

ROYAL PALM ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Marta Garcia , do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Assurances

- The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
- Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1118(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].

Signature of Principal or Designee

Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: Royal Palm Elementary believes that positive family involvement is essential to student achievement. Therefore, parents are encouraged to become involved in educational planning and operations. Royal Palm Elementary's Parental Involvement Plan seeks to strengthen the partnership among all stakeholders by providing opportunities for involvement in decision making, planning, and training programs that will assist them in supporting student achievement.

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: As a Title I school, Royal Palm Elementary strives to involve parents in the planning and implementation of the Title I Program and extends an open invitation to our school's parent resource center, located in our Main Office and Media Center, in order to inform parents regarding available programs, their rights under No Child Left Behind and other referral services.

In addition, Royal Palm Elementary increases parental engagement/involvement through developing (with on-going parental input) our Title I School-Parent Compact; our school's Title I Parental Involvement Plan; scheduling the Title I Annual Meeting; and other documents/activities necessary in order to comply with dissemination and reporting requirements. Our Community Involvement Specialist as well as our Title I Liaison work together to target 100% of the school population.

Moreover, the school conducts informal parent surveys to determine specific needs of our parents, and schedule workshops, Parent Academy Courses, etc., with flexible times to accommodate our parents' schedules as part of our goal to empower parents and build their capacity for involvement. Due to the input of these surveys, the school varies the times of workshops and meetings in an effort to give all parents the opportunity to attend and become involved.

Royal Palm Elementary has a Community Involvement Specialist that completes Title I Administration Parental Involvement Monthly School Reports (FM-6914 Rev. 06-08) and the Title I Parental Involvement Monthly Activities Report (FM-6913 03-07), and submits to Title I Administration by the 5th of each month as documentation of compliance with NCLB Section 1118. Additionally, the M-DCPS Title I Parent/Family Survey, distributed to schools by Title I Administration, is to be completed by parents/families annually in May. The Survey's results are to be used to assist with revising our Title I parental documents for the approaching school year.

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	VPK	The Title I office and the VPK office will work together to coordinate transition programs for the students entering the regular public school program. Activities may include: coordinated meetings with parents, VPK teachers, and the Kindergarten Teachers to discuss the specific learning needs of students, joint parent meetings to discuss transitioning.
2	IDEA (Individuals with Disabilities Act)	Supplemental instructional support provided by Title I will be discussed with parents during the development of the students IEP.
3	Title II	Royal Palm Elementary uses supplemental funds provided by the county in order to improve basic education as follows: training for add-on endorsement programs, such as Reading, Gifted, ELL and certify qualified mentors for the New Teacher (MINT) Program, and training and substitute release time for Professional Development Liaisons (PDL) at each school focusing on Professional Learning Community (PLC) development and facilitation, as well as Lesson Study Group implementation and protocols
4	Title III	Royal Palm Elementary receives funds from Title III and utilizes the funds to supplement and enhance the programs for English Language Learners (ELL) and immigrant students. The monies are used to implement and/or provide tutorial programs parent outreach activities behavioral/mental counseling services professional development on best practices, as well as coaching and mentoring for ELL and content area teachers reading and supplementary instructional materials hardware and software for the de
5	Violence Prevention Programs	Royal Palm Elementary offers a non-violence and anti-drug program to students that incorporate field trips, community service, drug tests, and counseling.
6	Nutrition Programs	1) Royal Palm Elementary adheres to and implements the nutrition requirements stated in the District Wellness Policy. 2) Nutrition education, as per state statute, is taught through physical education. 3) The School Food Service Program, school breakfast, school lunch, and after care snacks, follows the Healthy Food and Beverage Guidelines as adopted in the District's Wellness Policy.
7	Title I Part A	Royal Palm Elementary provides services to ensure students requiring additional remediation are assisted through after-school programs. The district coordinates with Title II and Title III in ensuring that staff development needs are provided for. Our Reading Coach develops, leads, and evaluates school core content standards/programs; identifies and analyzes existing literature on scientifically based curriculum/behavior assessment and intervention approaches.

8	Pre-K	Pre-Kindergarten Teachers schedule parent trainings throughout the school year in reference to early literacy and how to implement a literacy program at home.
9	PTA	The school's PTA invites all parents to general meetings held to discuss issues and activities in the school.
10	EESAC	All parents are invited to participate in the Educational Excellence School Advisory Council meetings. At these meetings, Title I programs and budget are discussed as well as the implementation of the School Improvement Plan.

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	Develop agenda, handouts, and/or presentation materials	Administration, Reading Coach, and CIS	August - September	Copies of agenda
2	Develop and disseminate invitations	Community Involvement Specialist	August - September	Flyer with date of meeting
3	Develop Sign In sheets	Community Involvement Specialist	August - September	Sign In sheets for meeting and individual classrooms
4	Maintain Documentations	Administration and Community Involvement Specialis	August - September	Title I documentation box housed in principal's office. Documentation will be shared with LEA.

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: Royal Palm Elementary's Leadership Team and EESAC have a strong belief in the importance of parental involvement and therefore have put measures in place to offer parent meetings on a flexible schedule. Our annual meeting for parents of participating children will be offered at night from 6:00-8:00. Parent meetings hosted by the Parent Academy will be offered in the morning as well as the weekends. Additionally, EESAC meetings will alternate times of meetings to accommodate working families.

