

School Parental Involvement Policy/Plan

ASSURANCES

RCMA Wimauma Academy agrees to:

- √ 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(a)(3)(B)];
- √ 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(a)(2)];
- √ Jointly conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the school's parental involvement policy [Section 1118(a)(E)];
- √ Use the findings of the parental involvement policy evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1118(a)(E)];
- √ Inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Centers (PIRC) in Florida, i.e., PIRC of Family Network on Disabilities in Florida (FND) and PIRC at University of South Florida (USF) [Section 1118(g)];
- √ 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 section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) [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, as described in Section 1111(h)(6)(A) [Section (h)(2)(6)(A)].

2009-2010 School Parental Involvement Policy/Plan

Parental involvement Mission Statement (Optional)

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1. 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 education services, and the rights of parents. Include timeline, persons responsible, documentation to be maintained, and the steps to ensure that all parents are invited and encouraged to attend [Section 1118(c)(1)] .

Activity/Task	Person Responsible	Timeline	Evaluations
Develop agenda addressing Title 1 components	Parent Liaison	August	Agenda copies
Advertise the meeting	Parent Liaison Teachers	August	Flyers were sent advertising the meeting / Open house as well as a notice in the monthly newsletter. The date was also published on our school's Edline page. Teachers made sure flyers were sent home in school planners.
Develop sign-in sheets	Parent Liaison	August	Sign-in sheets for each classroom
Open House – Title One Annual Meeting	Principal Administration	September 9, 2009	Agenda
Maintain documentation	Parent Liaison	September	Title 1 box

2. 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)].

<p>Due to our predominantly migrant farm worker population meetings are scheduled for 6:00pm. Any variance from that time would significantly reduce participation. Child care is offered for meetings but no transportation. Both our SAC and Parent meetings are held on Wednesdays. A calendar is presented in August that lists the meeting dates for the entire year so that parents may plan in advance. Parents</p>
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are always welcome to make an appointment if they plan to miss a meeting. Our teachers also perform a home visit to each family by December 31st. Title 1 funds are used to reimburse mileage and other expenses incurred by the teachers.

3. 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)].

Our first SAC meeting was attended by returning as well as new parents. Nominations were accepted for officer positions and the activities of the upcoming school year were discussed. The following meeting was held in October and officers were selected by secret ballot. The results were shared immediately. The committee then discussed and approved the SIP as well as A+ Recognition Funds that RCMA Wimauma Academy received for improving its school grade from "C" to "A".

Our SAC is comprised of members of the school, community, and parents with the majority of members being non-employees. All meetings are held in Spanish with translation as needed and guided by an agenda with minutes being recorded and placed in the task box along with sign-in sheets.

The Parent Involvement Goal of the SIP was planned using the end-of-year School Climate and Effectiveness survey as well as FCAT data. One of our targeted areas is School Decision Making and Advocacy.

4. 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
 - Note: If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will also submit the parents' comments on the plan that will be available to the local education agency [Section 1118(c)(5)].

A parent notice was sent during Pre-planning advising parents of our Open House. During the event parents had an opportunity to meet the teachers, visit classrooms, and discuss curriculum. Administration shared Title I information and advised parents of programs associated with Title I funding. Each and every meeting includes details of how parents can help children at home. Many of our parents cannot read or write in English so strategies are oftentimes a challenge.

SAC and parent meetings are held monthly and include any Title I information that needs to be disseminated. The first meeting included a detailed description of all paperwork/forms that were to be sent home.

In addition to parent meetings, teachers are required to make at least one visit to each student's home. We are a community school so most of our families live close to the school. During this visit, curriculum, expectations and program details are explained. Parent-teacher-student compacts are also signed at this time.

Each quarter, the parent meeting includes distribution of report cards and conferences. Parents are encouraged to make appointments to speak with teachers at their and the teacher's convenience.

The process of disseminating information to parents will include but is not limited to:

Calendars which are distributed to each family at the beginning of the school year

School newsletter which is sent monthly

Web calendar on Edline – completed a month prior to the upcoming month's events

Newsletters/notices sent on an as needed basis

Notes sent home in student planners

- Describe how the school will implement activities which 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 children to improve their children's academic achievement [Section 1118(e)(2)].

