

2019-2020
Pine Grove Elementary
Parental Involvement Plan

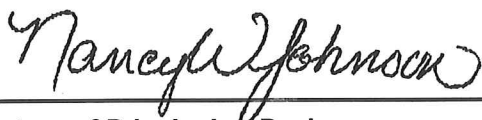


2019-2020 PINE GROVE ELEMENTARY SCHOOL
Title I, Part A Parental Involvement Plan

I, Nancy Johnson, 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

9/12/19

Date Signed

Mission Statement

Response: Pine Grove Elementary School believes in promoting an active partnership between school, home, and community. Our goal is to increase student achievement by encouraging a positive learning environment, while creating a caring, inviting, and enriching place to learn.

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: Pine Grove Elementary supports parental involvement and ensures that parents are a vital part of the decision making process. Our school has a School Advisory Committee that includes representation from all stakeholders. The committee includes the Title I Facilitator, administration, parents, teachers, and staff. This committee will be a major source of involving parents in the planning, reviewing, revising and improvement of the Title I Programs for Pine Grove. Parents will be provided every opportunity to participate in the decision making process in an organized, ongoing and timely manner by receiving invitations for all scheduled meetings. The Family and Committee Advisory Committee members meet three times per school year beginning in September, and the School Advisory Committee meets a minimum of seven times a year. Review of these programs with parents and educators using data from parent surveys will focus on the planning and improvement of the Title I programs. Additional meetings, above the regularly scheduled meetings, are held for final checklist approval and technical assistance provided by the district Title I office. Parental input will be documented by sign-in sheets, agendas, and minutes to be maintained by the Title I Facilitator.

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	Exceptional Student Support Services	The Title I Personnel, Program Staffing Specialist, and school-based ESE staff have ongoing communication regarding individual ESE student needs. This team meets with classroom teachers and parents to assist in providing parents with information and strategies on how to help their child at home
2	Title III and (ESOL)	Title I Personnel coordinate with a designated translator and ESOL Paraprofessional, as needed, to provide proper translation of documents to promote ESOL parent involvement. This coordination also ensures that information is translated, to the extent possible, in a language and form parents can easily understand. In addition, Title I will coordinate with Title III to host a parent informational session to increase support to families.
3	Headstart	Title I personnel coordinates with Headstart to present Kindergarten Readiness Workshop. This workshop provides tips for incoming KG and an opportunity to tour the school.
4	YMCA	Title I personnel has an ongoing communication with the director of YMCA in order to coordinate childcare for parents and staff to attend school based functions.

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	Meeting dates are established at the end of the previous year	Title I Personnel and School Administration	Scheduled during the first 9 weeks of the school	Attendance records/Event Response Tracking Sheet
2	Plan/create presentation and needed materials focusing on the requirements of the Title I Program	Title I Facilitator	Weeks prior to annual meeting	Attendance records/Event Response Tracking Sheet
3	Annual Title I training for teachers(outline expectations) - PLC's	School Administration and Title I Facilitator	Two weeks prior to Annual Meeting	Attendance records/Event Response Tracking Sheet
4	Information is sent home automated telephone system, newsletter, Remind101, social media, and displayed on the marquee	Title I Personnel	Previously established dates	Attendance records/Event Increase of attendance as evident using Response Tracking Sheet
5	Packets of parent information for the Annual Meeting are created	Title I Personnel	Within two weeks of Annual Meeting	Student Agenda, attendance records, and Event Response Tracking Sheet
6	Teachers meet with parents to review grade level expectations and specific classroom expectations	Grade Level Classroom Teachers	During Annual Meeting	Student Agenda, attendance records and Event Response Tracking Sheet
7	Collect attendance sheets after Annual Meeting	Title I Personnel	Within 5 working days of Annual Meeting	Title I Facilitator keeps attendance sheets and reviews data
8	Prepare and distribute " Sorry We Missed You" packets for families unable to attend Annual Meeting	Title I Facilitator	Distribute during teacher training	Total collection of attendance records as well as amount of receipted "Sorry We Missed You" packets
9	Provide feedback to parents as needed indicated on parent requests and comments	Title I Staff and Classroom teachers	Within two weeks of the Annual Meeting	All comments have correspondence and follow-up
10	Correspondences and results are maintained and filed for future planning reference	Title I Facilitator	Ongoing	Attendance records

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)].

Pine Grove Elementary plans to offer flexible number of meetings in order to provide ample opportunities for parental involvement. Our meetings, workshops, parental engagement activities, and mandatory compliance meetings are scheduled and offered at flexible times throughout the day and year. Each year, a survey is sent to parents in order to assess their needs and identify the best time of day that works for families. Our School Advisory Committee meets at the end of the school day as requested by many parents that were interested in participating for all committee members to take part in the decision making process of the Title I programs. In addition, the school works diligently to provide parents with multiple opportunities to meet with their child's teacher. For instance, the Annual Meeting/Conferences take place in the evening for all grade levels and is scheduled during a 3-4 hour block of time on multiple days to allow for flexible scheduling. Child care will be available for families through coordination with the onsite YMCA program. These nights are scheduled towards the end of the first marking period to allow for a meaningful conference to discuss student data, expectations, and goal setting for each child, as well as ways that families can support academic support.

