**CRYSTAL SPRINGS ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan**

I, Lashawn Russ-Porterfield, 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:**The mission of the Crystal Springs is to provide on-going and meaningful opportunities for parents to take a more active role in their child's education. Crystal Springs will achieve this by conducting parental involvement activities and assistance with the Parent Involvement Center to educate parents on how to become more involved academically and socially. We at Crystal Springs believe the relationship between home and school is crucial to providing a safe learning environment where all students are able to meet or exceed academic standards. We believe by helping parents, we are are able to assist and provide motivation for students to become lifelong learners. |

**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:**Crystal Springs Elementary will invite parents to be a part of the Parental Involvement Plan during Open House. School Advisory Council (SAC), Parent Volunteer Liaison and designated school employees will survey parents to determine next steps for school improvements to increase parental support. Regularly scheduled meetings will be set, agendas will be provided and will include topics based on survey results and how to best utilize Title I and professional development funds to support the needs of our students. Parent/Guardians will be notified of meeting dates through parent link, flyers and website. School marquee will also be utilized to encourages participation. The meetings will be designed to educate and keep parents/guardians abreast on updated trends in education. At the first meeting an outline on how parents may be involved through a 2015-2016 calendar of school events. At each SAC and PTA meeting, all upcoming parent involvement events will be highlighted to ensure all stakeholders may partake in the activities. In addition, the SAC is responsible for reviewing our School Improvement Plan (SIP) and is encouraged to provide input on our academic goals. The SAC will also review the Parent Involvement Plan. During the Spring, a needs assessment will be available for the teachers and parents to complete to gather data. The results of the survey will be shared with SAC and Title I Committee and made available to all parents. |

**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 | IDEA (Students with Disabilities) | Crystal Springs Parent Involvement programs will be available, as needed, to advise the parents of students with disabilities of their rights in their child's education. They will be encouraged to be more involved in planning, problem-solving, decision-making, and I.E.P. input during parent/teacher conferences and meetings. |
| 2 | Pre-Kindergarten | Transition to Kindergarten programs will be offered during the month of May to orient parents to the expectations of the Florida State Standards for Kindergarten students. |
| 3 | Title I, Part A | Services are provided to ensure students requiring additional remediation are assisted through programs such as Parent Night about the expectations and resources available to them such as before, during, and after school tutoring, as well as summer school. |
| 4 | Title I, Part D | Programs for at-risk students include before, during, and after school tutoring for those who qualify. The parents are offered additional resources through the Parent Involvement Center. |

**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 | Develop agendas, handouts, and/or presentations | Sobol, Melendez | By September 9, 2016 | Agendas, handouts, and PowerPoint Presentation |
| 2 | Develop and disseminate invitations | Sobol | By September 15, 2016 | Invitations |
| 3 | Advertise/publicize event on marquee | Williams, S | By September 15, 2016 | Picture of marquee |
| 4 | Develop Sign-In Sheets | Sobol | By September 14, 2016 | Sign-In Sheets |
| 5 | Maintain Documentation | Sobol & Melendez, K | On-going | Title I folder |

**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:**Meetings will be planned for morning and evening to meet the variable needs of parents. Volunteers will be utilized for child care and for translators/translations, if requested. We will work in conjunction with the DCPS ESOL Office to secure translators/translations when volunteers are unavailable to assist. Meetings can also be conducted through various communication methods such as phone calls, text messages, parent letters, and automated calls. |

**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 | Annual Title I Meeting | Sobol and Melendez | Inform parents about Title I programs. | September 22, 2016 | Handouts, sign-in sheets, survey |
| 2 | STEAM Night (K-5) | Horne and Manns | Educating parents on the Florida Standards Assessment and Florida State Standards with aligned home-school activities in an interactive format. This night will pertain primarily to science, technology, engineering, the arts, and mathematics. | February 7, 2017 | Sign-in sheets, parent surveys, agendas, handouts |
| 3 | PIP and Parent Compact Review Meeting | Sobol and Melendez | Provide key stakeholders with an opportunity to assist in the review and finalization of the Parent Involvement Plan, Compact, and budget in order to increase the number of parents and volunteers in the school. | September 22, 2016 | Sign-in sheets, agenda, handouts |
| 4 | Volunteer and Field Trip Chaperone Training | Sonya and Garman | Volunteer expectations and Duval/School Policy. | Quarterly, 2016-17 | Sign-in sheets and handouts |
| 5 | Technology and the Florida Standards Assessment (Grade 5) | Tomlinson | Educating parents on the technology-based testing format. | January 24, 2017 | Sign-in sheets, agendas, parent surveys |
| 6 | Career Days | Russ-Porterfield, Sobol, and Garman | Providing key stakeholders with the opportunity to share their careers with our students to support our magnet program: Business and Entrepreneurship. | Quarterly, 2016-17 | Invitations, sign-up sheets |
| 7 | Family Health and Fitness Night | Johnson, Shamar | Providing an opportunity for parents and students to engage in activities on healthy lifestyle choices. | March 2, 2017 | Sign-in sheets, parent surveys, agendas, handouts |

