

COLUMBIA CITY ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Hope Jernigan , 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)];
- 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 (Optional)

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

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 [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

Response: Parent information and opportunities to become involved are given to all parents throughout the year. Columbia City Elementary will offer the following activities to all parents: Meet the Teacher Day, Open House, Title 1 Annual Meeting, School Wide Parent-Teacher Conferences held at least 2 times a year, Volunteer Orientation offered at least 2 times a year, Parent Workshops, Open Media Center Nights, and PTO meetings. Information on times, dates, and activities will be available in newsletters, on the marquee, through take home flyers, on the school website, through automated school messenger call outs, and through Remind 101 messages.

Open enrollment for SAC will begin at Volunteer Orientation at the end of August, highlighted in the school newsletter, through take home flyers, on the school website, through automated school messenger call outs, and through Remind 101 messages. 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 Columbia City 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. As part of SAC, the use of Parent involvement funds will be discussed at SAC meetings. Parental input and suggestions on allocation of funds will be discussed and taken into consideration. Funding will also be discussed at the Annual meeting held no later than the first 6 weeks of school. Our documentation will be agendas and minutes of SAC monthly meetings, 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.

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	Suwannee Valley 4 C's Head Start, Early Learning Coalition of FL. Gateway and community daycares.	Community preschool children and their parents will be invited to a school tour and kindergarten screenings. Agencies will be asked to post or disseminate flyers advertising this activity to community businesses, churches, daycares, Public Library, and the local TV station.
2	Public Library Literacy Programs	The school will provide information to parents and parent organizations on literacy and parenting programs scheduled by the local library through backpack flyers and community postings.
3	IDEA	Funding supports integration and coordination of parent involvement and activities that teach parents how to help their children at home.
4	TITLE II	Funding supports integration and coordination of parent involvement and activities that teach parents how to help their children at home.

5	TITLE X	Funding supports integration and coordination of parent involvement and activities that teach parents how to help their children at home.
6	TITLE VI	Funding supports integration and coordination of parent involvement and activities that teach parents how to help their children at home.

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	A flyer will be developed that addresses Title 1 requirements, Title II, Title VI, and TIF grants.	Curriculum Resource Teacher/Title 1	September 2016	Copies of information will be kept in the Title 1 Notebook, flyers will be sent home via backpack, activities posted on the web site, marque and activities, activities will be posted in the school.
2	Opportunity for parents to receive hard copy of Title 1 information	CRT	September 2016	A request form, located in the Title 1 Notebook, located in the from office, will be used for parents interested in receiving information on the Title 1 Plan and various grants.
3	Annual Meeting PowerPoint	CRT	September 2016	Sign In Sheets, hard copy of Powerpoint

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: Columbia City Elementary will offer parent workshops and conferences at various times during the day. Volunteer Orientation will be held in the morning and evening, on different days, to allow for parents to attend either time. Title 1 funds will be allocated for funding of the above when necessary. In planning for future events, the following barriers were identified:

Parents' work, childcare, transportation, language barriers, scheduling, and being able to help children with homework, especially math.

When applicable, Columbia City Elementary will provide care for students during parent workshops.

We will, when applicable, incorporate "dinner and/or incentives" for those attending, and present workshops/events at various times.

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	Parent/Teacher Conferences-State and local assessments will be discussed during the individual conferences held at least 2 times a year	CRT and Teachers	Increased student achievement and parent understanding of each child's progress.	September 2016 - April 2017	100% of parents will attend at least 2 parent conferences.
2	Kindergarten Orientation where parents are informed about the Kindergarten curriculum.	CRT, teachers, and Principal	CRT, teachers, and Principal	Spring 2017	At least 50% of kindergarten parents will attend K Round Up and receive flyers and a Kindergarten handbook.
3	Opportunities will be provided for parents to learn about grade level expectations, assessments, and strategies to use at home.	Grade level teams, Instructional Coach, CRT	Surveys will show that parents have an increased parental understanding of strategies to use with their child at home.	September 2016 - March 2017	Surveys will show that parents have an increased understanding of grade level expectations, assessments, and strategies to help their child learn.
4	SAC meetings where explanation of state and local assessment results are discussed, and input from parents is encouraged on issues such as funding and school programs.	Teachers and staff, Principal, Instructional Coach, and CRT	Improve the ability of parents and school staff to work effectively together	Fall 2016 - Spring 2017	Flyers, minutes, and sign-in sheets will show an overall increase in attendance. Improved parent knowledge of state and local assessments will improve as noted in yearly Title I survey.
5	Volunteer Orientation - Parent Meeting	CRT	Provide information to parents on what they can do to assist the teacher in the classroom. Student	August 2016 - September 2016	The number of volunteers in the classroom will be at least 75% of the school population being represented by a

