. Changes to schedule times for SAC meeting must be voted upon. The school's web site and Facebook page are utilized by parents/families and community members to provide input online. School, community, and family events provide another avenue to obtain input from parents. During The Annual Title 1 Meeting, for example, parents are oriented concerning SIP, PFEP, SAC, PTO and other opportunities to be involved in the educational process. Documentation is recorded through sign-in sheets of those in attendance. Also, minutes of the meeting are recorded. All presentation materials, agendas, and handouts are retained as proof of a meeting. |

**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 1- VPK (2-full day and 2-half day) | The offices of Title 1 and VPK work closely together to provide a transitional program that prepares VPK students to enter the regular Kindergarten program. Likewise, VPK teachers are in contact with parents and often meet to discuss the individual needs of the student (s). During many planned activities, parents function as volunteers to the teacher in outdoor activities, field trips, and enrichment programs. Our VPK students and families are included in all school events. The ESE School Specialist, Literacy Coach and FSL work together to coordinate support for these programs. Also, the school coordinates with area day care centers for kindergarten roundup. |
| 2 | IDEA | As required by law, additional support will be provided according to the IEP. Parents are included in all IEP meetings along with teacher, ESE specialist and ESE support staff. Students with disabilities are included in all school events. They are also included in the general education classroom, as appropriate. The ESE specialist coordinates school-wide support for IDEA requirements. |
| 3 | Title I, Technology Resources | Parents/Families have opportunities for technology trainings with the FSL at the FRC. Laptops and iPads are available for checkout to families. The FSL coordinates equipment and training for parents. |
| 4 | Title I, Part C | Migrant Families, once identified by demographic surveys (or school staff), are advised of various services within the community that meet their particular needs. In addition, the Family School Liaison and Guidance Counselor work in conjunction with the LEA to ensure parents receive services, such as transportation, shelter, food, and other assistance (i.e. counseling, language translation, or etc.). |
| 5 | Title IX | Homeless Families - The Family School Liaison works with the guidance counselor and district liaison to provide resources, transportation, materials, food and clothing for families in transition. |
| 6 | Title III | English Language Learner students and families are provided resources and materials as requested to assist children with meeting educational achievement goals. Translation services are provided at all parent events. The Guidance Counselor serves as our ESOL contact and coordinates services and support for our English Language Learners. |

**Annual Title I 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 | Develop agenda | FSL and Principal | Aug.-Sept. 2018 | Copies of agenda |
| 2 | Develop handouts | FSL and Principal | Aug.-Sept. 2018 | Copies of handouts |
| 3 | Prepare presentation | FSL, Literacy Coach and Principal | Aug.-Sept. 2018 | Copy of PowerPoint presentation |
| 4 | Advertise event | FSL, Principal, Staff | Aug.-Sept. 2018 | Utilize call-out system, post on website, invitations sent home with students |
| 5 | Publicize event | FSL, Principal, Staff | Aug.-Sept. 2018 | Newsletter, call-out system and website |
| 6 | Develop sign-in sheets | FSL | Sept. 2018 | Sign in sheet for meetings |
| 7 | Conduct meeting | FSL and Principal | 9/27/18 | Sign in sheets |
| 8 | Safekeeping of documents | FSL and Principal | Aug.-Oct. 2018 | Housed in FSL office |

**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:**Family Engagement is highly encouraged at Rimes Early Learning Center. The school offers flexible times for all meetings that require parents' attendance to discuss their child's academic progress. A translator will be provided for Spanish speaking families. Our Annual Title One meeting is scheduled for September 27, 2018. The FSL maintains a flexible schedule that provides families’ access to the Family Resource Center during times convenient for them. Childcare will be available. FSL will make home visits if necessary. If requested, the FSL will meet with parents who are unable to attend the Annual Title I meeting. If parents are unable to attend Report Card Day, the teachers will offer another time that is convenient to the parent.  |