**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 | Communicating and Working with Parents | Russ-Porterfield, Sobol, and Garman | To increase parent involvement and improve relations between school and home | June, 2017 | Sign-in sheets, PowerPoint Presentation, handouts |
| 2 | Building Ties between Home and School | Russ-Porterfield, Sobol, and Garman | Re-visit the rules of engagement; effective parent-teacher conferences | June, 2017 | Sign-in sheets, PowerPoint Presentation, handouts |

**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:**Crystal Springs will establish a School Advisory Council to offer suggestions on matters relating to parental involvement. We will promote the school-funded Parental Involvement Center. Mrs. Melendez will serve as our part-time Parent Liaison and will assist parents by providing training workshops with activities and strategies that can be used at home to promote academic success. He will also be responsible for the Parental Involvement Center, which will be available to parents daily. A monthly newsletter will be sent home focusing on academic, social, and emotional support along with the school's newsletter, which will include a calendar of upcoming events. In the months leading up to the new Florida Standards Assessment, academic and test-taking strategies will become the focus. Sign-in sheets and parent comments/evaluations forms will be used to gauge the effectiveness of the activities. |

**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:**To provide parents with timely information about Title I programs, Crystal Springs will hold an annual meeting in September for all parents to attend.    In an effort to share information regarding the curriculum, the school will provide several parent nights throughout the year (Literacy, Math, and Science) for all grade-levels. In addition to the academic parent nights, the school will conduct a Florida Standards Assessment and Technology meeting for Grade 5 to discuss the new technology-based format for assessment.     Parents will be notified of upcoming events through Parent Link, flyers, teacher websites, school website, monthly newsletters, emails, social media, and the marquee in a timely manner.    Copies of all flyers, newsletters, surveys, and parent feedback forms will be used for monitoring purposes.    A hard copy of the Parent Involvement Plan will be available in the Main Office and in the Parental Involvement Center. Copies will be provided upon request.     Parents are invited to make suggestions in the Parental Involvement 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:**The DCPS Home Language Survey, teacher input, and interaction with the office staff will be used to determine family needs for written translation. Crystal Springs will, upon enrollment, use the Home Language Survey to determine any translation needs. Information will be disseminated bilingually (English and Spanish) in print and when using Parent Link. The school will also use the district provided service, TRANS ACT, to help translate legal documents into several languages and Google Translate to help translate any school-made flyers, letters, and newsletters. Parent surveys/feedback forms in different languages will be made available to the parents using Google Translate and used for monitoring purposes. While on campus, Crystal Springs will utilize the services of an interpreter as needed. Should the need arise, blind parents will receive all written communication in Braille. Crystal Springs is also wheelchair accessible, therefore accommodating all parents. Crystal Springs will utilize TDD to notify parent who may be hearing impaired. |

**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:

X Not Applicable

**Upload Evidence of Input from Parents**

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

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| [Uploaded Document](file:///C:\Users\sobolj2\AppData\Local\Microsoft\Windows\Downloads\fileUploads\162261_2016-2017_uploadEvidenceParentInput.docx) |

**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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| [Uploaded Document](file:///C:\Users\sobolj2\AppData\Local\Microsoft\Windows\Downloads\fileUploads\162261_2016-2017_uploadCompact.doc) |

**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 | Annual Title 1 Meeting | 1 | 22 | Inform parents about Title I programs. |
| 2 | Florida Standards Night (K-5) | 1 | 6 | Educating parents on the Florida Standards Assessment and Florida State Standards with aligned home-school activities in an interactive format. |
| 3 | STEAM Night (K-5) | 1 | 82 | Educating parents on different math, science, and technology learning and activities that students do here at school. This night will pertain primarily to science, technology, engineering, the arts, and mathematics. |
| 4 | PIP and Parent Compact Review | 1 | 22 | Provide key stakeholders with an opportunity to assist in the review and finalization of the Parent Involvement Plan, Compact, and budget in order to increase the number of parents and volunteers in the school. |
| 5 | Volunteer and Field Trip Chaperone Training | 1 | 3 | Volunteers will be better able to help students |
| 6 | Career Days | 4 | 213 | Students will learn and get excited about possible future careers |
| 7 | Monthly Home-School Connection- All students get the newsletter | 9 | 1080 | Providing parents with information on how to support their child's learning at home. |
| 8 | Family Health and Fitness Night | 1 | 117 | Providing an opportunity for families to learn about way to be healthy |
| 9 | Open House | 1 | 584 | Provides parents an opportunity to meet their child's teacher, learn about homework policies, websites that can help, and other tips/systems that the teacher uses with the students. |

**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 | Volunteer and Chaperone Training | 1 | 3 | Volunteers are better equipped to assist teachers and help students learn. Chaperons are able to attend field trips. |

**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 | Many parents do not attend nighttime school-sponsored events | Email blasts, phone blasts, paper newsletters about events sent home with student, offer activities at different/varying times |
| 2 | Non-English speaking parents cannot understand English speakers at events | Invite ESOL office translators, as well as have 2 CSE staff that are bilingual in English and Spanish to help translate for parents |

**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** |