			achievement will be supported when additional support is available.		parent or guardian.
6	Annual Title I Meeting - Discussion of Title I requirements and school activities that support the home school connection.	CRT	Parents will gain knowledge and increase understanding of ways in which they can support their student's achievement through Title I resources.	September 2016	The number of parents attending the Annual Title I meeting will be at least 50% of the school population being represented by a parent or guardian.
7	Open House - Parents have the opportunity to receive information on grade level expectations, state and local assessments, and ways to become involved in their child's school.	Teachers	Parent understanding of assessments will enhance student achievement.	September 2016	Surveys will show that parent understanding of grade level expectations.
8	Publish and distribute newsletters which will increase parents' knowledge of the curriculum, instruction, and assessments used at school, and the strategies that parents can do at home.	Assistant Principal and CRT	Enhanced student achievement as a result of providing specific strategies for parents such as homework strategies, reading/math strategies to use at home with their child.	September 2016 - May 2016	Surveys will show increased awareness of parent knowledge on assessments and strategies that parents can do at home with their child in reading and math.
9	Notify parents about school functions via automated phone system and Remind101 (email/text-messaging application)	CRT, Principal, Teachers, and other school personnel	Increase communication with parents, and provide updates on school functions and reminders of upcoming events.	2016-2017 School Year	Surveys will show that parents have been notified of all school functions.
10	Reading/Homework/Accelerated Reader (AR) Afternoons - Families can bring students to the media center for reading AR books and complete AR tests.	Media Specialist, Teachers, Instructional Coach, CRT	Improved reading scores on classroom AR assessments.	Fall 2016-Spring 2017	Reading scores will increase due to parent participation.
11	Reading Strategies and Bingo for Books Night - Families and students will participate in a reading strategies presentation along with receiving free books Bingo-style.	CRT, Instructional Coach, Principal, and Teachers	An increase in student achievement on classroom assessments such as STAR and Performance Matters.	Fall 2016	Reading scores will increase due to parent participation.
12	Morning Tech Lab Time	CRT, Instructional Coach, and other School Personnel	Increased student achievement.	2016-2017 School Year	Increased student achievement as shown by student data on STAR, and state

					assessments will increase.
13	Curriculum Resource Title I Teacher	CRT	Increased positive attitude and attendance by parents at school family events.	2016-2017 School Year	Evidence of positive parent input will be noted on the yearly Title I survey along with the documentation of the number of parents attending school functions, check out support materials, and sign-in sheets.
14	Parent Portal - Means to access school and county information.	Media	More informed parents should support student achievement.	2016-2017 School Year	Evidence of parent knowledge of available school resources will be noted in yearly survey.

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	The importance of parent involvement.	CRT	Increased student achievement and attendance at school	First semester	First semester
2	Building ties between home and school	CRT	Increase student achievement and behavior improvement at school.	2016-2017 School Year	Increased favorable responses to surveys indicating communication takes place.
3	Volunteering	CRT	Increased student achievement	2016-2017 School Year	Increase in volunteer hours as indicated by sign-in sheets.
4	Communicating and working with parents.	CRT	Increased student achievement and improvement in behavior.	2016-2017 School Year	Increase in communication between parents and teachers indicated by parent comments in weekly communications and on surveys.

