

CITRUS GROVE ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Sharon M. Johnson , 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: Citrus Grove Elementary School believes that parental involvement is essential to student achievement. Facilitating parental involvement in school decision-making, educational planning and operations will strengthen the partnership between school and home and provide greater support for our students.

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: The Title I Program including the funding of parental involvement at Citrus Grove Elementary School will be planned, reviewed and monitored at monthly EESAC (Educational Excellence School Advisory Council) Meetings, PTA Meetings, School Volunteer Program Meetings, Parent Advisory Council(PAC) Meetings and District Advisory Council(DAC) Meetings. Parent Surveys were distributed at the Title I Orientation Meeting conducted September 9, 2015. The results of these surveys were used to determine parent preferences. At the EESAC Meeting conducted September 30, 2015, the draft of the SIP including proposed utilization of Title I funds for parental involvement based on survey results was distributed to all in attendance. Each area of the SIP was reviewed, discussed and revised as necessary. The motion to approve the SIP was passed unanimously.

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	VPK	Citrus Grove Elementary School provides three Pre-Kindergarten opportunities for students entering the public school program. Activities include parent meetings with sending VPK teachers and receiving Kindergarten teachers to discuss transition to Kindergarten. Professional development activities are provided to VPK teachers and paraprofessionals to provide coordinated services to students.
2	IDEA	Supplemental instructional support provided by Title I funds is discussed with parents during IEP meetings.
3	Title III	Supplemental instructional support provided by Title III funds to bilingual students is facilitated through our Bilingual Academy. Bilingual Parent Outreach Program is utilized to conduct parent workshops in the home language.

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	Develop agenda, handouts, and/or presentation materials that address the required components	Principal and Community Involvement Specialist	By September 2, 2015	Copies of agendas, Powerpoint presentation and handouts
2	Develop and disseminate invitations	Community Involvement Specialist	By September 2, 2015	Flyer with date of distribution
3	Advertise/publicize event	Community Involvement Specialist	By September 8, 2015	Posting on School Marquee and ConnectEd Calls to all parents

4	Prepare sign-in sheets	Community Involvement Specialist	By September 8, 2015	Sign-In Sheets for General Meeting and Individual classrooms
5	Maintain documentation	Principal and Community Involvement Specialist	By September 9, 2015	Title I Documentation Box housed in Principal's office

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: Title I monies are utilized to fund the position of our full-time Community Involvement Specialist who is available to parents before, during and after school and on Saturday mornings in our Parent Resource Center. Our Community Involvement Specialist also conducts home visits as necessary, supervises Parent Academy classes and facilitates the Bilingual Parent Outreach Program. The Community Involvement Specialist maintains records of parent participation and every effort is made to accomodate parent schedules when scheduling parent meetings.

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	The Title I Administration Parent Involvement Monthly School Report and the Title I Parent Involvement Monthly Activities Report are used to coordinate and plan the year's parent involvement activities, and identify barriers to greater participation.	Principal and Community Involvement Specialist	Provides training, information and support services that strengthen the relationships between parents and the school in meaningful ways that improve aoademic achievement.	on a monthly basis	as evidenced by increased achievement in standardized test scores
2	The Parent Survey Compilation of Results for Citrus Grove Elementary was analyzed and used to amend our Title I Program and the PIP for this school year.	Principal and Community Involvement Specialist	Provides training, information and support services that strengthen the relationships between parents and the school in meaningful ways that improve aoademic achievement.	throughout the school year	as evidenced by increased achievement in standardized test scores
3	FSA and on-going meetings/workshps for	Bilingual Curriculum	Provide parents with information identifying	throughout the school	Sign-in sheets, hand-outs,

	parents	Specialist	how parents can help prepare students at home.	year	agendas and presentation materials
4	Student Performance and Student Progress on Assessments discussed during individual conferences	Classroom Teachers	Teachers will conduct individual conferences to discuss each child's assessment results, report card grades and attendance for the school year	throughout the school year	Parent Contact Logs
5	Individual Conference regarding access to the Parent Portal	Community Involvement Specialist	Provide individual help to parents in how to log-in and access the Parent Portal	initiate in August and then on as needed basis	Sign-in sheets, hand-outs, agendas and presentation materials
6	Title I Annual Meeting	Principal and Community Involvement Specialist	Implements programs and activities that are linked to improving academic achievement.	throughout the school year	as evidenced by increased achievement in standardized test scores

