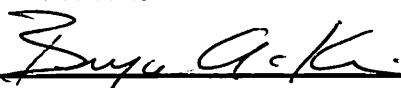


## CRYSTAL LAKE ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Bryan Kim, 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

9-15-15

Date Signed

### Mission Statement

#### Parental Involvement Mission Statement (Optional)

**Response:** The purpose of the Crystal Lake Elementary Parent Involvement Program is to provide parents with the tools, training, and resources to help them enhance their child's education. Studies show the more parents are involved in the education of their child, the more academically successful that child will be. Everyone working together in this manner gives the child the best possible support to succeed in school.

School Mission: CLES will strive to create an enriching, encouraging, and engaging

environment. We will collaborate with staff, students, and parents to incorporate real-world experiences while preparing every student to S.O.A.R.

PCSB Mission: District and School-based Title I Parent Involvement Programs in Polk County will strive to BUILD RELATIONSHIPS to create real family engagement for every child, every family, every teacher, every day.

Polk's Family Involvement Mission: The Mission of Polk County Public Schools is to provide a high quality education for all students.

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## 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:** Parents from the PTA and the SAC were asked to participate in the Parent Committee for the development of the 2015-2016 Parent Involvement Plan. Parents were notified by phone about the meeting. The committee met on May 7, 2015 to review the previous plan and assist in developing the plan for the upcoming year 2015-2016. The meeting consisted of the Assistant Principal, Title 1 Facilitator, Parent Involvement Para Educator, parents, PTA members, SAC members, and Crystal Lake Elementary staff members. Compact and changes to the Parent Involvement Plan were discussed using the Guided Questions provided by the District Title 1 Department. Everyone agreed upon the input and approved the final plan.

Parents on the SAC were also asked for guidance in spending Title I funds. The parents also decided to use the PI 1% funds for parent involvement staff, materials and supplies for workshops, refreshments for workshops, as well as copier and postage fees.

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## 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	Parent Engagement Program	The Parent Engagement Advocate provides parents with resources and tools to help enhance their child's learning. It is a goal to bridge the gap between home, school, and the community.
2	IDEA - Individuals with Disabilities Education Act	This IDEA program provides resources to individuals with disabilities. Our guidance counselor will provide information on how parents of students with disabilities can help in their child's education.

3	Head Start	The Head Start program promotes school readiness by providing a foundation for young students. Head Start parents will be included in parent nights and events on campus.
4	VPK	The VPK program provides developmentally appropriate curriculum to help develop social and cognitive school readiness. Parents will be included in parent nights and events on campus.
5	ESOL	The ESOL program provides services to students speaking English as a second language. The ESOL teacher assists with translating parent conferences and other communication with parents. The ESOL programs also trains teachers to use ESOL strategies to help enhance classroom instruction and learning.
6	Hearth	The Hearth program provides support and resources for identified homeless students.
7	Title I	The Title I program provides additional funding to schools with a high percentage of economically disadvantaged students. Students, parents, and teachers are provided with a variety of resources and tools to enhance learning and close the achievement gap between non-Title I schools.
8	Pre K	The Pre-K promotes school readiness by providing a foundation for young students. Pre K parents will be included in parent nights and events on campus.
9	ESE	The ESE program supports the needs of students with disabilities in adherence with IDEA. The programs are available for Pre K through fifth grade, as well as, the Gifted Program.

## 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	Discuss "What is Title 1 PowerPoint?" and School/Parent Compacts	Reading Interventionist	September 15, 2015	Evaluation at Annual Meeting and the Parent Survey
2	Information about Plan, Summary, PLUG, Parent Centers, and Compacts will be shared with parents	Interventionists/Coaches	September 15, 2015	Evaluation at Annual Meeting and the Parent Survey
3	Review "What is Title 1 PowerPoint?" and School/Parent Compacts	Reading Interventionist	At Parents Request	Evaluation at Meeting
4	Create and distribute meeting invitation in agendas and website, meeting agenda, and sign in sheets.	Parent Involvement Paraeducator and Reading Interventionist	September 8, 2015	Evaluation at Annual Meeting
5	Discuss curriculum, state assessments, and school information.	Reading Interventionist and Guidance Counselor.	September 15, 2015	Evaluation at Annual Meeting
6	Translating documents and meeting information.	ESOL Teacher	September 15, 2015	Evaluation at Annual Meeting

## 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:** At the Title 1 Annual Meeting, parents will receive information regarding the Title 1 program and the School Compact in addition to handouts and resources to assist in helping students at home. If parents are unable to attend, the materials will be available in the Parent Resource Center. The Reading Interventionist/ Title I is also available to meet with parents to review the Title I powerpoint.

