

Columbia County School District
2011-2012 Parent Involvement Plan

EASTSIDE ELEMENTARY

Parental Involvement Mission Statement:

The Parent Involvement Program at Eastside Elementary strives to create and maintain a family friendly atmosphere where open communication is established and information for academic success is shared by all parents, students, teachers, and administrators. Furthermore, the staff of Eastside Elementary, in collaboration with parents and the community, establishes high expectations for all students by providing a safe, nurturing environment where students have the opportunity to become productive, knowledgeable, and responsible citizens.

1. 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)].

Parent information and opportunities to become involved is given to all parents throughout the year. Eastside Elementary will offer the following activities to all parents: Meet Your Teacher Day, Open House, Title 1 Annual Meeting, Parent-Teacher Conferences, Volunteer Orientation, and PTO meetings. Information on time, dates and activities will be available in newsletters, on the marquee, through take home flyers, and on the website.

Open enrollment for SAC will begin during our Open House in September, highlighted in the school newsletter and on the school website. Members will be voted on during the first SAC meeting. Parents will be encouraged to join and have the opportunity to participate in the decision making process for Eastside Elementary. SAC representatives who participate on the School Advisory Council are our decision-making entity of the school. Parents are given a survey seeking input on activities, training, and materials they need to help their child. The SAC committee will review and discuss strategies and activities for the SIP and for the PIP. The SAC committee will also be responsible for creating the School Improvement Plan and conducting a SIP midyear review. Use of Parental Involvement funds will be discussed at SAC meetings and at the Annual Meeting held no later than the first 6 weeks of school. Our documentation will be agendas and minutes of SAC monthly meeting as well as participation logs, surveys and sign in sheets. The SAC committee will review and report on parent attendance and evaluations for all activities at the SAC meetings.

2. Describe how the school will coordinate and integrate parental involvement programs

Columbia County School District 2011-2012 Parent Involvement Plan

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
Suwannee Valley 4 C's Head Start, Early Learning Coalition of Florida's Gateway and community daycares.	Workshops for VPK and PreK daycare staff on what to expect in kindergarten and how they can assist in preparing the child for school will be offered. Community preschool children and their parents will be invited to a school tour and kindergarten screenings. Request agencies to post or disseminate flyers to Community businesses, churches, daycares Public Library, local TV station with information
PIRC	Provide a Parent Portal where parents can access a computer in the Parent Resource Room. The School and County website, as well as PIRC and educational websites will be bookmarked for parents. Provide parents, parent organizations, and school staff the purpose and existence of the state's PIRC. Use their training and support services for families and educators. Use their provided power points, lesson presentations and handouts.
Public Library Literacy Programs	Throughout the year the Parent Liaison and the school CRT will disseminate flyers and encourage families to attend literacy programs.
Title IV	"To Good for Drugs" curriculum is used and provides schools with Care counselors.
Parent Resource Room/ Curriculum Resource Teacher (CRT)	The Curriculum Resource Teacher (CRT) will coordinate and disseminate information to parents on the availability and use of materials for parent and student home/school support. The Parent Portal will be located in the Resource Room.
District Parent Involvement Coordinator	District Parent Involvement Coordinator will assist in providing information, materials, and trainings to parents that teach how to help their children at home.

3. 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 (school wide 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)]

Columbia County School District 2011-2012 Parent Involvement Plan

Activity/Task	Person Responsible	Timeline	Evaluations
<p>Annual Meeting Develop agenda, handouts and Power Point presentation that will address the Title I requirements and rights of parents using Technical Assistance papers and PIRC. Develop and disseminate invitations/flyers to advertise meeting.</p>	<p>CRT Principal</p>	<p>Sept. 2011</p>	<p>Copies of agenda, handouts presentation questions. Posting on school web site, marquee, Open House copy of flyer with date, posting on school website.</p>
<p>Convene Annual Title 1 Parent Meeting to discuss all requirements of the Title I program and rights of parents. During this time the following will be covered: an explanation of the school's curriculum, information on the forms of academic assessment used to measure student progress, and information on the proficiency levels students are expected to meet. An explanation of the district parental involvement policy, school parent involvement plan, and school- parent compact will be included. An explanation on parents' rights including the following will be covered: that parents have the right to request opportunities for regular meetings in which parents may formulate suggestions and suggest ways to participate, as appropriate, in decisions made about the education of their children. Our school will respond to any suggestions as soon as practicably possible.</p>	<p>Principal CRT</p>	<p>Sept. 2011</p>	<p>Parent Comments, Sign in sheets</p>
<p>Maintain documentation of attendance at Annual Meeting</p>	<p>Principal CRT</p>	<p>September 2011</p>	<p>Sign-in Sheets, documentation will be maintained in CRT office</p>

Columbia County School District 2011-2012 Parent Involvement Plan

4. 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)].

