## CAROL CITY ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Dr. T. Watkins , 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)].

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| **Signature of Principal or Designee** | Date Signed |

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **Response:** Carol City Elementary school believes that positive parent/family involvement is essential to student achievement and thus encourages such involvement in school educational planning and operations. This policy seeks to strengthen the partnership among parents/guardians, staff, and the community, by providing for parents' involvement in decision making as members of school-based planning teams. |

**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)].

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| **Response:** Carol City Elementary school in accordance with District initiatives and Title I Administration guidelines provides opportunities to include parents in the development of the school's Parent Involvement Plan (PIP), the school improvement process and the overall life of the school. The school site conducted its annual Title I Orientation meeting at the beginning of the school year to inform parents of the school's participation in Title I, the involvement of parents in the planning and implementation of the Title I program, utilizing a minimum of one percent of the school's Title I allocation to support the parental requirements of Section 1118, developing, distributing and reviewing the District's PIP, discussing Ways to be Involved at School, and developing, distributing, and reviewing the School-Parent-Compacts. Additionally, parents were informed of the Title I District Advisory Council (DAC) and Title I Parent Advisory councils (PAC) where parents are afforded the opportunity to meet twice during the school year to get parental input to support the development of required parent plans. Carol City Elementary School believes in involving parents in all aspects of its Title I programs. The EESAC has the responsibility for developing, implementing, and evaluating the various school level plans, including the SIP and PIP. More than 50 percent of the members of the EESAC are parent (non-employee) representatives. In addition, all parents were given the opportunity to review the plan and offer their input prior to approval. For the PIP, all parents were given surveys at the end of the school year seeking their input on activities, training, and materials they needed to help their child. Results of parent surveys are reviewed by the EESAC to determine needed changes. During the EESAC meeting the committee will decide, with the input from parents how the parental involvement funds will be used. |

**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)].

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| **count** | **Program** | **Coordination** |
| 1 | Back to School Night/Open House | Administration will coordinate with staff to provide parents with available community resources, Title I and curriculum information. |
| 2 | Grade Level SAT and Florida Standards Nights | Administration will coordinate with staff to provide parents with information related to the FSA, FCAT Science and SAT-10, and how they can help their child achieve success in partnership with the school and to help parents gain knowledge of the school curriculum and relevant technological skills in order to assist their child at home. |
| 3 | Meet and Greet | Administration will coordinate with staff to provide parents with available community resources, Title I and curriculum information. |
| 4 | Special Performances and Honor Roll | Administration will coordinate with staff to promote our school-wide activities, that showcases students and to encourage parents to participate in school-wide activities. |
| 5 | Parent Workshops for Reading and Math Activities at Home | Administration will coordinate with staff to provide parents with information related to Reading and Math activities, and how they can help their child achieve success in partnership with the school and to help parents gain knowledge of the school curriculum and relevant technological resources and skills in order to assist their child 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)].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Parents Meet and Greet | Administration/Classroom Teachers | August 2015 | Sign-in sheets |
| 2 | Open House | Classroom Teachers | September 2015 | Sign-in sheets, agendas, and presentation materials |
| 3 | Title I Annual Meeting | Title I Administration, School site Administrators | September 2015 | Sign-in sheets, handouts, agendas, and presentation materials |
| 4 | EESAC (Council Members) | School Site Administrators | Monthly | Sign-in sheets, handouts, agendas, and presentation materials |
| 5 | PTSA | School Site Administrators and PTSA officials | Quarterly | Sign-in sheets, handouts, agendas, and presentation materials |
| 6 | Grade Level SAT and FSA Curriculum Night | School Site Administrators, Classroom Teachers | Throughout the school year | Sign-in sheets, handouts, agendas, and presentation materials |
| 7 | Monthly Calendar/Newsletters | School Site Administrators, Classroom Teachers | Monthly | Sign-in sheets, handouts, agendas, and presentation materials |
| 8 | Parent Academy | District Personnel | Semi-Annually | Sign-in sheets, handouts, agendas, and presentation materials |

**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)].

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| **Response:** Carol City Elementary School will arrange school meetings at a variety of times and in various places. In situations where parents are unable to attend conferences at school, the school may arrange for and conduct in-home conferences or phone conferences. The principal will work with the parent liaison to create a flexible schedule to ensure that the center is open at times convenient for parents. The parent liaison will maintain records of parent participation. The schedule may be modified as needed based on parents' participation. |

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Regular EESAC Meetings | EESAC Chairperson | Meetings will allow for parents to raise questions and concerns regarding school progress. They will also be asked for their input of the progress of the school's mission. | September 2015-May 2016 | Membership lists, sign-in logs, meeting minutes. |
| 2 | Title I Parent Workshops | Assistant Principal | AP will solicit parent responses in regards to the PIP and how it is allowing them to assis their child achieve academic success. | September 2015-May 2016 | Sign-in logs, meeting minutes, parent surveys, revisions to PIP |
| 3 | LEA Meetings | Assistant Principal | Meetings will address student achievement, attendance, and social problems. | September 2015-May 2016 | Parent notification of meetings request |

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Assessments discussed during individual conferences | Classroom Teachers | Teachers will conduct individual conferences to discuss each child’s assessment results, and expectations for the school year | September 2015-May 2016 | Conference Logs and Data Charts |
| 2 | SAT and FSA Parent Night Activities | Administration/Classroom Teachers | Content specific sessions will be provided for parents. Information will include grade level proficiency, strategies parents can use at home, and assessment methods | October 2015-November 2015 | Sign-In Sheets, handouts, agendas, and presentation materials |
| 3 | District training on technology and access to the Parent Portal | Administration | School staff will provide help to parents in how to log-in and access the Parent Portal | Initiate in November 2015 | Sign-In Sheets, agendas, and presentation materials |
| 4 | Reading Strategies for Parents | Reading Coach | Using data to help students in the area of reading, math, and science | September 2015-May 2016 | Sign - in 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)].

