

**Cape View Elementary School
Title I Parent Involvement Plan and Compact
2009-2010**

Cape View Elementary School agrees to:

- Be governed by the following statutory definition of parent involvement, and will carry out programs, activities, and procedures in accordance with this definition:

Parent involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring-

- (A) that parents play an integral role in assisting their child's learning*
 - (B) that parents are encouraged to be actively involved in their children's education at school*
 - (C) that parents are full partners in their children's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their children*
 - (D) the carrying out of other activities, such as those described in section 1118 of the ESEA*
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent involvement are spent
 - Jointly develop and revise with parents the school parent involvement policy and distribute it to parents of participating children and make available the parent involvement plan to the local community
 - Jointly conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the school's parent involvement policy
 - Use the findings of the parent involvement policy evaluation to design strategies for more effective parent involvement, and to revise, if necessary, the school's parent involvement policy
 - Inform parents and parent 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
 - 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
 - Provide each parent and individual student report about the performance of their child on State assessments in mathematics and reading
 - Provide each parent timely notice when their child has been assigned or has been taught for four 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)

- Provide each parent timely notice information regarding the professional qualifications of the student's classroom teachers and paraprofessionals, as described in section 1111(h)(6)(A)

Policy Involvement 1118(c)

Cape View 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

All parents will be invited to attend Cape View's Title I Annual Meeting/Open House which will be held on Tuesday, September 10, 2009 at 5:30 P.M. and 6:15 P.M. in the cafeteria. This meeting will be conducted by the principal, Kelli Dufresne, and the Title I teachers. Parents will be informed of our school's participation in the federal Title I program, the requirements of Title I will be explained, and the right of parents to be involved will be explained. Parents will be given the opportunity to ask questions. The information discussed and passed out will be available throughout the school year in the front office or on the school website. Success will be measured based on attendance and feedback from parents.

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 parent involvement:

Cape View will offer a variety of meetings at a convenient time for parents to attend throughout the school year. Parent workshops will be held and materials provided to help parents work with their child at home. Parents will learn how to monitor their child's progress and work with their child on ways to improve academic achievement. The following activities to train parents on ways to help their child have been planned:

October 1, 2009 at 9:00am and 6:00pm	Science Fair Parent Workshop with Suzanne Cavanagh and Title I Teachers
October 20, 2009 at 5:30pm	Family Reading Night in the Cafeteria with the Literacy Coach and Teachers
November 2009 (Date/Time TBD)	Parent Writing Workshop with 4 th Grade Teachers
December 15, 2009 at 5:30pm	Holiday Family Reading Night with Title I Teachers and the Literacy Coach
February 2009 (Date/Time TBD)	Family Math Night with Robin Berry, Math Contact and Teachers

Activities are listed in Cape View's school calendar, school newsletter, and school website. Parents receive the school calendar during registration. Success of meetings will be measured by attendance and feedback from parents

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

Parent participation in our School Advisory Council (SAC) and Parent Teacher Organizations (PTO) is essential to our continued improvement and success. Monthly SAC meetings are held on the second Thursday of every month at 5:30pm in the teacher workroom. Monthly PTO meetings are held on the second Thursday of every month at 4:30pm in the teacher workroom. These meetings are advertised in the Cape View school calendar, school newsletter, and school website. Parents are encouraged to attend and participate in SAC and/or PTO and provide feedback to administration.

All parents will be asked to evaluate and provide feedback about Cape View's policies, procedures, and programs through an anonymous Annual Needs Assessment Survey and the District Client Survey both in the spring of 2010. Parents are asked to share comments and/or concerns at any point throughout the school year. All parent responses are used to evaluate the effectiveness and success of the Title I program or to suggest revisions that can be made to further improve Title I. The results of the evaluations will be used for future planning. The SAC committee will develop and approve Cape View's Title I Parent Involvement Plan and Compact. This plan will be shared with all stakeholders.

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

Information about Title I programs will be provided in a timely manner, using various methods of communication (newsletter, website, meetings). Information about Title I programs, academic programs (ASP,SES), Next Generation Sunshine State Standards, Grade Level Expectations, and forms of academic assessment will be shared with parents during Open House/Title I Information Meeting, parent conferences, the Cape View school website, and any other time a parent requests such information. Classroom teachers will explain and discuss the school's curriculum, the NGSSS, GLE's, and types of assessments used to measure student progress during Open House. Title I teachers and administration will explain Title I programs and opportunities available through Title I during the Title I Information Meeting. Parents will be given the opportunity to ask questions to help in their understanding of all items discussed at Open House and the Title I Meeting. Parents of students who qualify will be notified of school choice options and Supplemental Educational Services (SES) tutoring options during Open House. FCAT data will be shared along with status of AYP through the school newsletter and on the school website.

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.

**Compact: Shared Responsibilities for High Student Academic Achievement
1118(b)**

Cape View 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:

All teachers at Cape View are highly qualified. Teachers participate in professional development opportunities and professional learning communities throughout the school year to improve/learn best practices and research proven methods. Title I teachers provide extra, small group, targeted instruction in a student's area of weakness. District and state adopted materials and programs are used during instruction in small and whole group settings. Cape View will offer a science, reading, math, and writing workshop for parents to increase their knowledge and comfort of academic understanding and teach them ways to help their child succeed in the classroom.

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):

Parent-Teacher Conference Nights for 2009-2010 are:

Tuesday, October 27, 2009 from 5:00-7:00pm in the child's classroom

Tuesday, January 26, 2010 from 5:00-7:00pm in the child's classroom

Cape View teachers/staff are also available for conference at any time during the school year before, after, and/or during school once receiving parent notification that a conference is desired. Teachers/staff can be contacted by letter, phone, email, or mail to schedule a conference.

