


**School Name: Title I, Part A Parent and Family Engagement Plan (RUEDIGER ELEM.)**

I, Sally Stephens, 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 parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101, ESEA; as amended by ESSA
- Involve parents/families of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent [Section 1116]
- Jointly develop/revise with parents/families the school parent and family engagement policy and distribute it to parents/families of participating children and make available the parent and family engagement 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 parent and family engagement policy and the joint development of the school-wide program plan under section 1114(b)(2) [Section 1116];
- Use the findings of the parent and family engagement policy to review and design strategies for more effective parent/family engagement, and to revise, if necessary, the school's parent and family engagement policy [Section 1116];
- If the plan for Title I, Part A, developed under Section 1114, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan to the local educational agency [Section 1116];
- Provide to each parent/family an individualized student report about the performance of their child(ren) on the state assessment in ELA, Math and Science [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 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 1116].

  
Signature of Principal or Designee

  
Date Signed

**Mission Statement**

Parent and Family Engagement: Mission Statement (Optional)

**Response:** Each student will be a self-sufficient, life-long learner with a sense of purpose, responsibility, and appreciation of diversity. Parental involvement plays a vital role in the success of our school.

## 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 parent and family engagement will be used [Sections 1116].

**Response:** The School Advisory Council, which includes parents that are chosen by the parents and appointed community members, will meet monthly to plan, review and provide input into the school's Parent Involvement Policy/Plan and activities and School Improvement Plan.

The School Advisory Council will approve the Parent Involvement budget along with the School Improvement budget.

The School Advisory Council will review the school grade, progress monitoring, and SPAR report.

The School Advisory Council will approve the Parent Involvement Budget along with the School Improvement Budget.

The School Advisory Council will review the school grade, school AYP information, and SPAR Report.

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## 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].

count	Program	Coordination
1	Title I	Funds will be used to hold parent workshops, produce monthly newsletters and train teachers.
2	Title II	Funds will be used for staff development.
3	Head Start	Head Starts are invited each Spring to Kindergarten Orientation to help prepare them for the upcoming school year.
4	21st Century Program	District Title I Program

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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 (school-wide or targeted assistance), Adequate 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].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop Agenda, handouts, and or presentation materials that address the required components	Administration	August	Copies of agendas, presentation, and handouts
2	Develop and disseminate invitations	Administration	August	flyer/invitations with date of dissemination and copy of posting on the school website
3	Advertise/Publicize the event	Administration	August	Posting on school website and school marquee
4	Develop sign-in sheets	Administration	August	Copies of sign-in sheets for meetings and individual classrooms

### Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and how will the school provide with Title I funds, transportation, childcare, or home visits, as such services related to parent and family engagement [Section 1116].

**Response:** PTO, SAC and some parent workshops will be held in the evenings after most work hours are completed. However, for shift workers, we will also offer parent workshops in the morning hours using the model of "All Pro Dads" and "Moms on a Mission". This will allow flexibility for parent involvement.. In addition, our Parent Resource Center is open during school hours for those that can attend throughout the day. The Parent Resource Center is equipped with a designated computer for parent usage. Additionally, the school will offer a flexible number of parent meetings at a variety of times. The meetings for parents will include, but not be limited to, Orientation, Open House, Parent/Teacher Conferences, and Curriculum Nights. In addition, parents will also be invited to participate in advertised SAC Meetings and PTO Meetings. One way the school will offer flexible meeting times is during Parent/Teacher Conferences. The conferences will be scheduled after hours during the first and second semester to discuss student progress. To provide flexibility and ensure all parents are accommodated, conferences may also be scheduled before school, during teacher planning time and during the teacher lunch time as needed throughout the year. Parents can also request after-hour conferences anytime as needed and the school will support. Telephone conferences also provide flexible options.