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	Grade Level Event -one per grade	Title I Personnel & School Staff	Provide information and strategies that parents can use at home. Each grade level will host their own parent event.	August,2019-May 2020	An increase in School Grade as well as Event Response Tracking Form
2	Parent Leadership Training- Family and Advisory Committee Meeting	Coordinator of Family Engagement, Title I Personnel and Administration	Involvement of parents increases to develop parent leaders to share information with other parents	Three Times per school year	Effectiveness will be measured by an increase in parent participation of all subgroups identified in the School Grade report.
3	Title I Annual Meeting	Title I Personnel and School Staff	Provide Title I information as well as effective communication for parents to communicate with teachers	October, 2019	Increase in parental participation as identified on School Grade. Event Response Form and sign in sheets
4	Dr. Seuss Night	Title I Personnel and School Staff	Provide a family fun event that will increase parental involvement	Spring 2020	Increase in parental participation as identified in the Event Response Form and sign in sheet
5	Ready to Register: Back to School Starts Here!	District Title I Personnel	Provide support to our families in getting prepared for school.	July 2019	Increase in parental participation as identified in the Event Response Form and sign in sheet

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	Grade Level Trainings were held to provide information on effective ways to communicate with parents.	Title I Personnel	Training will provide effective strategies for improved communication between parents and teachers.	October, 2019	Sign-In Sheets

Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

Response: Pine Grove is communicating between school and home through the Remind101 App where parents can receive up to date information about the school. The school sends home a monthly newsletter that includes a parent involvement section. In addition, Pine Grove has created two programs/clubs, Urban Gentlemen and Leading Ladies, that help to increase participation from parents in their child's education. Our school will continue to encourage families to take advantage of the parent workshops, Family Engagement Team meetings, and academic nights and to be an active volunteer.

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 school provides information to parents of all Title I programs in various ways. Parents are invited to attend the School Advisory Council, and the Title I Annual Meeting to discuss the Title I program. Upon attending these meetings, parents receive a description and explanation of the curriculum and forms of academic assessment used to measure student progress. These topics are also discussed during the Parent/Teacher conferences. Title I personnel and other support staff are available to meet with parents for further discussion of these topics. Parents may request a conference with their child's teacher, administration, or any other support staff throughout the school year to participate in decisions relating to their child's education. Information about Title I, formal academic assessments, grades, and curriculum are also listed for parents on the school's website. The school provides paper copies of progress reports and report cards to parents. Each child brings home a Tuesday Communication Envelope weekly. The envelope contains important notices to parents as well as graded work.

The school uses various methods and techniques to ensure that parents are provided with the opportunity for full participation in parental engagement activities. We share information in various ways to ensure that all parents including parents with limited English proficiency and disabilities can understand the information that has been provided to them. Parents are given information verbally, through face to face conferences, in written format, and translated into a language parents can understand. We use the following methods and techniques to communicate and convey information to parents:

- Student Agendas: Teachers and parents have ongoing communication through the student agenda. Important information about upcoming events is listed on a label and placed in the agendas.
- Remind101 App to keep parents up to date
- School Newsletter: Our school sends out a monthly newsletter to parents listing important information and upcoming events about our school.
- Blackboard Connect Phone System/On Hold Phone Message System: Messages for parents are conveyed verbally through our phone system.
- Marquee signage available at entrance and entrance of school property
- Edline: School information, grades, assessments, etc. are listed on the Parent Portal for parents to view.
- Parent /Teacher Conferences: Information regarding student progress, grades, formal assessments, etc. is shared with the parent through a face to face conference.
- Collaborate with the ESOL Lead Teacher and Paraprofessional to ensure communication to parents is in the language and format that meet their needs. Important documents are translated for parents. All communication that is sent home to parents has a uniform Spanish statement at the bottom stating that verbal translation is available. Our ESOL Lead Teacher and Paraprofessional are also available for conferences, phone calls, etc.
- Collaborate with other School Support Staff to ensure that the needs of every parent are met. The school has many support staff that is available to parents. These staff members are important to help share information or help parents in many ways.
- Welcome Packet: Each parent will be given a packet at the Title I Annual Meeting containing important documents to start the new year. The packet will include documents like our Parent Involvement Plan, and School Grade information. If a student enrolls after the Annual Meeting, the parent will be given a welcome packet during registration with the documents from the Annual Meeting.

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: PGES serves students with disabilities and limited English proficiency. Our site is in compliance with the Federal Americans with Disabilities Act. Any parent requiring additional assistance can make arrangements by calling our office staff ahead of time in order to accommodate their needs. Safety concerns will be directed to the district's Safety and Security Department contact.

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 to enhance the involvement of other parents [Section 1118(e)(9)];	The school will provide reasonable and necessary expenses associated with parental involvement activities, such as child care assistance, transportation, and other related expenses. Child care is provided for every parent workshop and parent night at our school. Transportation is available to parents if requested. It is provided to parents who attend the Region Conference for Parental Involvement.	Title I Personnel	Increase the level of involvement of parents to become active leaders in decisions made at the school.	On-going
2	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)];	Maximizing parental involvement and participation in their child's education by arranging school meetings at a variety of times.	Title I Personnel	Increase parent involvement and communication; provide information to parents on expectations and how parents can help their children at home.	On-going

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	Describe Level of Success
1	Title I Annual Meeting – Increased parent awareness of Title I programs and their rights regarding participation and information about the qualifications of their child's teacher. This also included an overview of state assessments by grade level.	1	474 parents 406 students	43.75 percent of the student population was represented at this meeting.

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	Describe Level of Success
1	Preparing for the Title I Annual Meeting – working with parents	1	16	43.75 percent attendance at Annual Meeting 100% of Title I Compacts were signed or 3 attempts documented.

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	Time of offering (All)	Continue to vary the days and times activities are offered to accommodate as many parents as possible.
2	Economically Disadvantaged	Reduce the number of events by combining activities when possible such as SAC and Title I Committee.
3	Disabled	Provide print literature to parents who were unable to attend the event, but would like the information. Example: Sorry We Missed You Packet
4	Limited English Proficiency	Print translation of key documents where possible Verbal translation of meetings when requested
5	Limited Literacy	Continue to provide automated to calls alerting parents to meetings and workshop offerings to reduce the reliance on print communication