

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

I, Jennifer Williams , 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)

Response:

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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:** The Citrus Grove Elementary School Advisory Council will meet monthly to plan, review and involve parents in the implementation and improvement of Title I programs at the school. School Advisory Council (SAC) elections are held annually. Parents and school community members are solicited through all communication tools (online, brochures, marquee, connect 5) to fill vacant seats. Any parent or school community member who expresses an interest in serving may be appointed by the principal. Parental input will be reported in the minutes of each meeting regarding the usage of Title I parent involvement funds.

## 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	Title I, Part C	Parent support is offered through migrant services such as translation and food assistance programs.
2	Title X, Homeless	Title X Coordinator provides services to families to ensure that students have school supplies, community resources and transportation.
3	Title III	Parent training is offered bi-annually in sessions of the ESOL Parent Leadership Council. Title III ESOL tutors communicate regularly with parents.
4	VPK	VPK works with our school staff to coordinate transition plans for students entering Kindergarten.
5	IDEA	Supplemental instruction support provided by the school will be discussed with parents during the development of the students IEP.

## 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	Establish Title I Annual Meeting and activities	Principal	September	Date set on School Calendar
2	Prepare agenda for Title I Annual Meeting	Principal	September	completion of agenda
3	Gather brochures and Powerpoint presentation outlining services presented at Title I Annual meeting	Principal	August	information prepared for distribution
4	Notify teachers of plans and goals for Title 1 Annual Meeting	Principal	September	principal communications to teachers/ email and faculty meeting
5	Advertise Title I Annual Meeting through handouts, website, Connect 5, and marquee	Principal	September	number of attendees, flyer, website, connect 5 messages
6	Prepare information on curriculum and class expectations	Teachers	August	Parent Input

7	Annual Title I Meeting	Principal	September	Sign in sheets
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## 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:** Parent Liaison coordinates school based parent and family involvement activities to provide opportunities for connections between the school, the home, and the community. Events will be scheduled at a variety of times. Examples include: Book Fair activities during the school day, afternoon and evening special events (Family Literacy Nights); school cafeteria welcomes parents to eat breakfast or lunch with their child daily; teachers schedule parent conferences before school, during school (teacher planning time), and after school to accommodate parent schedules.

## 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	Meet the Teacher	Principal, Teachers	Provide information to parents on expectations and how parents can help their children to improve academic achievement	August	Sign in Sheets, parent comment forms
2	Title I Program Information, Open House	Principal, Teachers	Provide information to parents on expectations and how parents can help their children to improve academic achievement	September	Sign in Sheets, parent comment forms
3	Parent Training, SAC Membership Training	School Staff	Provide information to parents on expectations and how parents can help their children to improve academic achievement	October	SAC Minutes
4	ELA, Math, Social Studies and Science Curriculum Nights	Principal, Teachers, Community Partners	Provide information to parents on expectations and how parents can help their children to improve academic achievement	Throughout the year	Sign In Sheets, parent comment forms
5	Reading Strategies, Literacy Night	Media Specialist, School Staff	Provide information to parents on how to help their children improve academic achievement.	Throughout the year	Sign In Sheets, parent comment forms
6	Individual conferences regarding Technology and access to the parent portal	Parent Liaison	Provide information to parents on expectations and how parents can help their children to improve academic achievement	As Needed	Sign in sheets, parent comment forms

7	Assessments discussed during individual conferences	Classroom Teachers	Provide information to parents on expectations and how parents can help their children to improve academic achievement	Fall, Spring	Parent/Teacher Conference Forms
8	Kindergarten Orientation- Informational session for parents and students entering Kindergarten	Principal, Parents, Staff	Provide information to parents on expectations and how parents can help their children to improve academic achievement	August	Agendas, parent comment forms
9	Title I Student Compact will be distributed at the start of the school year and reviewed with students and parents at parent/teacher conferences.	Principal, Parents, Teachers	Provide information to parents on expectations and how parents can help their children to improve academic achievement	Throughout the year	Conference Logs, Parent Teacher Conference Forms
10	Parenting Support for Extended Families and Grandparents raising children	Guidance Counselor, Social Worker	Provide information to parents on expectations and how parents can help their children to improve academic achievement	Throughout the year as needed	Agenda, parent comment forms
11	Parent To Kids	Principal, Teachers	Provide information to parents on expectations and how parents can help their children to improve academic achievement	Winter	Agendas, Sign in sheets, parent comment forms
12	ESOL Parent Leadership Council	Parents, Teachers, Principal	Provide information to parents on expectations and how parents can help their children to improve academic achievement	2 times per year	Agendas, Sign in Sheets, Minutes
13	Take Dad to School	Principal, Teachers	Provide information to Dads on the importance of reading and how parents can help their children to improve academic achievement.	September	Sign in sheets
14	Walkathon	Principal, Teachers, Parents	Provide information to parents on the importance of reading and how parents can help their children to improve academic achievement. Questions regarding math will be sent home to incorporate math with the walkathon.	October	Sign in sheets, answers to math questions

## 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
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1	School Parent Involvement Plan Workshop	Title I Parent Liaison, Principal	Teachers will gain knowledge in how to implement and coordinate parent programs in an effort to support student academic success	November	Sign in sheets, agendas
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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:** The school Parent Liaison is available to assist parents and answer questions. Parents can check out books and educational materials to be used at home. Parents will be encouraged to volunteer and join the PTA. Multiple translators are available for our Hispanic parents. Whenever possible communications are prepared in Spanish and English. The Title I school staff will be trained on strategies and activities to assist parents working with students at home to advance student achievement in all core academic areas.

