

Deep Creek Elementary School
School Parental Involvement Policy/Plan

2009-2010

(Required) POLICY INVOLVEMENT 1118 (c)

Deep Creek Elementary School will take the following actions to:

1. Convene an annual meeting at a time convenient for parents of participating children:
 - All parents shall be invited and encouraged to attend
 - The school will provide information and explain the requirements of Title I and the rights of parents

| Activity/Task (What will be done) | Staff Responsible (Who will be doing it) | Timeline (When it will be done) | Steps (How it will be done) | Accountability/Evaluations (How success will be measured) |
|--|---|------------------------------------|--|--|
| 1)Open House/ Title I Annual Meeting | *Administrator | *August, 2009 | *Flyers, Parent Connect, Marquee, Title I Brochure | *Agenda, sign-in sheets, Annual Title I Parent Survey |
| 2) Video for new families and visitors | *Administrator Care Team | *Ongoing | *Viewed by new Families during registration | * Annual Title I Parent Survey |

2. Offer a flexible number of meetings and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement:

| Activity/Task (What will be done) | Staff Responsible (Who will be doing it) | Timeline (When it will be done) | Steps (How it will be done) | Accountability/Evaluations (How success will be measured) |
|---------------------------------------|--|------------------------------------|--|---|
| 1)PTO, SAC | *Principal, PTO President/ SAC Chairman | *Monthly throughout the year | *Flyers, newsletter, marquee, letters to parents, Parent Connect | *Agenda, sign-in sheet, minutes |
| 2) Grade Level Parent Nights | *Administrator *Grade Level Teams | August-September 2009 | * Flyer, marquee, Parent Connect | *Sign-in sheets, Annual Title I Parent Survey |
| 3)Literacy/ Science/ Math Nights | *Administrator, Academic Coach, Teachers | *Quarterly | *Newsletter, flyer, marquee, Parent Connect | *Agenda, sign-in sheet, parent evaluation, Title I Annual Parent survey |

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| 4)Author's Teas | *Grade 1 Teachers | *April, May | *Newsletter, marquee, Parent Connect | * Sign-in sheet, Title I Annual Parent survey |
| 5)Parent Breakfasts | *Administrator, Champs Café, Grade level Teachers | *Monthly | *Newsletter, flyer, marquee, school website | * Sign-in sheet, Title I Annual Parent survey |
| 6)FCAT Parent Night | *Core Team, Grade Level Teachers | February,2010 | *Flyers, newsletter, school website, Parent Connect | *Sign-in sheets, Parent Evaluations, Title I Annual Survey |
| 7) Storyteller | PBS Team | November, 2009 / January, 2010 | *Newsletter, flyer, marquee, Parent Connect | *Sign-in sheets, Title I Annual Survey |

3. Involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs. This should include the planning, review, and improvement of the school parental involvement policy, as well as the joint development of the school-wide program plan under section 1114 (b)(2):

| Activity/Task (What will be done) | Staff Responsible (Who will be doing it) | Timeline (When it will be done) | Steps (How it will be done) | Accountability/Evaluations (How success will be measured) |
|--|--|---|---|---|
| 1)Review and revise School Parent Involvement Plan | *Administrator and Title 1 | *Annually or more often as revisions are needed | *Ongoing T.A. provided to Title I principals, parent meetings at school (SAC,PTO) | *Annual Title I Parent Survey results |
| 2)SSP development &review | *SSP Committee | *May, 2010 | *Committee Meetings | *Agenda, sign-in sheets, minutes |
| 3)Compact development & review | * Administrator and Title 1 | *Spring, 2010 | *Committee | *Agenda, sign-in sheets, minutes, |
| 4)Review of annual survey results | *Administrator and Title 1 | *Spring 2010 | *Committee | *Agenda, sign-in sheets, minutes |