On November 10, 2015, our Parent Involvement Summary will be distributed to every Title 1 family with the student report cards. School/Parent compacts were included in every student agenda and kept on file with teachers in order to discuss during conferences with parents.

Parent nights will be staggered at different weeks and days of each month. Parents will have the opportunity to receive the materials and handouts from Parent Nights they have missed through the Parent Involvement Paraeducator.

Barriers for our families include transportation, time constraints, and family responsibility. We plan to announce parent events in advance to give time for families to coordinate transportation. We also realize that many parents walk to pick up their children after school. We are planning some events directly after school so parents can attend. At specific parent events we will provide child care. Our Parent Involvement Paraeducator can also conduct home visits if parents cannot attend but request the meeting information.

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## 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	Multicultural Night	ESOL Teacher	Emphasis on cultural awareness and how families can have a positive impact on academics.	October, 2015	An evaluation from every parent present will be collected.
2	Portfolio Viewing Night	Reading Interventionist/Math Interventionist/Behavior Interventionist/School-based Coaches	Review of student achievement and areas of weakness, to increase parent knowledge of student achievement.	November, 2015	An evaluation from every parent present will be collected.
3	Math Holiday Night	Parent Involvement Facilitators/Math Interventionist	Offer tips and ideas for parents to work with	December, 2015	An evaluation from every parent

			students at home and in math.		present will be collected.
4	FSA Parent Information Night	School Based Reading Coach	Review state testing information.	January, 2016	An evaluation from every parent present will be collected.
5	Reader's Theatre Night	Reading Interventionist and School Based Reading Coach	Emphasis on reading strategies and tips for parents.	February, 2016	An evaluation from every parent present will be collected.
6	Portfolio Viewing Night	Reading Interventionist/Math Interventionist/Behavior Interventionist/School-based Coaches	Review of student achievement and areas of weakness, to increase parent knowledge of student achievement.	April, 2016	An evaluation from every parent present will be collected.
7	Science Showcase	Math/Science Interventionist	Review student achievement in the area of science.	May, 2016	An evaluation from every parent present will be collected.
8	Music and Art Concert	Music and Art Teacher	Review student achievement in the area of music and art.	May, 2016	An evaluation from every parent present will be collected.
9	Middle School Transition Meeting	Guidance Counselor	Introduce students and parents to the expectations of the middle school to help foster a positive transition.	May, 2016	An evaluation from every parent present will be collected.

## 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	Annual Title I Meeting	Reading Interventionist	Increase teacher awareness of the purpose of Title I and building a connection between school and home.	September 15, 2015	Teacher and Parent Evaluations
2	Parent-Teacher Conferencing	Reading Interventionist	Conferencing tips to help build communication between teachers and parents.	September 17, 2015	Teacher Evaluations
3	Portfolio Viewing Night	Reading Coach	Giving teachers information on how to keep accurate records of student work samples so parents can view their child's progress.	October, 2015	Teacher and Parent Evaluations
4	Working with Diverse Parents	Don Brown	Training on how to work with diverse parents.	October 22, 2015	Teacher Evaluations
5	Dual Capacity Framework Video (Optional Training for Teachers)	Reading Interventionist	Increase teacher awareness of cultural sensitivity.	November 18, 2015	Teacher Evaluations

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## 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:** Crystal Lake Elementary school has a Parent Resource Center on campus. The center houses our Parent Involvement Liaison. The Parent Involvement Liaison provides support for parents and guides them to programs or activities at their request. The Parent Resource Center has brochures, power points, and other further information about the District Parent Information Resource Centers (PIRC), Parent University, AGAPE food bank, as well as other community resources. There are also educational materials and activities that parents can check out to help them work with their children at home. If needed the Parent Involvement Liaison can conduct home visits regarding issues or support that is needed for the student or parent. The Liaison also helps coordinate parent volunteers, mentors for students, and community support to help bridge the gap between school, home, and the community.

