## Title I, Part A 2019-2020 Parent and Family Engagement Plan

## River Hall Elementary SCHOOL

## I, Dr. Alice Barfield, 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, developed, 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**

River Hall Elementary strives to include parents as essential stakeholders and decision makers in the educational climate of their students.

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**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)].

River Hall will involve parents in an organized and timely manner with regards to the planning, review and improvement of the Title I programs. All parents will be invited through the school newsletter, invitations, School Messenger, and personal phone calls to attend the SAC/Title I meetings. The processes and procedures for selecting this group will include the input of parents, staff members and the SAC committee. Input from parents will be collected through surveys and quality tools like parking lots, affinity surveys and open discussions. These communications will be flexible in format such as online, in person or on paper; allowing for all parents to give input. Formats will be in languages and simple terms that parents can easily understand. Information gathered from this data will be used to create a plan. The plan will be created and reviewed during SAC/Title I quarterly meetings or at PTO monthly meetings. During a scheduled SAC meeting, the committee will hold an open discussion and will decide, with input from parents, how the 1% set aside for Parent Involvement will be used. Ideas and input from parents will be documented in the SAC Meeting Minutes. In order to provide additional support for parental involvement transportation or flexible meeting times will be available. Documentation for all SAC and parent meetings to include: flyers, agendas, handouts, minutes, and sign-in sheets will be maintained in the Title I Toolkit.

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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 1116].

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| **count** | **Program** |
| |  | | --- | | ESOL/ELL (Title III) | | All programs and activities will be available to all parents. All invitations and flyers are translated into Spanish. |

**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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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Title I Meeting and Fifth Grade Parent Night | Familiy Engagement Specialist | September | Proof of Advertisement of the meeting  \* Agenda and minutes from the Title I meeting with the specific discussion on compact and expenditure of funds  \* Hard copy of the Title I Power Point presented to parents explaining what it means to be a Title I school.  \* Sign-In Sheets from Title I Meeting  \* % of compacts returned and signed samples |

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| **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)]. |

River Hall Elementary will provide multiple dates and times for meetings and workshops when possible. We will conduct a survey of all parents to determine the dates, times and subject matter for parental programs. Spanish and English translators will be available during all parent involvement opportunities including parent workshop trainings, PTO meetings, SAC meetings, and conferences.

Teachers schedule parent/teacher meetings at flexible times during the day, throughout the year.

**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 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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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Title I Annual Meeting/Fifth Grade Parent Night | Administration/Teachers | Provide information to parents about the Title I program, about expectations and how they can support their children at home, discuss expectations for students, safety patrol, clubs, and fifth grade trip. | September | Agenda, handouts, flyers, sign-in sheets, workshop comments |
| 2 | SAC/PTO Meetings | Administration, Teachers | Parents participate in school decision making for increased student achievement | Monthly | Agenda, handouts, flyers, sign-in sheets, workshop comments |
| 3 | Storybook Parade | Administration, Teachers | Explain to parents the importance of reading to and with their students, setting aside time for reading at home, and school wide expectations for Accelerated Reader | October | Agenda, handouts, flyers, sign-in sheets, workshop comments |
| 4 | FSA SUCCESS NIGHT | Administration/3 – 5 grade Teachers | Administrators and teachers will educate and inform parents on how they can help their children succeed on the FSA test. | January/ March | Agenda, handouts, flyers, sign-in sheets, workshop comments  Parent survey |
| 5 | Grade Level Curriculum Nights  (Grades K-4) | Teachers | Teachers explain the grade level and classroom expectations, show samples of work that will be done, and give an overview of the year to come. | September | Agenda, handouts, flyers, sign-in sheets, workshop comments |
| 6 | ESOL Parent Classes | Parent Involvement Specialist  Adult Education | Educating parents on the use of the  English Language, so that parents are able to help and support their child in their academic setting. | August ~~-~~May | Agenda, handouts, flyers, sign-in sheets, workshop comments |
| 7 | School Newsletter with research based articles on parent involvement | Parent Engagement Specialist | Provide information to parents on how parents can help their children through research based strategies and tips. | Monthly | Agenda, handouts, flyers, sign-in sheets, workshop comments  Newsletter |
| 8 | Student Led Conferences | Teachers | Research based tips for increasing parent involvement and improving student achievement.  To educate parents on what the students are achieving academically, as well as to inform parents of student academic needs. | November | Agenda, handouts, flyers, sign-in sheets, workshop comments  Parent surveys |
| 6 | Red Carpet Dance  Grades K-2 and  Grades 3-5 |  | Provide information to parents regarding summer slide and how to keep students engaged in learning and activities over the summer | April | Agenda, handouts, flyers, sign-in sheets, workshop comments |
| 7 | Kindergarten Screening | Teachers (K) | Provide information to parents regarding school readiness and expectations for children starting Kindergarten | May | Postcards sent, Sign in Sheet, appointment schedule  Agenda, handouts, flyers, sign-in sheets, workshop comments |