Content	Type of Activity	Person Responsible	Correlation to Student Achievement	Timeline	Evaluation
Title I Annual Meeting/Open House	Parent Orientation	Administration	Curriculum, grade level expectations are shared	9/9/09	Agenda
Terrific Kids sponsored by Kiwanis	Student recognition	Principal	Increased self esteem and overall recognition of success	Monthly	Parent input/invitations

Report Card pick up/Conference night	Individual parent-teacher conferences	Classroom teachers	Increased understanding in student performances and improvements in needed areas	Quarterly	Sign-in sheets
Fall Festival and Soccer Tournament	Tournament, games, and food	Administration and SAC	Building strong positive connections with the school and families	10/25/09	Feedback from SAC
Holiday Posada	Increased parent involvement	Music Teacher	Building strong positive connections with the school and families	December 2009	Agenda
3 rd grade FCAT parent meeting	Parent notification of student performance on FCAT simulation	Administration Teachers	Increase student success on Math / Reading FCAT	January 2010	Sign-in sheets Reading Logs
Mother's Day Event	Concert – parent involvement	Music Teacher	Building strong positive connections with the school and families	May 2010	Agenda
Kindergarten Graduation	Recognize Kindergarten students and their accomplishments	Principal and Kindergarten Teachers	Recognizing academic and other accomplishments as well as relaying the importance of continued parental involvement	June 10, 2010	Agenda
Fifth Grade Graduation	Recognize Fifth grade students and their accomplishments	Principal and Fifth Grade Teachers	Recognizing academic and other accomplishments as well as relaying the importance of continued parental	June 11, 2010	Agenda

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6. Describe the training for staff the school will provide to educate its 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)].

Content of the Session	Person Responsible	Timeline	Correlation to Student Achievement	Evaluation
Creating Family Friendly Schools – PLC Training for staff	Parent Liaison	November 2009	Improving relationships with parents to increase student success	Agenda

7. 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, Reading First, 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)].

Program	Coordination
3 rd grade parent FCAT meeting.	After students complete a Reading and Math FCAT simulation test in December, 3 rd grade parents are invited to talk about the results and develop strategies to improve performance by March administration of the actual FCAT. Parents are encouraged to read at home with their students in English or Spanish.

8. 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)].

Activity	Specific steps	Person Responsible	Timeline	Evaluation
Parent Resource Center	The Parent Resource Center will be maintained with	Parent Liaison	Ongoing	Parent verification of receipt of newsletters. Parent meeting agenda

	current information and books in Spanish that can be checked out			items Check out logs

9. Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents of children 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)].

All correspondence is sent home in English and Spanish and translated by our Parent Liaison. ELL translators are available during conference nights to assist non-Spanish speaking teachers. Parent meetings are conducted in Spanish with translation to English available to those few who need it.

Discretionary School Level Parental Involvement Policy Components

√ Check if the school does not plan to implement any discretionary parental involvement activities.

Check all activities the school plans to implement:

- Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)]
- Providing necessary literacy training for parents from Title I, Part A funds, if the school LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]
- Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions [Section 1118(e)(8)]
- Training parents to enhance the involvement of other parents [Section 1118(e)(9)]
- Maximize 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)]
- Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]
- Establishing an LEA-wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs [Section 1118(e)(12)]

Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]

Providing other reasonable support for parental involvement activities under section 1118 as parents may request [Section 1118(e)(14)]

10. Describe how each discretionary activity checked above will be implemented.

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Activity	Description of Implementation Strategy	Correlation to Student Achievement	Person Responsible	Timeline

Parent-School Compact:

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)].

Provide the LEA electronically the Parent-School Compact and evidence of parent input in the development of the compact.

Compact Monitoring:

During Pre-planning the compact was discussed and reviewed and determined that no revisions were necessary.

The compact was delivered to parents during mandatory home visits by teachers. It was available in both English and Spanish. The compacts were reviewed to assess roles and responsibilities and student progress based on the individual needs of the child.

Review of the School Parental Involvement Policy/Plan

1. Provide a summary of activities provided which 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.

Content of the Session	Type of Activity	Number of Activities	Number of Total Participants	Correlation to Student Achievement
Title I and NCLB requirements / information regarding curriculum, classroom procedures, assessments being utilized, and how to support their child at home.	Title I Annual Meeting / Open House	1	100	Capacity Building to create a supportive environment
Terrific Kids sponsored by Kiwanis	Awards Ceremony	1	10	Capacity Building to create a supportive environment
Reading & Math Strategies for FCAT Prep	FCAT simulation results analysis	1	25	Improve achievement scores
Celebration of Learning	Holiday Posada	1	150	Capacity Building to create a supportive environment

2. Provide a summary of the professional development activities provided by the school 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)].

Content of the Session	Number of sessions	Number of Total Participants	Correlation to Student Achievement
Creating Family Friendly Schools	1	25	Capacity Building to create a supportive

			environment

3. Describe the identified barriers which hindered participation by parents in parental involvement activities and the steps the school will take to overcome the identified 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)].

Barrier (including the specific subgroup)	Steps the School will take to Overcome
ELL – Language	Translators on staff to assist teachers who do not speak Spanish. District materials not in Spanish are translated by Parent Liaison.

4. Describe the parental involvement activity/strategy the school considers the most effective. This information may be shared with other LEAs and schools as a best practice.

Content/Purpose	Description of the Activity
Reading & Math Strategies for FCAT Prep	3 rd grade parents have a special meeting to discuss FCAT simulation results and strategies to increase student performance.