

## RIVERSINK ELEMENTARY SCHOOL

### Title I Parent and Family Engagement Policy 2018 – 2019 SY

I, Simeon Nelson, 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)].

  
Signature of Principal or Designee

10/3/18  
Date Signed

#### Mission Statement

Parental Involvement Mission Statement (Optional)

**Response:** Riversink Elementary School will actively involve parents, teachers, staff, and community members to prepare students to be responsible, productive citizens.

## Involvement of Parents

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

**Response:** Parents are invited and encouraged to attend regularly scheduled School Advisory Council Meetings as well as Parent Teacher Organization (PTO) meetings. Both meetings occur approximately four times per year at varied times to accommodate parent work schedules. School Advisory Council (SAC) meetings are the forum for continuous improvement of school operations, programs, events, and meetings. The PTO is another governing board which focuses on school-based events and activities in which parent volunteers are needed to facilitate to ensure success. Such events include the annual Fall Festival, Red Ribbon Celebrate Success Day, and BINGO for Books Family Night. Parent input is sought, recognized, valued, and strongly considered in the decision making process, including decisions involving Title I programs and funding. In addition, parental feedback is solicited via the annual school climate survey as well as at each parental involvement activity hosted by the school. A parent volunteer orientation is held annually within the first two weeks of school to recruit new volunteers and mentors and to review the district and school policies regarding signing in and out, confidentiality, dress code, duties and tasks, as well as restrictions and limitations while volunteering. A staff volunteer orientation is held prior to the assignment of any classroom parent volunteer.

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## 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	Parent Education Night	Individual teachers and grade levels will meet with parents during the 1st nine weeks to discuss standards and expectations for their children specific to their grade level. Parent questions and interaction are encouraged during the presentations.
2	SAVE Graduation	Substance Abuse and Violence Education classes are offered to 5th grade students conducted by our school resource officer. A graduation ceremony focuses on strategies that can be implemented at home to promote and support educational success in the future.
3	Parent Education Tips - BINGO for Books	Increase awareness of ways parents can assist their child's learning at home through tips and strategies to improve literacy. Participants play for books and provided with literacy knowledge between rounds. A light meal will be provided for the families in attendance.
4	Parent Resources on School Website	Websites that parents can use as a resource to help encourage learning/interaction at home are also available. These resources are also discussed at our Annual Title I night.
5	School newsletter with Home & School Connection	Monthly newsletters are sent with upcoming events, parent resources, and educational activities that can be done at home. Home & School Connection will accompany monthly newsletters. The Home & School Connection is a monthly educational publication designed to provide activities and resources to parents to help bridge the gap between home and school.
6	School Marquee	Information posted on school marquee to alert parents about upcoming events
7	Take Your Dad to School Day	A statewide initiative launched by the Florida Department of Education to encourage dads and/or other male role models to get involved in their child's education.

8	Grade Level Transition Nights	Teachers meet with parents to discuss student progress, expectations for the next grade level and activities to use during summer to bridge learning over summer break.
9	One Call	System to send reminders and other important messages to all parents.
10	Student Recognition	Students are recognized for both reading and math achievements. Announcements are made, pictures are posted and rewards days 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 (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	Annual Title 1 Planning Meeting	Principal and Assistant Principal	August 2018	Completion of organization of meeting
2	Annual Title 1 Meeting Invitations	Assistant Principal	August 29, 2018	Parent attendance
3	Annual Title 1 Meeting Reminder to Parents using One Call	Principal	September 4, 2018	Parent attendance
4	Annual Title 1 Meeting	Principal and Assistant Principal	September 6, 2018	Number of attendees and exit evaluations
5	Review of parent exit evaluations	Principal and Assistant Principal	September 7, 2018	Summary of parent responses

## 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:** Grade Level Parent Nights, School Advisory Council (SAC), Parent Teacher Organization (PTO), Title I Parent Meetings, and other events are held at various times throughout the year to accommodate parent work schedules. Some meetings occur right after school at 3:45 or 4:00 while others begin in the early evening with varied start times of 6:00 and 6:30. Other parent meetings such as parent teacher conferences, RTI (MTSS) and IEP meetings occur throughout the school day, frequently between 8:00 and 9:00 in the morning or during the teachers' planning or lunch times or directly after school.

## 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	Florida Standards and Classroom Expectations during Parent Night / Open House	Grade Level Teams	Increase awareness and mastery of grade level expectations and FL Standards and inform parents on how to help their children at home	1st Nine weeks	Sign-In Sheets, Increase in Academic Awards each semester
2	Participation in School Advisory Council	SAC Chair/Principal	SAC goals are data driven for specific academic areas. Student growth and achievement is measured for 3rd -5th grade students using STAR and FSA results. Student growth is measured for K-2 using STAR results. Differentiated Accountability utilizes STAR, and Science assessments for specific targeted grade levels.	September, 2018  November / December, 2018  March, 2019  May, 2019	SAC sign-in sheets, meeting agendas, meeting minutes, and Parent Climate Survey results.
3	Parent Conferences	Individual Teachers	Providing support to students receiving Rtl services and assisting parents in supporting their children with homework to increase student achievement. Also discuss each child's assessment results, expectations, and goals for the year	On-going	Conferences held and Title 1 Parent Compacts
4	Volunteer Orientation	Volunteer Coordinator	Increased student performance to parent/community members tutoring students individually or in a small group	September 12th, & throughout the 18-19 school year as needed.	Volunteer sign-in
5	Annual Title 1 Meeting	Principal and Assistant Principal	Increased due to improved parent awareness and understanding of Title 1 programs and components involved to increase student performance across all academic areas	September 6, 2018	Sign-in and exit survey
6	Title 1 Bingo for Books Night	Principal and Assistant Principal	Increased awareness of strategies parents can use to help their children in the area of literacy.	February 7, 2019	Sign-in sheet/Survey

