## CEDAR KEY HIGH SCHOOL Title I, Part A Parental Involvement Plan

I, Joshua Slemp , 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 Cedar Key School Parental Involvement is to encourage parents and guardians to become partners with Cedar Key School in the education of their children. This partnership is to be a meaningful one and will include families, community members and school faculty and staff working together to ensure student learning and success.    Cedar Key School agrees to implement the following statutory requirements:  1. Programs, activities, and procedures will be planned and operated with meaningful consultation with parents.  2. A parent Compact consistent with guidelines will be drawn up.  3. Full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children will be provided. Information and school reports  will be communicated in a language understandable to the parents.  4. Parents will be provided an opportunity to comment on the Parental Involvement Policy and comments will be forwarded to the District and Department of Education.  5. Parents will be involved in the decision making as to how Title I funds are spent.  6. The school will inform parents and parental organizations of the existence and purpose of the Parental Information and Resource Center in the state.    Cedar Key School agrees with and supports the following:  Parental Involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities including ensuring  (A) that parents play an integral role in assisting their child's learning;  (B) that parents are encouraged to be actively involved in their child's education at school;  (C) that parents are full partners in their child's education and are included, as appropriate in decision making and on advisory committees to assist in the education of their child. |

**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:** The School will host a meeting in August to inform parents of the Title Program and services. Parents will review the Parental Involvement Plan Summary. The School will host the first SAC meeting in September. Parents will be invited via school-wide phone home call. SAC members will be nominated and voting will take place at this meeting. The School Advisory Committee will meet five times during the school year. Members will be informed about the Title budget and participate in decision making. SAC agendas will include updates on curriculum, testing and school activities. SAC will be made aware of the 2016-17 PIP and encourage improved parental involvement. The School Advisory Committee will meet in Spring to make revisions to the Parental Involvement Plan. SAC members and other parents, students and teachers will be invited to attend. The PIP will be discussed, comments on specific Title activities will be shared, including the effectiveness of each one, and items will be added or deleted based on the decisions of the group. All parental comments will be recorded in the meeting notes. The group will plan for the use of Parental Involvement funds. The new plan will be presented to the SAC for approval. If any additional requests for parental involvement are voted on to be included the plan will be amended. The school will implement the plan and support all planned activities. |

**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 | VPK Program | The VPK Program will offer screening and placement and will inform parents of the results and the skills to be taught in the VPK Program. |
| 2 | Migrant Program | The Migrant Program supports academic performance through tutoring. The Guidance Counselor monitors migrant student performance and informs parents. |
| 3 | Title III Tutoring | The Title Program provides after school tutoring in Math and Reading. Teachers monitor student progress and inform parents. |

**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 | Title 1 Night/Send notices home to all Prek-12 students | Title Teacher | August 2016 | Parent Sign-In Sheet |
| 2 | School-wide phone communication | Principal | August 2016 | Record of attendance |
| 3 | Outline of Title Program | Title teacher | August 2016 | Agenda/Meeting notes |
| 4 | Explanation of Title Services | Title Teacher | August 2016 | Agenda/Meeting notes |
| 5 | Report FSA Results | Principal | October 2016 | Agenda/Data |
| 6 | Explanation of Rights of Parents | Principal | August 2016/as needed | Rights of Parents Letters |
| 7 | Schoolwide Tutoring | Reading Coach | September 2016-April 2017 | Returned applications/Attendance Records |

**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:** Cedar Key School will schedule five bimonthly SAC meetings during the school year beginning in September. Meetings will occur at flexible times as voted on by the group. A child care area will be available for children of SAC members. Parents will be encouraged to make appointments with their child's teacher whenever the need arises.  Informative meetings including the areas of standards and curriculum, testing and guidance will be scheduled monthly  during evening hours. |