### Building Capacity

Describe how the school will implement activities that will build the capacity for strong parent/family involvement, in order to ensure effective involvement of parents and to support a partnership among the school, and the community to improve student academic achievement. 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. Include information on how the school will provide other reasonable support for parent/family engagement activities under [ESEA Section 1116].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Title I Information/Right to Know	Principal	Parents will be aware of the opportunities available to assist their child(ren) at home and at school	September 2018	Agenda of Title I annual meeting and documentation of Right to Know letters going home
2	Curriculum/Florida Standards Assessment/Grade Level Expectations	Teachers	Parents will be familiar with what is required for students to be successful and know what benchmarks are required	September 2018 and ongoing	Open House Sign-in sheets and Parent Conference documentation on report cards
3	School-Wide Literacy Night (Camp-Read-A-Lot)	Teachers	Parents will gain knowledge and understanding in ways to support the child's literacy success in school.	October November 2018	Agenda and sign in sheets
4	FSA Information/Testing	Teachers	Parents will become familiar FSA requirements and other strategies to help prepare their child to be successful for the assessments	February 2019	Agenda and sign in sheets
5	School-Wide Stem Night	Teachers	Parents will gain knowledge and understanding in ways to support the child's academic success in school related to STEM	March 2019	Agenda and sign in sheets
6	21st Century Program	Teachers	Parents will attend quarterly showcases that communicate what students are learning after school.	Quarterly 2018-2019	Agenda and sign in sheets

## Staff Training

Describe the professional development activities the school will provide to educate the teachers,

specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parent/families, in the value and utility of contribution of parents/families. Describe how the school will reach out, communicate with and work with parents/families as equal partners. As well as implementing and coordinating parent/family programs, and in building ties between parents/families and the school. [ESEA Section 1116].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Teacher Training on effective forms of communication - newsletters, parent conference skills, parent-friendly styles	Assistant Principal	Teachers will be able to communicate better with parents to help them facilitate their child's academic success	Beginning of year	Parent Conference documentation on report cards and training agendas
2	Student Discipline - communicating behavior with parents	Assistant Principal	Teachers will be able to communicate about student behavior better with parents to help them facilitate their child's academic success	Planning Week	Agenda and Educator's Handbook
3	Teacher training on how to communicate academic needs to parents for the district curriculum	Principal; Assistant Principal	Teachers will be able to communicate to parents ways in which they can support their student(s) at home using resources provided by the school or online	ongoing	Parent input/survey; Parent Portal Informal meetings
4	Teacher training on how to provide step-by-step processes to help parents assist with homework	Teachers	Teachers will find ways to communicate and teach parents how to help their student problem solve	Fall 2017	Parent input/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 [ESEA Section 1116].

**Response:** We currently have a parent resource center that allows parents to access web resources, including, but not limited to, Free and reduced lunch application, listserv, school website, FLDOE's website. We send home a monthly newsletter that includes tips on dealing with academics and behavior. Parents are solicited from Orientation to be involved as volunteers and chaperones as well as being an active part of PTO. During, parent conferences: Teachers and parents will discuss how to ensure the child's academic success and what the parent can do at home to help. Every parent is sent a conference form to sign up for a date and time to meet with their child's teacher.

Promotion brochures that contain academic requirements and grade level expectations will be available for parents on the Leon County School District Website. Hard copies of the brochures will also be available for parents at Open House in September.

A Parent Resource Center is available to parents during the school day, Monday-Friday. It is located in the front office.

We have an open door policy which provides opportunities for parents to come to school and discuss with the principal issues that are pertinent to the success of our students.

## Communication

Describe how the school will provide the following under [ESEA Section 1116].

- Provide a description of how parents/families will be given timely information about the Title I programs.
- Describe and explain the curriculum at the school, the forms of academic assessment used to measure student progress and the achievement level standards the students will obtain.
- If requested by parents, how will the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
- Methods the school will use to submit parents/families comments if the school-wide program plan is not satisfactory to the parents of participating children, that will be made available to the local education agency [ESEA Section 1116].