4. Provide parents of participating children:

* Timely information about the Title I programs

* 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

*Opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children

| Activity/Task (What will be done) | Staff Responsible (Who will be doing it) | Timeline (When it will be done) | Steps (How it will be done) | Accountability/Evaluations (How success will be measured) |
|---------------------------------------|---|------------------------------------|--|---|
| 1)Title I Annual Meeting | *Administrator | *August, 2009 | *Open House Title I brochure | *Sign-in, agenda, Annual Title I Parent Survey |
| 3)Literacy, Science, and Math Nights | *Administrator, Academic Coach, Teachers | *Quarterly | *Website, marquee, newsletter, flyer, | *Parent Evaluations, Annual Title I Parent Survey, agenda, sign-in sheet |
| 4)FCAT Parent Night | *Core Team | February, 2010 | *Newsletter, marquee, website, Parent Connect | *Agenda, sign-in sheets, Parent evaluations, FCAT results, Annual Title I Parent Survey |
| 5)History/ Science Fair | *Teacher Sponsors | Spring, 2010 | *Newsletter, Marquee, website, Parent Connect | * Sign-in sheets, Annual Title I Parent Survey |
| 6) Family Center Book Check out | *Academic and Reading Coaches, School Social Worker | Weekly | *Websites, school newsletter, flyer, visit to the Literacy Lab | *Sign-in sheets, Parent evaluations, Annual Title I Parent Survey |
| 8)SSP Committee | *Committee members | *Spring, 2010 | *Notices to Committee members | *Agenda, sign-in sheets, minutes, Annual Title I Parent Survey |

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| 10) Provide documented feedback of student performance on progress monitoring assessments | *Teachers | *Throughout the year | *Information sent home, conferences, report cards | *Annual Title I Parent Survey, conference form, report card signatures |
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Note: If the school-wide 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.

(Required) COMPACT: SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT 1118(d)

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 school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. *The school-parent compact may be a separate document, but must still be developed in collaboration with parents.*

Deep Creek Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet Florida's student academic achievement standards as follows:

The overall aim of Deep Creek's curriculum is to enable students to be life long learners. It is our goal to provide the foundation for all of life's lessons. We hope to encourage our young people to make informed and responsible choices so they can develop as individuals and positive contributors to society. The Sunshine State Standards indicate what each student should know and be able to do at each grade level. Teachers plan, deliver, and assess instruction based on the Sunshine State Standards. Each day, teachers should review their "purpose for learning" with students. These standards are documented in lesson plans. Parents are encouraged to review the Sunshine State Standards at www.fldoe.org/ In 2009-2010 school year Deep Creek's curriculum will be focusing on using balanced literacy, authentic assessment, differentiated curriculum to meet each student's needs, reading in the content areas, and high quality intensified instruction at all grade levels.

2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's academic achievement. Conferences will be held (at least annually):
All instructors will be holding parent-teacher conferences throughout the course of the school year. The initial conference will go over the parent/school compact and the expectations that the document contains. At this initial conference parents will be given an overview of classroom policies and procedures. Instructors will go over the

curriculum pacing guide and the grade level expectations. Additional academic conferences will be held at the instructor's discretion.

3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

There are 4 "quarters" or 9-week periods in the school year. Each quarter, students will receive: Mid Term Progress Report/Report Card. Parents are encouraged to foster and maintain a positive and collaborative partnership with teachers. In compliance with the No Child Left Behind Legislation, an Academic Improvement Plan/Progress Monitoring Plan will be generated at the point of need for students who are below grade level in Reading, Mathematics, Writing, and/or Science as evidenced by classroom performance, grades, progress monitoring indicators, assessments, etc. Parents are required to attend the scheduled meeting/conference to review the AIP/PMP with the classroom teacher.

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows: 8:00 am to 8:20 am and 2:45 pm to 3:30 pm.

A very important aspect of our work is communicating with parents. All parent/guardian communications or conferences can take place via phone, note, or in person. The provided Student Planner is an excellent communication tool. Teachers are encouraged to incorporate their use daily (daily agenda, objectives, standards, start-ups, home notes, parent signatures, etc.) Parents are also encouraged to use the student planners to communicate with the teacher. If behavioral or academic concerns arise parents can contact the main office to leave a message with the secretary or leave a message on the teacher's voice mail.

5. Provide parents opportunities to volunteer in their children's school and to participate in their children's class and observe classroom activities, as follows:

Volunteers are a vital part of Deep Creek Elementary School's student success. We invite parents, family, and community members to become a part of the volunteer team. In compliance with the Jessica Lundsford Act, all volunteers must be screened using the Raptor System. All Volunteers shall wear Volunteer name badges at all times while on campus. Volunteers will check in and out of the office before reporting to their Volunteer positions to sign in and out and record their volunteer hours. Volunteers help out in the Media Center, classrooms, and on field trips and much, much more.