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| **Response:** In an effort to encourage and support parents in more fully participating in the education of their children Carol City Elementary will:  Developing and staffing parent resource centers;  Encouraging teachers to help parents become involved in ways that will not require the parent to come to the school (ie phone conferences, notes home, etc.)  Creating and maintaining classroom or grade level newsletters  Developing support groups for parents and families   Providing parent leadership training sessions |

**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)].

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| **Response:** At the annual meeting of parents in September, Carol City Elementary School will hold a general meeting where information will be presented about the Title I programs, the curriculum, and academic assessments. Parents will learn about the schoolwide program, how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child. Parents will be given a copy of the parent handbook, which includes more detailed information on these topics, and a copy of the School Parent Compact. Upon conclusion of the general meeting, parents will be invited to visit their child's classroom and meet staff. During the classroom visits, teachers will provide additional information on the subjects they teach, assessment plans, and how parents can help at home. The same information will be provided in an informational packet distributed the following day for all parents unable to attend. Teachers will maintain sign-in sheets and provide a copy to the assistant principal who will also maintain documentation on the dissemination of information, distribution methods, and timelines.  Pertinent school information will be communicated through regular school newsletter and calendars. Teachers will notify parents when student(s) begin to make poor academic progress.     The Connect-Ed phone system will also be used to inform parents of any upcoming activities taking place at the school. Information will be posted on the school's website and in the Parent Resource Center. |

**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)].

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| **Response:** Written communication will be provided for parents in English and Spanish. Translators will be available at all parent meetings and in school offices to provide translation services to ensure that parents are able to fully participate in parent meetings. The LEA will ensure that an individual will be available to provide translation services in Spanish and hearing impaired. Carol City Elementary makes many attempts to get meeting invites and registrations to parents via: Connect Ed telephone messages to homes of parents, Parent Newsletters, and/ or flyers. Reasonable efforts are made to assist parents in understanding the needs and rights of their children with exceptionalities and ELL needs, in their primary language. |

**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:

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| **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 | School Site Administrators, LEA provides necessary literacy training for parents in accordance with District resources | School Site Administrator, LEA | This will implement research-based parental involvement plans, practice, programs, and activities that are linked to improving academic achievement. | Throughout the school year |
| 2 | Training parents to enhance the involvement of other parents [Section 1118(e)(9)]; | The District and the Parent Academy facilitate parent to parent trainings | Title I Administration and Parent Academy | It coordinates efforts related to family involvement and academic achievement. | Throughout the school year |
| 3 | 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 for School Social Workers | School Site Administrators and School Social Worker | It strengthens the relations between parents and schools in ways that improve academic achievement | Throughout the school year |
| 4 | Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and | Title I Administrators schedule school site monitoring and support | Title I Administrators | It is intended to increase academic achievement through parental involvement. | Throughout the school year |

**Upload Evidence of Input from Parents**

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

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**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.

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**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.

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## Evaluation of the previous year's Parental Involvement Plan

**Building Capacity Summary**

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Regular EESAC Meetings | 10 | 15 | To ensure that all stakeholders are informed of the School Improvement Plan goals and implementation of action steps and revisions, to review the school budget and implement effective parental involvement activities. |
| 2 | Title I Parent Workshops | 5 | 100 | Solicit parent input for the PIP and keep parents informed about how to assist with their child's academic success |
| 3 | LEA meetings | 25 | 5 | Addresses student achievement, social and/or behavior concerns to develop an intervention for improvement |

**Staff Training Summary**

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118 (e)(3)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Assessments discussed during individual conferences | 10 | 50 | Conducted individual conferences to discuss each child’s assessment results, and expectations for the school year |
| 2 | SAT and FCAT Parent Night Activities | 1 | 50 | Content specific sessions will be provided for parents. Information included grade level proficiency, strategies parents can use at home, and assessment methods |
| 3 | District training on technology and access to the Parent Portal | 2 | 160 | School staff provided help to parents in how to log-in and access the Parent Portal |
| 4 | Reading Strategies for Parents | 2 | 100 | Using data to help students in the area of reading, math, and science |

**Barriers**

Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(E)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | B-Black | Seek volunteers to assist with children |
| 2 | ED-Economically disadvantaged | Provide strategies for parents to use at home |
| 3 | ELL-Limited English | Provide translators at Parent Workshops |

**Best Practices (Optional)**

Describe the parental involvement activity/strategy the school implemented during the previous schoool year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

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| **count** | **Content/Purpose** | **Description of the Activity** |