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## 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:** Communication with parents is extensive at Crystal Lake Elementary. We use student agendas, flyers, school website, marquee, teacher email, and the Parent Resource Center to help disburse information to parents. We use these tools to share important information about PIRC, Parent Universities, and other community resources. During parent nights we also show parents how to access the parent portal to stay updated on their child's education.

We also send home school wide newsletters with upcoming school, community, and district events. The newsletters include information from each grade level, calendars, and important information for parents. Each newsletter has a response portion where parents can add comments and suggestions for the school. There is also a suggestion box in the parent resource center.

Parents are also given an information about curriculum and academic assessments used to measure student progress. The proficiency levels students are expected to meet are also explained. Parents receive the information through attendance at Parent Nights, Quarterly Newsletters, and packets send home throughout the year.

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## 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:** CLES makes it a priority to provide full opportunities for participation in parental involvement activities for all parents. Parents are notified using a variety of ways as mentioned in the communication section above. We send home the Parent Involvement Plan and compact in English, Spanish, and Haitian-Creole. We also enter the documents and translations to our school website, PIN notebook, and Parent Resource Center information. In addition, we notify parents of the available translation services. Also, Americans with Disabilities Act information is sent home with all communication so that appropriate accommodations can be made if needed. We communicate through phone calls, student agendas, and send notifications home well in advance for ESE and MTSS meetings. For these important meetings, we offer flexible times or allow the parent to choose the date and time. We have staff and teachers there that can help parent through the process and add their input in the MTSS or ESE process.

Parents are encouraged and invited to be a part of their child's education and the decision making process. They are invited to join the SAC committee and PTA. We also send out requests for volunteer forms in beginning of year packet. Volunteer information is also included in the newsletters and school website. Parents are also invited to be part of the Parent Involvement Team to work on the Parent Involvement Plan and School-Parent Compact. Through these committees parents are able to give input, ideas, and suggestions. If they are unable to participate they may still give ideas and feedback into the suggestion box or newsletter response forms (mentioned in the communication section). On the school website we include a directory of all the staff members and email contact information to help enhance communication between parents and teachers.

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## 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	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)];	Student Led Conferencing - Evening Hours	Title I Program Facilitator	Help students to take ownership of their progress and goals and be able to share with Parents.	Fall 2015 and Spring 2016

2	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Army Involvement with a Parent night	Parent Involvement Facilitator	Increase community involvement within the school and to help with Parent Involvement	Fall 2015
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## Upload Evidence of Input from Parents

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

[Uploaded Document](#)

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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.

[Uploaded Document](#)

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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.

[Uploaded Document](#)

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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.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Multicultural Night	1	173	Create an emphasis on cultural diversity and share district ESOL Information
2	Holiday Math Night	1	350	Math standards through holiday activities
3	Portfolio Viewing Night	1	56	Parents to come in and view student work samples
4	FSA Parent Information Night	1	37	Inform parents of state testing information and tips to prepare their child.

### **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)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Annual Title I Meeting	1	47	Increase teacher awareness of the purpose of Title I, teaching teachers the role of parents in the educational process
2	Parent-Teacher Conferencing	1	40	Conferencing tips and planning techniques provided
3	Portfolio Training	1	36	Train teachers on how to effectively use portfolios to monitor students progress and convey the information to parents.

### **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)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Time Constraints	Flexible Times
2	Transportation	Provide notice of events in advance
3	Family Responsibilities	Provide notice of events in advance

### **Best Practices (Optional)**

Describe the parental involvement activity/strategy the school implemented during the previous school

year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

count	Content/Purpose	Description of the Activity
1	Awards Ceremony	At the end of the year we hold an awards ceremony to acknowledge student achievements. We also hold a fifth grade banquet and students receive awards as well. Lunch is provided to the students and parents.
2	College Tutors	We have a relationship with Southeastern University. SEU students tutor our 2nd grade students on a weekly basis as part of their education courses. At the completion of the tutoring, we hold an awards ceremony to recognize student improvement.