Parents will support our children's learning in the following ways:

1. Describe the ways in which parents will support their children's learning, such as:
 - Monitoring attendance
 - Making sure that homework is completed
 - Monitoring amount of television children watches
 - Participating, as appropriate, in decisions relating to my children's education
 - Promoting positive use of children's extracurricular time
 - Staying informed about children's education and communicating with the school by promptly reading all notices from the school or the school district, either received by children or by mail, and responding as appropriate

- Serving, to the extent possible, on policy advisory groups, such as; serving as the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District Wide Policy Advisory Council, the State Committee of Practitioners, the School Support Team or other school advisory or policy groups

(Optional) Students will share the responsibility to improve our academic achievement and achieve Florida's high standards in the following ways:

1. Describe the ways in which students will support their academic achievement, such as:

- Do my homework every day and ask for help when I need to
- Read at least 30 minutes every day outside of school time
- Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day

(Required) BUILDING CAPACITY FOR INVOLVEMENT 1118(e)

Deep Creek Elementary School will take the following actions to:

1. Provide assistance to parents in understanding such topics as:

- Florida's academic content standards
- Florida's student academic achievement standards
- Florida's and local academic assessments including alternate assessments
- The requirements of Title I, Part A
- How to monitor their children's progress
- How to work with educators to improve the achievement of their children

| Activity/Task (What will be done) | Staff Responsible (Who will be doing it) | Timeline (When it will be done) | Steps (How it will be done) | Accountability/Evaluations (How success will be measured) |
|---|---|------------------------------------|--|--|
| 1)Open Houses (where curriculum and grade level goals are explained) | *Administrator, Grade level Teachers | *August/ September, 2009 | *Website, marquee, newsletter, flyer, Parent Connect | *Sign-in, agenda, Annual Title I Parent Survey |
| 3)Parent Conferences | *Administrator, teachers, Core Team & Teachers | *Ongoing | *Letter to parent, phone call | *Signed conference form, Report Cards, student data, Annual Title I Parent Survey |

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| 4) FCAT Parent Night | *Core Team, Grade Level Teachers | *February, 2010 | *Website, marquee, newsletter, flyer, Parent Connect | *Agenda, sign-in sheets, FCAT results, Annual Title I Parent Survey |
| 5) Literacy, Science, and Math Nights | *Academic Coach, Teachers | *Quarterly | * Website, marquee, newsletter, flyer, Parent Connect | *Agenda, sign-in sheets, FCAT results, Annual Title I Parent Survey |

2. Foster parental involvement by providing materials and training, such as literacy training and using technology, as appropriate, to help parents work with their children to improve their children's academic achievement.

| Activity/Task (What will be done) | Staff Responsible (Who will be doing it) | Timeline (When it will be done) | Steps (How it will be done) | Accountability/Evaluations (How success will be measured) |
|---|--|---------------------------------|---|--|
| 1)Parent Involvement Presentation | *Mary Jo Knarzer | October 26, 2009 | *SAC Meeting | *Agenda, sign-in sheets, minutes, Annual Title I Parent Survey |
| 2)Provide Title I Family Reading Experience | *Academic/ Reading Coach, School Social Worker | *Weekly throughout the year | *Family Center, newsletter, flyers, marquee, website, phone calls | *Sign-in sheets, Annual Title I Parent Survey |
| 3)FCAT Parent Night | *Core Team, Grade Level Teachers | *February, 2010 | * Website, marquee, newsletter, flyer, Parent Connect | * Agenda, sign-in sheets, Parent Workshop Evaluation, FCAT results, Annual Title I Parent Survey |