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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:** Student information packets including Title I handbook are distributed at Meet the Teacher or on the first week of school to all enrollees in English and Spanish. All distributions are monitored by classroom teachers and office specialists to ensure all families receive this information. Specific information about our school and district Title I programs will also be provided to parents at the Title I Annual Meeting through an informational power point. School website is available for parents to view and contains information about all school programs, curriculum, policies and procedures. A designated computer is available to parents in the Media Center to access computer based information sources such as Parent Portal. Parent Conferences are held at the request of the parent with translation provided if needed. Parents are included in all aspects of the Problem Solving Team process. School Strategic Plan is available to all parents to review. Parents are invited to provide input to the school via parent input forms, interim reports, and student report cards. Our school marquee keeps parents informed on a daily basis. The Connect 5 phone system sends daily attendance messages to assist parents to monitor attendance. It is also used to communicate special events and important information from the school administration with phone messages being delivered to all students in English and Spanish translation is available if requested. If needed translation in other languages will be provided with the assistance of district staff. The Parent Involvement Plan will be posted on the school website and hard copies available in our Parent Resource Center and school office.

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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:** Citrus Grove Elementary is handicapped accessible. The following statement will be noted on parent newsletters and communication to accommodate families who need additional assistance: "Individuals needing accommodation under ADA should contact Citrus Grove Elementary office personnel or Parent Liaison." Translation of communications in Spanish and English is provided as requested. Bilingual personnel are available on campus to assist parents with translation needs and wear buttons indicating "Hablo espanol" Connect Ed Messages are used as a communication tool with message delivery in English and Spanish translation, as requested. ESOL teachers lead the ESOL Parent Leadership Committee which meets bi-annually and assists with translation needs. District staff is available to assist with translations and communications in other languages if requested. Title I survey will be used to monitor school parent relationships.

## Discretionary Activities

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and	Title I Parent To Kids / Summer Open Media Program	Principal, Teachers / Media Specialist	Provides literacy training to parents to help their children at home with developing literacy skills to increase their academic success	Fall / Spring / Summer
2	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];	School staff will work with school social worker via referral process to conduct in home conferences for teachers and others when parents are unable to attend at school.	Principal, Teachers. School Social Worker	Parents will be provided information on grade level proficiency standards and how to assist their child at home in order increase their academic success.	Ongoing
3	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement	Citrus Grove offers services from local community partners Devereux and The House Next Door Alpha Program. School staff will assist with	Principal, Guidance Counselor, Community Based Partner Staff	Parents will be educated on strategies to assist their child with social and emotional skills	Ongoing

	activities [Section 1118(e)(13)].	referral processes and parent communications to encourage families to participate in these additional educational opportunities for both parents and students.		that will positively impact school that will increase their academic success.	
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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.

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	Meet the Teacher	2	798	Provide information to parents on expectations and how parents can help children at home
2	Student Academic Achievement Standards and Title I Program Information, Open House	1	569	Provide information to parents on expectations and how parents can help children at home
3	Parent Training, SAC Membership Training	8	12	Increase parent knowledge of academic expectations and foster parent/school partnerships
4	Math and Science Curriculum Nights	2	260	Provide Information to parents to help their children in the areas of math and science
5	Reading Strategies, Literacy Night	2	288	Strategies to increase family literacy
6	Individual conferences regarding technology and access to the parent portal	3	300	Parent Liaison will provide individual help to parents in how to log-in and access to the Parent Portal and Gradebook
7	Distribution of Title I Compact and Review	1	569	Parents will participate in discussions about the shared responsibility for improving their child's academic achievement
8	Parents to Kids	3	36	Provide information to parents about literacy and how to support reading at home

### **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)].

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	School Parent Involvement Plan Workshop	1	65	Teachers will gain knowledge in how to implement and coordinate parent programs

### **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	I would love to be involved more but do to only one car shared between my husband and I, I'm not able to do so. (Hispanic)	The VIPS coordinator will work to establish a carpool program.
2	Parents would volunteer more if they knew more specifics.	VIPS coordinator will communicate with volunteers by a month event calendar via email / Connect Ed/School Website
3	Due to my schedule with work I am unable to attend meetings	The school web master will ensure teacher email addresses are posted on the web for parent communicate via email with teachers.
4	Unfortunately I have not been able to attend mostly due to conflicts in my schedule.(Hispanic)	School will offer alternate times for parent teacher conferences/ before school, during planning or after school.

### 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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