**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 | Title I Parent Meeting | Leadership Team | Parents will gain a better understanding of how Title I funds support student achievement. | 9/27/18 | Sign-in sheets, handouts, agenda, presentation materials, Event advertisement |
| 2 | Report Card Days & Individual Conferences | Classroom Teachers | Discuss each child's expectations, goals and assessment results throughout the year. | 10/24/18 and 4/3/18 | Conference logs, parents signatures on conference forms |
| 3 | Literacy Fair | FSL, Literacy Coach, Media Specialist | Classes will share their favorite book through a storyboard display. Each child will discuss his/her contribution to the project with parents. Flyers will be available with "Tips for Parent Reading At Home". Every student will receive a free book. | 1/24/19 | Sign in sheets, handouts, agendas, presentation materials, FIDO, Event advertisement |
| 4 | Prescriptive Resources | Teacher, FSL | Teacher will give recommendation for materials supplied by FSL. | Throughout the year | Copy of teacher's prescription, copy of sign out of materials sheet |
| 5 | Technology Training for Parents | FSL,Tech Con | Individual assistance in basic computer skills | Throughout the year | Sign in sheets, handouts, agendas, invitations  |
| 6 | STEAM Fair/Orlando Science Center | FSL, Literacy Coach | Increase student interest in and attraction to science. Family STEAM Night will stimulate a child's mind and spark their imagination | 4/18/19 | Sign in sheets, handouts, agendas, presentation materials, event advertisement |
| 7 | Donuts for Dads | FSL | Fathers, or significant male role models will take a child to school to learn about it and what their child is learning. | 9/26/18 | Sign in sheets, handouts, agenda, event advertisement |
| 8 | Muffins for Moms | FSL | Mothers, or significant female role models will take a child to school to learn about it and what their child is learning | Spring 2019 | Sign in sheets, handouts, agenda, event advertisement |
| 9 | Scholastic Book Fair-Fall/Spring | FSL and Media Specialist | Parents will help improve their child's literacy skills. | 9/24-9/28/18 | Event flyer, call outs, sales receipts |
| 10 | VPK Roundup | ESE School Specialist, Literacy Coach, FSL | Parents will register their students for the upcoming school year. Students will be given an assessment. | March 2019 | Event flyer, call outs, website, registration packets |
| 11 | Kindergarten Roundup | Kindergarten Teachers, Literacy Coach, FSL | Parents of prospective Kindergarten students will watch a movie and tour Kindergarten classrooms to learn about our programs. | April 2019 | Event flyer, invitations, call outs, website, registration packets |
| 12 | Open House | Leadership Team, Classroom Teachers | Parents will tour the school, learn about our programs, meet teachers and visit classrooms. | 9/27/18 | Sign-in sheets, handouts, call outs, ppt presentations |
| 13 | Honor Roll Ceremonies | Leadership Team, Classroom Teachers | Parents will attend Honor Roll Ceremonies and end of year celebrations for students in grades K-2 | After 1st and 4th grading periods | Sign in sheets, call outs |
| 14 | Scholastic Book Fair-Spring | FSL and Media Specialist | Parents will help improve their child's literacy skills. | 1/21-1/25/19 | Event flyer, call outs, sales receipts |
| 15 | Meet and Greet | Leadership Team, Classroom Teachers | Parents will meet their child's teacher and tour the school. | 8/9/18 | Sign in sheets, handouts Event Advertisement |
| 16 | End of year picnic | Leadership Team | Parents will attend end of year picnic with their children | May 2019 | Event Advertisement, sign in sheets, Event flyer, call outs |

**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 | Staff training on value of parental involvement during the monthly faculty meetings | Principal, FSL | Improve connections between parents and staff by presenting best practices | School Year 2018-2019 | Sign in sheets, agendas, and presentation documentation |
| 2 | Monthly FSL Trainings | LEA | Provide training to the FSL on providing educational support to students and their families | School Year 2018-2019 | Monthly FSL meeting agendas |
| 3 | Annual District professional development on increasing parental involvement | LEA | Staff will be more equipped to reach out to families and students while providing educational support | School Year 2018-2019 | Training agenda, handouts |
|  |  |  |  |  |  |

**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:**Rimes ELLC has a Family Resource Center, which is readily accessible for parents/families to view and borrow materials on their own accord or as recommended by the teacher. The Family School Liaison and Leadership Team members promote the Family Resource Center through FRC tours, Annual Title 1 Meeting, and the school website along with event notices, newsletters, and teacher prescriptions sent home. The FSL will keep a sign-in sheet to record the visitors to the FRC. The FSL and Leadership Team members will assist parents/families in using the new strategies to improve their child's success in various academic areas. |

**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:**The Annual Title I Parent Meeting has a brief PowerPoint that introduces and explains Title I, the FPEP, and school-wide curriculum. In addition, parents/families are given important websites to use which enables them to pursue information about our schools in Lake County. Parents/families also receive information and suggestions on how they can increase their involvement in their child's education both at school and at home. Parents/Families will be notified as to the dates and times of our Parent and Family events in a timely manner through a variety of mediums (via website, call-out system, newsletters, flyers in languages spoken by Rimes families), which includes a minimum of one week notice prior to the event. Rimes will host parent events such as Meet the Teacher, Open House, and Family STEAM Night. Parent sign-in sheets, suggestions, and handouts will be filed using the recommended Title I procedures.Data for documentation of parent participation will be collected based on RSVP's for parent/families events, parent sign-in forms, and meeting minutes. Evidence of parent attendance will be recorded. Parents will receive a brief summary of the information provided at Title 1 meetings, in newsletters and/or on the school web site after each meeting.Parents/Families will have the opportunity to contact the teacher for individual conferences. These conferences will provide the explanations of subjects, assessments, and progress of their children along with strategies parents can use at home. Teachers will maintain sign-in sheets and will provide a copy to the FSL who maintains the documentation for Title 1.All documentation will be uploaded in the Title I Compliance Folder.   |