An Annual Meeting for parents will be offered the first quarter of the year. Many of the parents are working parents, so the times will be made to accommodate varying work schedules with food provided, when allowable.

Results from surveys taken in the Spring will guide the time and place of parent workshops. School data and the needs of the parents will guide the content of the workshops.

Information on upcoming events will be made available to parents by: Iris Media Response Information System used to telephone parents, monthly newsletters, the marquee, and take home flyers.

Parents are encouraged to join SAC during the first Open House meeting held in the fall, at the Volunteer Orientation and the Annual Title 1 meeting. Notices also go out to parents via take home flyers. All of these activities occur during the first month of school. Members are voted on during the first SAC meeting. Our SAC gives input into the development, implementation, and evaluation of PIPs and activities. The SAC meets in March to review the existing policy and practices and revise the PIP as needed.

The CRT gathers and disseminates information from the school year on attendance at planned workshops and school activities. Barriers are identified:

Attendance was the highest when food and/or an incentive for attending were offered along with the family workshop or activity and when the meetings were held between the hours of 5:00 and 7:00 pm.

1. 75% of families attended the Open House meetings – dinner was served at 5:30
2. 250 students and parents attended the Science Night where science boards were given out to those attending and trained Scientists gave children.
3. 51% of families attended the annual Fall SUMS Festival (students understanding math and science- dinner was served and video of students shown before the festival at 5:30.

We will take the following steps to address barriers:

Ensure that the parental involvement activities are offered at multiple times (for example, conducting the same session in the morning and in the evening, offering sessions for mother and fathers, and providing hard copy information for those parents who are unable to attend.

When applicable, incorporate “dinner and/or incentives” for those attending.

Columbia County School District 2011-2012 Parent Involvement Plan

5. 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)]; and
- 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)].

At the beginning of the year, parents are invited to a Teacher Meet and Greet. During the Meet and Greet, parents will be given copies of the Student Handbook, which includes detailed information 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 are invited to visit the children's classrooms and meet the staff. During the visit, teachers will provide parents with additional information about the subjects they teach, the assessments, and how parents can help at home. The same information will be provided in a packet distributed to parents who are unable to attend.

At the Annual Title I Parent Meeting, information will be provided to the parents about the Title I programs, the curriculum, and academic assessments. Sign-in sheets for the meetings will be maintained in the CRT office. Information about Title I programs are distributed through the district composed letters sent home by students at the beginning of the year; this information is also available on the school web site. Specific Grade Level benchmarks will be included in a Title 1 Parent Notebook, which will be kept in the front office. A "request for copies" sheet will be maintained and utilized in sharing information with parents.

A Child-Teacher- Parent Compact is discussed and signed at the beginning of school. Our SAC develops the Parent Compact. The compact is used during the course of the year at parent conferences to document the importance of the child-teacher-and parent connection for student success.

Student progress is monitored through progress reports, which are sent home half way through the grading period, and every 9 weeks.

School and District websites, parent meetings and conferences, school newsletters, teacher notes, district curriculum grade level expectations, parent flyers, and student data reports are sent home to inform parents of student progress. Student progress is monitored through progress reports, quarterly report cards and Progress Monitoring Plans/Response to Intervention Plans. Student data and computer assisted instruction reports are also sent home quarterly. In addition, parents receive reports regarding their child's assessment results on the FAIR assessment and Thinkgate as well as other benchmark assessments that are completed throughout the year.

The CRT maintains an activity log documenting activities which include: date, time, day of week, # in attendance, who organized event, and what was used as an evaluation.

6. Describe how the school will implement activities, which will build the capacity for

Columbia County School District 2011-2012 Parent Involvement Plan

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
State's academic standards	Distribution of Material Workshops	CRT Grade level teachers	Provide Information to parents on content of standards	On-going	Parent Sign-in Sheets, Evaluation forms.
State and local assessments	Distribute hard copy documents related to FCAT and hold Individual Conferences	CRT Grade level teachers	Provide information to parents on the state assessments and child's progress	Sept. 2011- April. 2012	Parent Sign-in Sheets, Evaluation forms.
Parent Workshops	To expose parents to student expectations in identified curriculum areas based on the school wide data.	CRT, Principal and teachers.	Provide information to parents on curriculum and student expectations.	Sept. 2011- March 2012	Parent Sign-in Sheets, Evaluation forms.
SUMS (students understanding math and science) Family Night	To inform parents about the new math and science standards, curriculum, and activities that their children will be involved in.	Teachers and staff, Principal, CRT	Provide Information to parents on content of standards	Fall 2011	Parent Sign-in Sheets, Evaluation forms.
Kindergarten Orientation	To inform parents of the Kindergarten Curriculum	Teachers and staff, Principal, CRT	Provide parents Kindergarten curriculum information	Spring 2011	Parent Sign-in Sheets, Evaluation forms.
SAC Meetings	Distribution and explanation of state assessments and school results	Teachers and staff, Principal, CRT	Provide Information to parents on content of standards	Fall 2010	Parent Sign-in Sheets, Evaluation forms.
Annual Meeting and Volunteer Orientation	To inform parents of ways they can help students meet the state standards	CRT	Provide parents on ways they can help with their children's academics when volunteering at the school.	Fall 2011	Parent Sign-in Sheets, Evaluation forms.
Open House	To inform parents of the school activities and student/parent expectations.	Faculty and Staff	Provide parents on ways they can help with their children's academics and ways for volunteering at the school.	Sept. 2011	Parent Sign-in Sheets, Evaluation forms.

Columbia County School District 2011-2012 Parent Involvement Plan

7. 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
Importance of communication to teachers on parental involvement. Tips to teachers on building positive communication. Teacher training on positive communication and conferencing with parents.	CRT and or District Volunteer Coordinator	Throughout the school year	Provide teachers with training in order for them to be better equipped to communicate with parents and build strong parent to school communication.	Agendas Sign In Comments Evaluation Form
Building ties between parents and schools Newsletters Website Hard Copies Tips to teachers on building positive communication Parent Portal	CRT	Throughout school year	Parents and teachers will receive information on how to build communication	Comments on Newsletter replies, hard copy replies, and Website use
Volunteering	CRT, District Volunteer Coordinator	Beginning of School Year	To provide teachers with ways to utilize volunteers in the classroom to improve student academic achievement	Sign In Sheets
New Teacher Orientation	District Office	Fall 2011	To provide teachers to be better equipped to communicate with parents.	Agendas Sign In Comments
Title 1 information on staff training Newsletter/memo/ workshop	CRT	Throughout school year	Provide information to staff on communication with parents and provide resources to support learning at home.	Sign In sheet

Columbia County School District 2011-2012 Parent Involvement Plan

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)].

Content of the Session	Person Responsible	Timeline	Correlation to Student Achievement	Evaluation
Accelerated Reader Media Center is open twice monthly. Students may read story and take an Accelerated Reading Quiz.	Librarian Grade level teacher	Aug. 2011- June 2012	Increased reading achievement through improved vocabulary and fluency.	Parent sign-in sheets, Evaluation forms
Parent Resource Room to Include check out of material to use at home in support for reading, math, and writing. and a Parent Portal.	Classroom Teacher Title 1 Para CRT	On-going	Parent learning about and obtaining material to support academic achievement.	Log of materials circulation Parent/Teacher comments
Kindergarten Orientation. To inform parents of upcoming Kindergarten students what to expect as their children enter Kindergarten	Administration/ CRT Kindergarten Teachers	April 2010	Increased school readiness for kindergarten students	Parent sign in sheets, Evaluation forms
Fall Festival SUMS (students understanding math and science)	Teachers, Administration, CRT	Fall - 2010	Increased math and science achievement through hands on activities	Parent sign in sheets, Evaluation forms
Literacy Week	Teachers, CRT	Second Semester	To support reading	Sign in sheet
PIRC Newsletter School Website Handouts	CRT	Throughout the year	To support reading, math, science, and behavior expectations	Record of log in

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)].

Columbia County School District 2011-2012 Parent Involvement Plan

All mailings, Title I information and school documents will be made available to parents in English. Other languages are available upon request. Parent conferences and meetings will be translated as needed. Family workshops will be translated as needed. The PIP will be posted on the school's website. If needed, American Sign Language and Braille translations can be provided for those families who would benefit from the services. A Title 1 Parent Information Notebook will be housed in the front office. It will contain the following:
SPAR report, AYP report, Principal Attestation, Compact, PIP, and School Evaluations. Parents may request copies.

The school will have opportunities both during and after school to encourage parent involvement. Activities will be advertised on the school marquee, school newsletter, in the local newspaper, and through notes or flyers sent home with students. The IRIS phone call out system will be used to promote family involvement activities. A monthly newsletter is distributed to all parents. Parents are also encouraged to utilize the school website where activities and parental resources are available electronically. We also utilize the school agendas/take home folders in grades K-5 for announcements and parent communication.

Parents are also provided regular reports of academic progress through report cards, progress reports and completed assignments. Invitations to school meetings and conferences go home by backpacks. If needed a Progress Monitoring Plan is developed between the teacher and parent. Regular meetings are encouraged as follow up to the strategies outlined to check on progress. If an interpreter is required, several bi-lingual staff members are available to assist.

The Guidance Counselor will facilitate any sessions deemed necessary to assist in providing opportunities for participation of all parents in school activities.

10. 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).

A Child-Teacher-Parent Compact is discussed and signed during the first six weeks of school. Our SAC develops the Parent Compact. The compact is used during the course of the year at parent conferences to document and review ways in which the child-parent- and teacher can work together to build student success. The signed compact will be placed in the Pink Curriculum folder.