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|--------------------------------------|------------------------------|------------|---|--|
| 5)Literacy, Science, and Math Nights | *Core Team, Grade Level Team | *Quarterly | * Website, marquee, newsletter, flyer, Parent Connect | * Agenda, sign-in sheets, Parent Workshop Evaluation, FCAT results, Annual Title I Parent Survey |
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3. Educate teachers, student services personnel, principals, and other staff on the value and utility of contributions of parents, and in how to reach out to and communicate and work with parents as equal partners. Actions should include how to implement and coordinate parent programs and build ties between parents and schools:

| Activity/Task (What will be done) | Staff Responsible (Who will be doing it) | Timeline (When it will be done) | Steps (How it will be done) | Accountability/Evaluations (How success will be measured) |
|--|---|------------------------------------|--------------------------------|--|
| 1)Opening Doors to Family Friendly Schools | *Mary Jo Knarzer | *October 20, 2009 | * Front Office Training | *Participant evaluations, Annual Title I Parent Survey |
| 2)Creating Family Friendly Schools | *Mary Jo Knarzer | *November, 2009 | * Staff Training | *Participant evaluations, Annual Title I Parent Survey |

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| 3) Navigating the Parent Involvement Experience | *Mary Jo Knarzer | *June 2009 SSP Meeting | *SSP Committee Training | *Participant evaluations, Annual Title I Parent Survey |
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4. Coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home (to the extent feasible and appropriate). Possible programs include Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The schools program must help teachers, principals, and other staff work well with parents. The school will also develop other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children:

| Activity/Task (What will be done) | Staff Responsible (Who will be doing it) | Timeline (When it will be done) | Steps (How it will be done) | Accountability/Evaluations (How success will be measured) |
|--|--|---------------------------------|-----------------------------|--|
| 1) Family Reading Center | *Academic/ Reading Coach | *Weekly throughout the year | *Family Resource Center | *Sign-in sheets, agendas, Parent Evaluation, Annual Title I Survey |
| 2) Helping to Prepare Your Pre-K Child for Kindergarten Math | *PIRC & Mary Jo Knarzer | *May, 2010 | *Workshop | *Parent Evaluations |
| 3) Coordinate with early intervention programs | *Adminstrator | *Throughout the school year | *Meetings | *SSP goals, agenda, sign-in sheet, minutes, Annual Title I Parent Survey |

5. Ensure that information related to the school and parent programs, meetings, and other activities is sent to parents of participating children in a format and language the parents can understand:

| Activity/Task (What will be done) | Staff Responsible (Who will be doing it) | Timeline (When it will be done) | Steps (How it will be done) | Accountability/Evaluations (How success will be measured) |
|--|--|---------------------------------|---|---|
| 1) Communication will be done in home language as feasible | *Administrator, Academic Coach | *Throughout the school year | *Translation of printed materials, verbal translation | *Annual Title I Parent Survey |

6. Provide reasonable support for parental involvement activities as parents may request.

| Activity/Task (What will be done) | Staff Responsible (Who will be doing it) | Timeline (When it will be done) | Steps (How it will be done) | Accountability/Evaluations (How success will be measured) |
|---------------------------------------|---|------------------------------------|----------------------------------|--|
| 1)Respond to parent requests | *Administrator, Academic Coach | *Throughout school year | *Conferences, PTO & SAC Meetings | *Annual Title I Parent Survey |

(Required) ACCESSIBILITY 1118(f)

In carrying out the parental involvement requirements of this part, districts and schools, to the extent practical, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including information and school reports in a format and to the extent practical, in a language such parents can understand.

| Activity/Task (What will be done) | Staff Responsible (Who will be doing it) | Timeline (When it will be done) | Steps (How it will be done) | Accountability/Evaluations (How success will be measured) |
|---|---|------------------------------------|---|--|
| 1)Communication will be done in home language as feasible | *, Title I Resource Staff, District Staff | *Throughout the year | *Translation of printed communication, verbal translation | *Results of Annual Title I Parent Survey |

(Required) ADOPTION

This Deep Creek Elementary School Parental Involvement Policy/Plan has been developed/revised jointly with, and agreed on with, parents of children participating in Title I program, as evidence by meeting minutes.

The Parental Involvement Policy/Plan was developed/ revised by Deep Creek Elementary School on 09/14 /09 and will be in effect for the period of the school year.

The school will make this Parental Involvement Policy/Plan available to all parents of participating Title I children and make it available to the community on or before 09/10/09 by posting it to the school website, paper copies will be available on request at the school office.

(Signature of Title I Authorized Representative)

(Date)

These parents were involved with the development of this document:

Mary Crawford

Phebe Westby

Wendy Rodriguez