**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:**Parent and family events are held on a variety of dates and times intended to accommodate parents' schedules. Communications, oral and written, pertaining to parent/families events and meetings are provided in languages that reflect the languages spoken by that particular family. The English Language Survey, completed during student registration, provides information concerning students whose parents may need oral (or written) communication in a language other than English. All written invitations to attend parent events will include the special needs request statement. Parents with special needs will be provided accommodations on a case-by-case basis so they can participate.The complete PFEP will be posted in the LEA's and school's websites. If electronic communication is not available at home, hard copies of the SIP, FPEP and Title I Plans are maintained in the Office and Family Resource Center (with the Family School Liaison) for parents/families to review and make suggestions or comments. Parents/Families of migrant students will receive accommodations based on their individual needs. |

**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:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **count** | **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| 1 | Training parents/families to enhance the involvement of other parents [Section 1118(e)(9)]; | Provide hands on training at our site. Provide opportunities for parents to serve on SAC and PTO to become effective parent leaders. | FSL, Principal | Improve the ability of parents/families to participate in school and district decision-making activities. | Spring 2019 |
| 2 | Maximizing family engagement 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)]; | Request family engagement surveys and schedule meetings and events at times that will allow for maximum parent involvement. Disseminate information about upcoming events via website, phone calls, newsletters, flyers in native languages spoken by our families. | FSL, Principal | Provide parents/families more opportunities to attend events that will, in turn, give parents strategies to be an advocate for their child's education. | Ongoing |

**Evaluation of the previous year's Family Engagement 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 | Report Card Night | 2 | 400 | Teachers discussed with parents the expectations, goals, and assessment results throughout the year.Parents/families are invited to speak with faculty and staff to share a parent perspective.  |
| 2 | Open House 17-18 | 1 | 336 | Teachers discussed with parents the expectations, goals, and assessment results throughout the year |
| 3 | Family Science Night 17-18 | 1 | 200 | Provided science and literacy strategies for parents to implement at home. Literacy skill development for students. |
| 4 | Annual Title I Meeting 17-18 | 1 | 165 | Parents/Families gained a better understanding of how Title I funds support student achievement. |
| 5 | Meet the Teacher | 1 | 240 | Parents met their child's teacher and learned about instructional programs at Rimes. |
| 6 | Donuts with Dads/Muffins for Moms | 2 | 588 | Fathers and male role models learned about our school and met staff. |
| 7 | Family Literacy Night | 1 | 212 | Parents/Families learned about our focus on literacy skills, participated in literacy activities with their child and received free books from Rimes and the Leesburg Library. Literacy strategies were modeled for parents/families.  |
| 8 | VPK Registration | 1 | 75 | Parents learned out our VPK program, met our teachers and completed application packets.Offered parents ideas to help prepare their children. Provided parents with valuable information to help them understand the school and district expectations. |
| 9 | Kindergarten Round Up | 1 | 35 | Parents learned about our programs, met our teachers, toured our school, and completed registration packets. Parents viewed an orientation video explaining class and school requirements and expectations. Skill resources such as high frequency words and Kindergarten skills that need to be mastered were handed out to parents.  |
| 10 | PK Promotion | 2 | 252 | Parents attended year-end promotion celebration. This event highlighted and displayed students’ achievements in relation to the academic standards and motivated them to continue on their path.  |
| 11 | Kindergarten Awards (5/24/18) | 1 | 193 | Parents attended year-end promotion celebration. This event highlighted and displayed students’ achievements in relation to the academic standards and motivated them to continue on their path. |
| 12 | 1st Grade Awards (5/24/18) | 1 | 90 | Parents attended year-end promotion celebration.This event highlighted and displayed students’ achievements in relation to the academic standards and motivated them to continue on their path. |
| 13 | 2nd Grade Moving On Ceremony (5/24/18) | 1 | 75 | Parents attended year-end promotion celebration.This event highlighted and displayed students’ achievements in relation to the academic standards and motivate them to continue on their path. |
| 14 | Prescriptive Resources | 1 | 35 | Teachers referred parents to FRC for student assistance and support. Parents and families visited the FRC to obtain resources and materials.  |
| 15 | Technology Training for Parents | 0 | 0 | Parents/families receive technology trainings that will educate them and give them the knowledge to further support their child’s education |
| 16 | End of Year Picnic | 1 | 438 | Parents attended end of year picnic with their children,Listened and responded to parent feedback about Rimes and the school year.  |

**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 | Staff training on value of parental involvement during monthly faculty meetings 17-18 | 1 | 20 | Improved connections between parents and staff by presenting best practices |
| 2 | Monthly FSL trainings 17-18 | 7 | 1 | FSL learned how to better support families with students' educational needs. |

**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 upcoming 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 | Consistent communication | Continue to improve parent/family communication through weekly call outs, Facebook, website updates and event/informational flyers. FSL will increase communications with our Spanish speaking community by having event flyers translated in Spanish.  |
| 2 | Limited English proficiency | Provide translators for all parent/family events. Childcare and transportation will be available to parents/families if needed.  |