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: The following activities will be implemented:

Parent Resource Room will be open where parents may check out materials to be used at home in support of reading, math, science, and writing. Student packets will be available upon request for additional practice in math and reading.

A computer will be available in the Parent Resource Room for parent use.

Literacy Week will support reading. Volunteers will be scheduled to come into the school to read to the students.

Newsletter- monthly publications will be sent home to enhance communication between school and home, and include tips for parents to use at home to help their children with reading and math.

School Website will be updated regularly for parents to access school events and important dates and to keep them informed on current reading, writing, math, and science standards.

Reminder 101 messages and school messenger calls will go out regularly to remind parents of upcoming school events and important dates and to keep them informed on current reading, writing, math, and science standards.

Ongoing workshops/meetings will be held to address and discuss parent concerns, support reading and math, and answer any parent questions. These workshops will be based on parent input gathered from surveys given in the spring.

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: Information on Title 1 programs will be made available to parents at Open House and Annual Title 1 meetings which occur in September. The Annual Meeting will be held at 2 varying times so that all parents have an increased opportunity to attend. Information will

will be available throughout the year in monthly newsletters, through take home flyers, on the school website, through automated school messenger call outs, and through Remind 101 messages. A description of the curriculum, forms of state and local assessments which are used to measure student progress and proficiency levels will be made available in the district Pupil Progression Plan. Student and school assessment results will be shared at conferences held at least 2 times a year. Student Compacts will be signed and used as a means to aid and increase student achievement and parent teacher conferences. Student Compacts will include comparison graphs which will help parents understand their child's progress and proficiency in reading and math. Progress reports will be sent home each nine weeks and mid nine weeks reports will be sent home to all students. Reports following local assessments will be sent home to all students, as well as weekly reports on student progress via agendas and student folders. SAC meetings will be held in which parents may participate in the decisions relating to the education of their children. Newsletters will contain tear off slips as a way for parents to pass on timely concerns, questions, or request. Parents will have the opportunity to submit comments on the school's progress via a school survey in the spring. Title 1 Notebook will be available in the school office. It will contain information on the state standards, testing schedules, Title 1 requirements, Parents' Right to Know, The Complaint Process, Principal Attestation, and information on Title VI, Title II and the TIF Grants. Information handouts on the above will be available at the Annual Title 1 Meeting and Open House in September. Request for further information can be made via a parent request form contained in the Title 1 Notebook which will be located in the front office.

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 mailings, Title 1 information a 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. If needed, American Sign language and Braille translations can be provided for those families who would benefit from the services. The PIP will be posted on the school's website.

Columbia City Elementary will provide opportunities both during and after school to encourage parent involvement. Activities will be advertised on the school marquee, school newsletter, in the local paper, and through notes and flyers sent home with students. The automated school messenger phone call system and Remind 101 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 use school agendas and take home folders in grade K-5 for announcements and parent communication.

Parents are also provided regular reports of academic progress through report cards, progress reports and weekly progress on completed assignments. Invitations to school

meetings and conferences also go home through backpacks and Remind 101. If needed a Progress Monitoring Plan is developed between the teacher and parent. Regular meeting are encouraged as follow up to the strategies outlined to check on progress. If an interpreter is required, assistance from the District will be requested.

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

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	Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and	Public Library Literacy Programs	Public Library Contact and Curriculum Resource/Title 1 contact	Increased literacy skills in parents attending sessions at the library evidenced by sign in sheets, check out from library.	Throughout the year
2	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)];	Meetings/Workshops will be held at various times in the A.M. and/or P.M., bases in parent input	Curriculum Resource Teacher	Parent/teacher meetings that are offered at various times will result in maximizing parent involvement as noted in yearly surveys?	Throughout the year

Upload Evidence of Input from Parents

Upload evidence of parent input in the development of the plan.

[Uploaded Document](#)

Upload Parent-School Compact

Note: 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)].

Upload an electronic version of the Parent-School Compact.

[Uploaded Document](#)

Upload Evidence of Parent Involvement in Development of Parent-School Compact

Note: 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)].

Upload evidence of parent input in the development of the compact.

[Uploaded Document](#)