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

Cape View will send home interim reports and report cards every quarter for every student (no interims for kindergarten students) so that parents will receive a progress report every 5 weeks. Regular communication between the teacher and parent will be done using Cape View planners, weekly folders, phone calls, emails, and any other form of communication specified by the parent and teacher.

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

Cape View teachers and staff will be available to meet with parents on both conference nights and any time during the school year before, during, and/or after school at a convenient time for the parent/staff member/teacher. Parents are supplied with the school phone number, the teacher's extension, and the teacher/staff members email address at the beginning of the school year to use as forms of communication, as well as write a note as needed. This information can also be found in the Cape View calendar and on the school website.

5. Provide parents opportunities to volunteer, participate, and observe classroom activities.

Parents interested in volunteering must complete Brevard Public School's Volunteer/Mentor Application and Security Check on the computer in the front office. Parents may complete this requirement at any time during the school day. All visitors and volunteers must sign-in and sign-out on the VIPS computer in the front office and wear a badge at all times while on the school campus. A Volunteers in Public Schools orientation led by Jill Keane, Assistant Principal, will be held on Thursday, August 28, 2009 at 9:00am in the media center to discuss the process of becoming an approved volunteer and ways that parents can participate in the classroom. Parents are invited to observe classroom activities during any school day but must give the teacher 24 hours notice. Approved parents are encouraged to chaperone field trips if their child is in the class. In addition, parents are asked to become involved in SAC and/or PTO throughout the school year.

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

- Sending my child to school fed, rested, clean and ready to learn
- Modeling Life Skills and Life Long Guidelines
- Communicating openly with the school personnel
- Getting involved in school activities
- Being active in my child's learning such as homework and projects
- Reinforcing that my child is accountable for his or her own actions
- Seeing that my child attends school regularly and is on time
- Encouraging reading at home and monitoring TV viewing
- Supporting the Community Citizenship Compact

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

- Being prepared
- Practicing the Life Skills and Life Long Guidelines
- Asking questions
- Participating in activities
- Finishing assignments doing the student's personal best
- Accepting differences in others
- Respecting other students and faculty
- Caring for the classroom, school, and supplies
- Using kind words and no put downs
- Dressing appropriately
- Attending school regularly
- Supporting the Community Citizenship Compact

Building Capacity for Involvement 1118(e)

Cape View 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

Classroom teachers will distribute information to parents explaining the Next Generation Sunshine State Standards (NGSSS) and Grade Level Expectations at Open House and/or at a parent conference to assist parents in understanding Florida's academic and achievement standards. Classroom teachers will discuss the district required assessments and the FCAT during Open House and parent conferences. Annually, parents will receive an individual student report about their child's performance on the FCAT in grades 3-6. Information pertaining to Title I, such as the parent's right to be involved will also be discussed during Open House/Title I Meeting. Parents are invited to two parent-teacher conference nights to discuss their child's progress, as well as invited to come in at any time to meet with the teacher before, after, and/or during school at a time acceptable by the teacher and parent. Parents will be informed of the two Parent Information Resource Centers created by the State of Florida through grants from the U.S. Dept. of Education in a school newsletter as well as on the school website. These organizations help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement and strengthen partnerships among parents and schools. The Florida Partnership for Family Involvement in Education organization, found at www.partnershipcenter.usf.edu, includes activities to help understand and implement the NCLB Act and increase academic achievement through parent involvement. The Florida PIRC at Family Network on Disabilities, found at www.fndfl.org, is focused on "at risk" students in Title I schools and their families.

2. Foster parent 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.

Cape View's teachers will provide various parent workshops (computer, science, reading, writing, and math) and materials throughout the year to help parents monitor student progress and enhance academic achievement. All opportunities will be listed in the following ways: school newsletter, school website, and school calendar. Success will be based on attendance and parent feedback.

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:

Administrators and Title I teachers will provide training to staff during faculty meetings, in-services, grade level meetings, and professional learning community meetings on the value of parental involvement throughout the school year. Success will be determined based on

training evaluations completed by the staff as well as Cape View's Title I Survey and District Client Survey completed by parents.

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:

Title I teachers will coordinate and integrate parent involvement programs and activities with the EELP program and Pre-K program at Cape View throughout the school year. Parents are encouraged to come to the reading, writing, math, and science workshops held throughout the school year to learn ways to help their children at home. Teachers and staff are available throughout the school year to assist parents in any way possible.

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

All Cape View staff members are available for parents at any time. The Cape View staff member may direct the parent to a Title I teacher for help/support. The staff member or Title I teacher will provide activities at the request of the parent. Success will be measured by the Title I Parent Survey.

ACCESSIBILITY 1118(f)

In carrying out the parent 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.

Cape View will provide information, to the extent practical, in a language parents can understand when feasible. Standardized documents are made available in English and Spanish. Translation software for other languages is made available through the Title I district office and will be used if requested by parents. Alternative formats will also be provided upon the request of parents with disabilities as needed. Cape View will provide special accommodations for parents or students with disabilities as needed or requested, to ensure the opportunity for full participation when feasible. Success will be determined by the Title I Parent Survey and the District Client Survey.

ADOPTION

This Cape View Elementary School Parent 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 Parent Involvement Policy/Plan was developed/revised by Cape View Elementary School on November 12, 2009 and will be in effect for the period of the school year.

The school will distribute this Parent Involvement Policy/Plan to all parents of participating Title I children and make it available to the community on or before .

(Signature of Title I Authorized Representative)

(Date)

These parents were involved with the development of this document: