Parent Involvement Plan

ALACHUA LEARNING CENTER Title I, Part A Parental Involvement Plan

I, Tom Allin, 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)];

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 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

Response: Alachua Learning Center encourages parents and families to be actively involved in school activities and their child's learning to promote student success and 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 [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

Response: The school Board of Directors in conjunction with the all-school Teacher Resource Committee will be responsible for conducting Parent Involvement meetings to include minutes recording review of Title Plan and implementation. Parents will be asked to volunteer participation in review panel group. Their input will be recorded in formal review of plan with presentations provided by lead teacher, Ms. Kaseder, and director, Tom Allin. Sign in sheets will document particpation.

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

Head-Start

Postal mailer in March/April and
magazine display ads for Kindergarten registration and school information.
Parent-student orientation night held before school begins in August..

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
presentation materials address required components of annual meetings.

Ms. J. Kaseder, Tom Allin

Sept 2012

Copies of presentation materials

2

Advertise and publicize distribute
and invite

Office staff and Ms. Kaseder

Sept 2012

School sign-in sheets, flyers,
mailers , web-site

3

Conduct annual meeting

Ms. Kaseder and Mr. Allin

Sept 2012

Sign-in sheets, evaluations, Title I documentation

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: The school will schedule the parent involvement meetings on a variety of days and times and provide transportation, childcare and home visits as needed... Parents will be encouraged to meet individually with school staff at their convenience, before, during and after school. The workshops will be scheduled four times a year on Tuesdays, Wednesdays, and Thursdays at 7:30 am, 2:00pm and 6pm. Materials will be provided for parents who are unable to attend meetings.

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

Strong parent involvement

Ms. Jaya Kaseder, Mr. Tom Allin

Outline grade level expectations
to provide parents with knowledge and strategies for student success.

September, February, May

Records of presentations,
feedback, input and decisions. Sign-in sheets, surveys and evaluations.

2

Parent Family Literacy Night

Entire teaching staff and
volunteer parents

Outline grade level expectations
to provide parents with knowledge and strategies for student success.

October

Review of success performed at
following weekly staff meeting. Sign-in sheets with evaluations

3

Summer Reading

All elementary teachers K-5

Outline grade level expectations
to provide parents with knowledge and strategies for student success.

June

Review conducted at annual
pre-school meetings with parent input with sign-in sheets and evaluation

4

Monthly Title I newsletter

K-5 faculty

To insure that grade level
expectations are met to provide parents with knowledge and strategies for
student success.

monthly

Review of success performed at
following weekly staff meeting. Sign-in sheets with evaluations

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

Research article from the Parent
institute, Parent Involvement: Nine Truths You Must Know Now; present and discuss at monthly meetings.

Ms. Kaseder

Improve ability to work with parents to increase student achievement.

Monthy at weekly held staff meetings

Agendas, minutes and comment sheets

2

Four (4) Modules of Parent Involvement---modified reviewed.

Ms. Kaseder

Increased Parent Involvement to increase student achievement.

January 2013

Agendas, minutes, sign-ins sheets, evaluations, and comment sheets

3

Book Study-101 Ways to Create Real Family Engagement

Ms. Kaseder

Improve ability of staff to work with parents to increase student achievement.

December 2012

Agendas, minutes, sign-in sheets, evaluations, and comment 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: Expand and enhance the school's Parent Resource Room. Ms. Susan Masla, Guidance Counselor, will maintain this responsibility for the 2012/13 school year. Sign-in sheets and check-out of materials will document parent involvement.

Expand and enhance school web-site. Ms. Pamela Meier, will develop the school web-site to the 2012/2013 school year.

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 Title I meeting for parents held at the Alachua Learning Center Elementary School, information will be presented about the Title I programs, curriculum and assessment methods. Scheduled mailers, school newsletters and handouts will be generated each semester and sent to parents to inform them of all Title I related programs and the assessment methods used. Quarterly Report Cards, Interim Reports and District and State-wide assessment evaluations and test score reports will be sent to parents. Information is also available in the school Parent-Resource area. Sign-in sheets, signed cover letters, signed Parent/ Student Compacts and other documentation will be maintained by the school. Tracking forms will be utilized with participating parent signatures. Parents of students performing below grade level will be regularly contacted by teachers and with written reports. Parents will be encouraged to have meetings with teachers. The school will track signed returned documents sent to parents. A beginning-of-school packet containing parents' rights, the school and District Parent-Involvement Plan and the Parent/ Student Compact will be signed by parents to document that families have received this information.

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: All parents of ESOL students with are provided invitations to all Title I programs. All documentation including Parent's Right To Know and School Parent Compact are in multiple languages. A large percentage of the staff membership is bilingual. ELL data sheets are run quarterly to document fluctuations and ensure that information is being communicated to parents of ELL students. Record of these notices will be maintained.

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)];	promote quarterly workshops on parent involvement
Ms. Kaseder, Ms. Masla	Promotes each student's educational experience to raise achievement	Aug - June