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	Increasing Parental Involvement utilizing a monthly Parent Calendar to be distributed to all teachers and staff to facilitate communication with parents	Community Involvement Specialist	Improve the ability of staff to work effectively with parents.	Monthly throughout the school year	as evidenced by increased achievement in standardized test scores
2	CIS Comments given at every Faculty and Staff Meeting	Community Involvement Specialist	Improve the ability of staff to work effectively with parents by providing examples of best practices for parental involvement.	Monthly throughout the school year	as evidenced by increased achievement in standardized test scores
3	CIS Train the Trainers	Principal and Community Involvement Specialist	Provide assistance with planning and implementation of effective parental involvement activities that are linked to improving academic achievement.	Throughout the school year	as evidenced by increased achievement in standardized test scores
4	Title I Administration Annual Procedures Meeting for Principals	Title I District Office	Provide training to staff on the implementation of the FLDOE Differentiated Accountability Program (NCLB waiver) and on techniques to increase parental involvement that	During the first two months of the fiscal year	as evidenced by increased achievement in standardized test scores

			are linked to improving academic achievement.		
5	EESAC Training	District SIP Office	Provide assistance as to enable the effective management of EESAC so that parents are fully involved in the development and review of the SIP that is linked to improving academic achievement.	Throughout the school year	as evidenced by increased achievement in standardized test scores
6	Title I Annual Meeting	Principal and Community Involvement Specialist	Provides assistance in the understanding and implementation of the FLDOE Differentiated Accountability Program (No Child Left Behind (NCLB waiver) and also to increase academic achievement through parent involvement.	Conducted September 9, 2015	as evidenced by increased achievement in standardized test scores

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 Parent Resource Center at Citrus Grove Elementary School is open before, during and after school hours. The utilization of the Parent Portal is offered as a Parent Orientation on an as needed basis. Parent Teacher Conferences are facilitated as needed and every effort is made to accommodate parent schedules. Laptops are available in the Parent Resource Center for parent use. Connect-Ed messages are sent to remind parents to look for progress reports and report cards as well as to provide pertinent information regarding upcoming parent meetings and school events.

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: Citrus Grove Elementary School utilized Connect-Ed messages, sent home flyers and offered incentives for parent attendance at the Title I Orientation Meeting. The Title I PowerPoint Presentation was used to describe and explain curriculum, assessments, proficiency levels and how to become involved at our school. Upon conclusion of the General Meeting, parents had the opportunity to visit classrooms and meet teachers and staff. During the classroom visits, teachers provided additional

information regarding curriculum, instruction, assessments and how parents can help at home. Information packets were sent home to all parents who were unable to attend. Teachers submitted sign-in sheets to the Community Involvement Specialist to add to the documentation for the meeting. Updates are provided at Monthly EESAC Meetings, PTA Meetings and School Volunteer Program Meetings where input is solicited from parents. As specific comments are submitted by parents, they will be made available for review.

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: The Community Involvement Specialist at Citrus Grove Elementary School spearheads the Parent Resource Center, Parent Academy classes, the Bilingual Parent Outreach Program and serves as our PTA Liaison. Printed copies of the School Improvement Plan and the Parent Involvement Plan are available in the Main Office and the Parent Resource Center. The Parent Involvement Monthly Calendar is distributed for all students to take home and copies are available in the Main Office and the Parent Resource Center. All communications including verbal and written are provided in the home language of the parents. Connect-Ed phone messages are sent in English and Spanish to all parents.

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:
☒ Not Applicable

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](#)

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	The Title I Parent Involvement Monthly School Report and the Monthly Activities Report used to plan	15	2457	Provides training, information and support services that strengthen the relationships between parents and the school in meaningful ways that improve academic achievement.
2	The Parent Survey Compilation of Results for Citrus Grove Elementary was analyzed to amend as needed	10	138	Provides training, information and support services that strengthen the relationships between parents and the school in meaningful ways that improve academic achievement.
3	FCAT 2.0 and on-going meetings/workshops for parents	1	92	Provide parents with information identifying how parents can help prepare students at home.
4	Student Performance and Student Progress on Assessments discussed during individual conferences	220	55	Teachers will conduct individual conferences to discuss each child's assessment results, report card grades and attendance for the school year
5	Individual Conference regarding access to the Parent Portal	260	65	Provide individual help to parents in how to log-in and access the Parent Portal
6	Title I Annual Meeting	1	324	Implements programs and activities that are linked to improving academic achievement.

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	Increasing Parental Involvement utilizing a monthly Parent Calendar to be distributed to all teacher	10	65	Improve the ability of staff to work effectively with parents
2	CIS Comments given at every Faculty and Staff Meeting	10	65	Improve the ability of staff to work effectively with parents by providing examples of best practices for parental involvement.
3	Title I Administration Annual Procedures Meeting with Principal	40	10	Provide training to staff on the implementation of the FLDOE Differentiated Accountability Program (replaces NCLB Act) and on techniques to increase parental

				involvement that are linked to improving academic achievement
4	EESAC Training	3	64	Provide assistance as to enable the effective management of EESAC so that parents are fully involved in the development and review of the SIP that is linked to improving academic achievement
5	Title I Annual Meeting	1	324	Provides assistance in the understanding and implementation of the FLDOE Differentiated Accountability Program (replaces NCLB Act) and also to increase academic achievement through parent involvement.

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	First Language of over 60% of students is a language other than English	School will apply for Title III funds to provide extended day tutoring services to our English language Learners
2	As 96.8% of students qualify for free and reduced meals, our families have very limited resources to support the education of their children.	Solicit donations from community groups, including the Kiwanis of Little Havana and the Marlins Foundation, to assist with providing backpacks and school supplies.

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
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