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	The Title I Administration Parent Involvement Monthly School Report and the Title I Parent Involvement Monthly Activities Report are used to coordinate and plan the year's parent involvement activities and identify barriers to greater participation.	CIS and Principal	Provides training, information, and support services that strengthen the relations between parents and the school in meaningful ways that improve academic achievement.	Completed on a monthly basis.	Evidenced by increased achievement on standardized test scores and increased parental involvement.
2	The school's parent survey compilation of results is analyzed and used to amend the Title I Program and the Title I PIP for the current year.	CIS, Principal, and Assistant Principal	Provides information that will help strengthen the relations between parents, teachers, and school in a meaningful way.	End of the Second Grading Period	Evidenced by increased achievement on standardized test scores and increased parental involvement.
3	M-DCPS Parent Portal	District	Allows registered parents or guardians to monitor their students' attendance and academic performance.	Throughout the school year.	Evidenced by increased achievement on standardized test scores.

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	Title I Training	Administration, Reading Coach, and CIS	Assists with planning, monitoring, and implementation of effective parental involvement activities that are linked to improving academic achievement	Fall 2015	Increase in achievement as evidenced by Interim Assessment and FCAT Test Results

2	Opening of Schools Faculty Meeting	Administration	Increase Parent Communication Strategies	August 20, 2015	Increase in achievement as evidenced by Interim Assessment and FCAT Test Results
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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: Royal Palm Elementary will enhance the Parent Resource Center and resources available to parents. Computers and information will be available to parents and the community both in the Media Center and Main Office. Information and resources include upcoming parent meetings, books on specific topics pertaining to student needs, and assistance in logging into the Parent Portal. Information will also be posted on the school's website for parent reference.

Along with the Parent Resource Center, parents are encouraged to volunteer and become a part of events throughout the school year. Such events include Hispanic Heritage, Fall Festival, Holiday Shops, Book Fair, and Florida Standards Assessment Parent Workshops. All of these services in conjunction with Title I resources will strengthen the relations between parents and the school in meaningful ways that improve academic achievement.

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: At the annual Open House meeting in September, Royal Palm Elementary School will hold a general meeting where information will be presented about the Title I programs, the curriculum, and academic assessments. Parents will learn about the school wide program, how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child. Parents will be provided a parent handbook and how to access information on-line through the Parent Portal. Upon conclusion of the general meeting, parents will be invited to visit their child's classroom to meet the teachers and staff. Teachers will then

provide parents with additional information on the subjects they teach, assessment plans, and how parents can help at home. Teachers will provide information to parents who are not able to attend. Teachers will have sign-in sheets and provide a copy to the Community Involvement Specialist.

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: Royal Palm Elementary partners with the Parent Academy in an effort to provide parents with workshops and activities to enhance achievement and child development. These workshops and activities cater to the needs of the community. The school will also provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children through individual meetings with translation services provided, IEP meetings, ELL meetings, Counseling and Social Services as needed. Written communication will be provided for parents in English and Spanish. If other languages are needed, the CIS will contact the Title I office for further assistance.

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	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)];	Schedule Meetings at varying times of the day throughout the school year.	Administration, EESAC Chairperson, Teachers	Stregthens relations between parents and school in ways that improve academic achievement.	Throughout the school year.

Upload Evidence of Input from Parents

Upload evidence of parent input in the development of the plan.

[Uploaded Document](#)

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 1118(d)].

Upload an electronic version of the Parent-School Compact.

[Uploaded Document](#)

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 1118(d)].

Upload evidence of parent input in the development of the compact.

[Uploaded Document](#)

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	Home Visits	11	23	Provides training, information, and support services that strengthen the relations between parents and the school in meaningful ways that improve academic achievement.
2	Parent Surveys	6	343	Provides training, information, and support services that strengthen the relations between parents and the school in meaningful ways that improve academic achievement.
3	Title I Annual Meeting	1	444	Provides training, information, and support services that strengthen the relations between parents and the school in meaningful ways that improve academic achievement.
4	Visits to the Parent Resource Center	9	97	Provides training, information, and support services that strengthen the relations between parents and the school in meaningful ways that improve academic achievement.
5	CIS Telephone/E-Mail Contacts	9	239	Provides training, information, and support services that strengthen the relations between parents and the school in meaningful ways that improve academic achievement.
6	CONNECT-ED Telephone Messages	7	17	Provides training, information, and support services that strengthen the relations between parents and the school in meaningful ways that improve academic achievement.
7	Parent Meetings/Activities	11	1202	Provides training, information, and support services that strengthen the relations between parents and the school in meaningful ways that improve academic achievement.

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	Title I Training	7	209	Assist with planing, monitoring, and implementation of effective parental involvement activities that are linked to improving academic achievement.
2	Opening of Schools Faculty Meeting	1	37	Develop and enhance Parent Communication Strategies

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	Parents have limited knowledge and understanding of math and science concepts. Hispanic and Economically Disadvantaged parents are targeted.	The school will have an Florida Standards Assessment Family night. They will prepare flyers and begin announcing the workshop at the Tilte 1 Resource Fair, through ConnectEd messages.

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)

count	Content/Purpose	Description of the Activity
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