**Staff Training**

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Email push with information for teachers and school staff | Admin and Family Engagement Specialist | Research based tips for increasing parent involvement | monthly | Parent and Faculty Surveys |
| 2 | Faculty Training on School Messenger | Technology Specialist | Building communication with parents  . Building communication with parents | August/September | Parent Link Usage Report |
| 3 | Castle Documentation and Communication expectations for teachers | Administrators | Increasing the effectiveness of teacher communication with parents and guiding them on supporting their children for academic success and documenting in Castle. | August/September  August/September | In-Service Records, ongoing communication log checks |
| 4 | Training for teachers on Student Led Conferences | Administration/  Resource teachers | Provide teachers in how to instruct students to take the lead on a student le conference and reflect on their learning and set goals with their parents | November | In-Service Records |
| 5 | Training for teachers on how to hold a successful parent conference | Administration | Providing teachers with the resources and tools to conduct successful and meaningful parent conferences |  | In-Service Records |

**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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**School Beautification Day to build community within the school (April).**

**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].

River Hall Administration will review the ideas generated at the end of the 2018-2019 school year by SAC and PTO for the expenditure of the 1% of Title I funds, school compact, and other ideas for the improvement of parental involvement during the annual Title I meeting held prior to the 2019-2020 school year. This will provide an additional opportunity for discussion and the inclusion of the kindergarten parents and any other families new to RHE. SAC and PTO meetings will be held monthly and advertised in the newsletter, website, and on new marquee. All parents will be provided with the opportunity to request additional meetings to discuss and make decisions regarding the education of their children. If this plan is not satisfactory to parents, they can submit their commentsalong with this plan to the Lee County School District Title I Department. RHE Elementary will hold a curriculum night in September to provide each teacher the opportunity to explain the State Standards, classroom expectations, assessments, and events that will take place throughout the year. All teachers will communicate with all parents at least two times each quarter with a phone call or note home that updates the parent of their child’s progress academically and/or behaviorally.

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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 1116)].

River Hall Elementary will:

\* Provide all communication sent home to families in both English and Spanish.

\* Translators will be provided for all school wide events and available for all conferences

and meetings through the use of our parent involvement specialist.

\* Events will be advertised with fliers, on the website, in the newsletter both English and Spanish.

\* Business partners donate food for some functions to accommodate our busy families

\* Babysitting will be provided for some events

\* School Messenger push will give parents the opportunity to choose to hear the message in English or Spanish.

\* We will make every effort to provide full opportunities for parents with disabilities and those with special needs.

\*Events will be offered at different times of day to vary availability.

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**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:

\_\_\_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 school year

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**Upload Parent-School Compact**

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1116].  
  
Upload an electronic version of the Parent-School Compact.to the Title 1 Crate for the school year

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**Upload Evidence of Parent Involvement in Development of Parent-School Compact**

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1116)].  
  
Upload evidence of parent input in the development of the compact to the Title 1 Crate for the **2018-2019** school year

## In this section you are reviewing the 2018-2019 parent involvement activities. You will need to put in the number of times you offered the events and how many participated

**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.

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| Count | Content and Type of Activity | Number of Activities | Number of Participants | Anticipated impact On Student Achievement |
| 1 | Donuts and Dudes | 1 | 410 | To increase male schoolinvolvement with students |
| 1 | 5th Grade Parent Night | 1 | 37 | to discuss safety patrol, FSA, 5th grade field trip and other issues/expectations for 5th grade parents to know |
| 1 | Mom and Me Tea | 1 | 422 | Help students and moms with tips for supporting their child at school and at home |
| 1 | Ttle One Meeting | 1 | 44 | To go over plan and to discuss changes for upcoming year |
| 1 | Storybook Character Parade | 1 | 74 | Explain our Accelerated Reader program and ways taht |
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|  |  | Total  5 | Total  987 |  |

**Please submit total number of Parent Involvement activities and total number of parent involvement participants to Annette Tartaglia by May 8,2019**.

In this section you are reviewing the 2018-2019 staff training activities. You will need to put in the number of times you offered the events and how many participated

**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 1116)].

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| **Count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
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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 1116)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Parking | Stagger events or hold on multiple nights, so that fewer grade levels are represented due to minimal parking |
| 2 | Time | We moved several events to the morning and they were easier for parents to get to |
| 3 | Language | We are implementing an ESOL class werhe the teacher can help students and work on communication |
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**Best Practices (Optional)**

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

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| **count** | **Content/Purpose** | **Description of the Activity** |