### 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
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1	Teacher Training-Family Friendly Schools	Assistant Principal	Content specific sessions to target how parents can help their children at home. Greater parent involvement will increase student achievement as evidenced by school wide data.	September 2018 (Initial), Ongoing throughout the school year.	Increased parent/teacher communication through conferences/phone and email
2	Volunteer Orientation for Teachers	Assistant Principal	Provide training for teachers to better utilize and communicate with parent volunteers	September 2018	Sign-in sheet and increased number of parent volunteer interaction in the classroom

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## 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:** During our Bingo for Books Parent Night, parents participate/play for books and are provided with helpful home literacy tips. Our volunteer orientation is designed to acquaint parents with the many opportunities to volunteer in the classroom and engage in activities that support our programs. Title I activities provide valuable insight for parents to assist children at home. Our school website and monthly Home & School Connection offers a variety of helpful links for parents to access in order to promote at-home help, and of course, teachers are available via e-mail and phone to assist with any questions that may arise. Parents that are in need of professional assistance could be referred to our Student Services/Mental Health Coordinator or through the school's guidance counselor. Individual and family counseling is available, as well as tutoring and self-esteem building activities at no cost to the parents.

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## Communication

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

- Timely information about the Title I programs [Section 1118(c)(4)(A)];
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)];
- If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children[Section 1118(c)(4)(C)]; and
- If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents' comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

**Response:** Information regarding programs, resources, and school curriculum, etc. are disseminated to our parents during Open House. Each month our school newsletter goes home keeping parents informed about upcoming school events. We also communicate with parents through e-mail, parent conferences, newsletters, Title I Parent Nights, PTO, and SAC meetings. Our climate survey which is given each year also provides valuable information. The Title I meeting keeps our parents informed about our Title I program and also gives them helpful ideas/resources for promoting academic success at home. A grade level specific curriculum guide is used to assist in the teaching of skills. Each grade level also has a SATL notebook for scope and sequence. Our students in K-5 are assessed in all academic areas by the classroom teacher to determine their performance acquiring the Florida Standards. Florida Standards Assessment is administered to 3rd-

5th grade students in ELA and Math. Additionally, 4th and 5th grades must take a Writing Assessment, and 5th grade takes an additional Science Assessment. Students in grades K - 5 take the STAR Reading and Math several times throughout the school year. Kindergarten and 1<sup>st</sup> participate in the Early Literacy Assessment. Wakulla Writes is a writing assessment given 2 times per year in grades 3-5 and once for 2<sup>nd</sup> grade. A small group of students receiving ESE services will take the Florida Standards Alternate Assessment (FSAA) in March and April. Kindergarten teachers administer Florida Kindergarten Readiness Screener (FLKRS) during August and September.

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## 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:** Parents are invited to many activities throughout the year. We begin with a volunteer orientation to acquaint each parent with the registration process and the procedures that are required. Kindergarten involves Moms during the Mother's Day Tea celebration. Dads are welcomed during Donuts for Dads and many stay to have lunch with the class. During Read Across America many parents and community members go from class to class reading to our students. We have various school-wide activities such as Book Fair, AR Store, Fall Festival, Field Day, academic celebrations, class holiday parties, 5th grade graduation, 5th grade Wild Adventures trip, and other PTO planned activities that involve many volunteers and helpers. As a means to include all parents, including parents of students with disabilities, we will utilize One Call Now services to inform parents of upcoming events. We update our website with current information and use the marquee out front to inform parents of upcoming events. Newsletters are sent home with students telling parents of current events happening at Riversink as well as e-mails being sent to ensure communication. Currently, at Riversink, we do not have any limited English proficiency (ELL) students, or any migratory children.

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## Evaluation of the previous year's Parental Involvement Plan

### Building Capacity Summary

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Florida Standards and Classroom expectations during Parent Night/Open House	1	40	Increase awareness and procedures for the year geared to support students
2	On-line resource (FOCUS) that parents access to monitor grades and school activities	1	N/A	Parents have increased awareness of student performance
4	Title 1 Parent Education Night	1	57	Increased awareness of student expectations and understanding of Title1 Components involved to increase student performance across all academic areas
5	Participation in School Advisory Council	4	22	Improved school-wide strategies for targeting needs
6	Parent Conferences	107	N/A	Involved parents helping students at home
7	Holiday's Around the World	1	N/A	Reading tips for parents to help their students
8	Dad's Day	1	N/A	Dad's and other male role models are encouraged to become more involved in the school
9	Thanksgiving Lunch	1	N/A	Increased opportunities for parents to be actively involved in the school setting
11	Holiday Program	1	N/A	Increased opportunities for parents and other family members to become more involved in the school

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### 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-Family Friendly Schools	1	N/A	Increased parent participation to help their children at home
2	Intervention Support Team	1	N/A	Improved targeted strategies for student success in all academic areas
3	Volunteer Orientation for Teachers	1	N/A	Increase parent and community participation in classroom activities and small groups

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## 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	Working Families	Provide scheduling flexible enough to accommodate parent nights and conferences with teachers
2	Families with children in sporting/extra-curricular activities that interfere with school functions	Be cognizant of other activities and schedules when planning parent events at school
3	Poor attendance at school events (Parent Ed. Night)	Provide materials to create games/activities that are demonstrated in the session.
4	Poor attendance at school events (Parent Ed. Night)	Use One Call to send Robo-call to remind families of event
5	Poor attendance at school events (Parent Ed. Night)	Get the students excited about attending while at the school, so they will be more likely to ask their parents to bring them
6	Poor attendance at school events (Parent Ed. Night)	Offer food and drinks to those who attend

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