**Response:** Parents will receive information about Title I programs at the Annual Title One Parent Meeting and through annual dissemination of Right to Know letters. Parent Compacts are sent home the first week of school. Information regarding curriculum, instruction and assessment is given at open house as well as through bi-weekly communication sent home from the teacher and through parent conferences. Parents are invited to participate in SAC and PTO and are given an opportunity to give input to the Parent Involvement Plan and School Improvement Plan through annual Climate Surveys and Title I Surveys. In addition, administration publishes a monthly newsletter that includes highlights and information on upcoming events from all grade levels. This document is also available on our website. Parents also have access to grade-level websites that notify parents of upcoming events, student course schedule, and review instructional videos/resources to reinforce math and reading lessons taught in class. The following is a list of different ways we will inform parents of curriculum, assessments, meetings, student progress, proficiency levels, and Title I programs:

Student Planners- daily basis

Use of School and District Website

Student expectation brochures are provided by the district

Classroom Parents will be established to assist with planning classroom activities and notifying parents of class/school events

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## Accessibility

Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families and how the school plans to share information related to school and parent/family programs, meetings, school reports and other activities in an understandable, uniform format and in languages that the parents/families can understand.

**Response:** Ramps are provided for those with physical disabilities. FDLRS provides services as necessary to make school information understandable to parents. We review the Home Language Survey results to determine if communication in other languages is necessary and utilize translation software to make this possible when needed. Additionally, a variety of parental involvement activities will be planned to ensure that

each parent has ample opportunity to participate. Multiple sources will be used to communicate opportunities for involvement to parents.

### Discretionary Activities (Optional)

Activities that are not required, but will be paid for through Title I, Part A funding (for example: home visits, transportation for meetings, activities related to parent/family engagement, etc.)

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)];	Parents will be invited to participate in "Moms on a Mission" or "All Pro Dads" to meet and talk with teachers.	Assistant Principal	Parents will have various times to meet with teachers to discuss student achievement.	Ongoing
2	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Partner with local organizations and business to provide parent involvement activities	Partner Coordinator	Utilize community resources to enhance student achievement	Ongoing

## **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 1116]. 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	Stem Night	1	300	Parents learned what they need to know in order to assist their child at home with daily work and homework.
2	Title I Annual Meeting	1	350	Parents learned what programs are offered to their student(s) to enhance their learning in the classroom.
3	Literacy Night Camp Read a Lot	1	300	Parents learned what is needed to attend college. Parents and students spoke with representatives from colleges in the area.

Provide a description of the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency and parents/families of migratory children)? [Section 1116].

**Response:** A variety of parental involvement activities will be implemented to ensure that Ruediger Elementary will overcome the barriers to providing a successful academic year to all students. Multiple sources will be used to communicate opportunities for involvement of parents in school activities. To provide full access and opportunities for all English Limited Proficiency students, school reports, and information letters from the school and or district will be provided in the child's home language according to federal/state guidelines. If a student needs Exceptional Student Education services, services will be coordinated with the district Exceptional Student Education Department.

### **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 training on effective forms of communication- newsletters, parent conferences skills, parent	1	45	Teachers will be able to communicate more effectively with parents to help them facilitate their child's academic success.
2	Student discipline- communicating behavior with parents	1	45	Teachers will be able to communicate concerning student behavior with parents to help them facilitate their child' academic success.



3	Teacher training for Parent Conference Night	1	45	Teachers will create a template for parent conference night that involves students and parents.
4	Pre-planning Week for Teachers	1	45	Improve academic achievement and social skills of students

## 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 1116].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Parents have jobs that prevent them from attending meeting in the afternoons or evenings (shift workers)	Ruediger will implement parent breakfasts for mothers and fathers and/or guardians to be held once per month.
2	ELL Parents are inhibited to attend functions due to lack of English skills.	Ruediger will attempt to provide more information in the native language of our ELL students through the use of translation programs. A paraprofessional will translate ELL parent meeting.
3	lack of means for communication	share information in a variety of ways- notes home, newsletters, telephone calls, school marquee, list-serv, email

**Please submit to the Title I office the evidence of input from parents/family members.**

- **Provide Evidence of Input from Parents and Family Members in the writing of your school Parent and Family Engagement Plan. (SAC agenda, sign in sheets, minutes and notes from parents/family members).**
- **Provide copy of Parent-School Compact with parents/family members input. (SAC agenda, sign in sheets, minutes, notes from parents/family members).**
- **Provide Evidence of Parents and Family Members in the Development of your Parent-School Compact (SAC agenda, sign in sheets, minutes and notes from parents/family members).**