**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 | SAC | SAC Chairperson | Student academic performance will be enhanced by | August 2016-May 2017 | SAC Parental/ Community Attendance |
| 2 | Classroom Orientations/Common Core Standards Presentation | Classroom Teachers | Classroom performance will meet expectations when parents are informed of grading, | August 2016 | Progress Reports; Report Cards; test data |
| 3 | FSA Information Nights | FSA Teachers | Students will be prepare for testing | January 2017 | Testing data |
| 4 | Family Literacy Nights | Elementary Classroom Teachers | Reading performance will increase when parents participate in weekly reading activities. | 1st, 2nd, 3rd nine weeks | Sign-in sheets/FSA data |
| 5 | PTO | PTO President/Teacher | Student performance will increase as a result of parent involvement at school. | August 2016-May 2017 | Sign-in sheets |
| 6 | Guidance Meetings | Guidance Counselor | Students and parents will keep informed of student's progress toward graduation. | August 2015-May 2017 | Signed student programs, Agendas, Sign In Sheets |
| 7 | Mentoring | Teachers | Improved student performance | Each 9 weeks September2015-May2017 | Progress Reports/Skyward |

**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 | Building AVID Culture Through parental Involvement | Principal | Academic achievement will improve | November 2016 | Logs of School Activities |
| 2 | Effective Ways To Inform Parents | Lead Team | Improved academic achievement. | November 2016 | Communication Logs |

**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:** A Parent Station with a computer and printer will be available for parents to access Skyward to review student grades. Important guidance information will be posted. The County Parental Resource Lab will be available to parents to make games and other learning activities. The Media Center will be opened to parents to check out books and other resources. Teachers will coordinate this activity, monitoring attendance. Cedar Key's DAC representative will encourage use of the District Lab and will track Cedar Key Parental participation. |

**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:** Cedar Key School will inform parents of the Title I Program at the annual Title I Meeting in August through a power point presentation including an explanation of Title information and services. Those who do not attend will be provided a packet of information in student take home folders and will have the option of scheduling a meeting with the classroom teacher or principal. Title Program, tutoring, Florida State Standards information, Parent Right to Know, the Title Resource Labs, and PIP will be highlighted. A list of opportunities for Parental Involvement will be distributed. Individual Classroom Orientations scheduled during the first weeks of school will provide parents with information on grade level standards and curriculum, grading, academic assessments, progress monitoring and behavior plans. Parents will be invited to participate in SAC and PTO. SAC members will be involved in all curriculum and budget decisions. Students will back-pack notices of important meetings, including SAC, PTO, Workshops and Parent Conferences. Notes of these meetings will be posted on the school website and in town newspaper. A reminder of these events and meetings will be issued via school-wide automated phone home. School calendars will be sent home monthly and posted on the website. Newsletters will inform parents about class learning and activities. Elementary teachers will send home weekly newsletters. Middle School teachers will send home monthly newsletters. The School Marquis will remind parents of upcoming events and meeting dates. Parent sign-in sheets will be used to monitor attendance at meetings and workshops. Parents will be informed of student progress throughout the year. Grades will be posted on Skyward and will be accessible on line. Parents will be scheduled for a formal parent conference twice a year in the Fall and Spring. Formal and informal data will be presented and discussed with parents. Teachers will attempt to contact parents who do not attend via phone. Progress Reports will be distributed four times a year at the middle of each quarter. These reports will include Interim Assessment Results and Progress Monitoring Results. Report Cards will be distributed quarterly. These reports must be signed and returned in order to monitor communication. The School will maintain a notebook with copies of all communication notices sent home to parents. |

**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:** Meetings will be held in the school Auditorium and other buildings that are handicap accessible. All communication will be provided in language parents can understand including Spanish and other languages as indicated by ESOL enrollment. Parents, upon registration, will complete information on language spoken in the home. The Data Entry Clerk will alert teachers to the necessity of communication in other languages.     Parents with disabilities will be provided access to school functions, requests for transportation can be made through the school office. Interpreters will be provided as needed for speakers of other languages or hearing impaired. Copies of any communication in other languages will be filed in the Title Room.    A school website will make available important announcements and the school calendar. Postings will be made in other languages as the ESOL enrollment dictates. Parents may visit Skyward online to track student performance, including grades and completion of assignments. Notices of important meetings will be sent home via students in Monday Take Home Folders. School-wide phone messages in English and other languages, as needed, will be sent alerting parents to important events. Testing Results will be sent home with students/and or distributed at Parent Conference Days in the fall and Spring. Final Florida Standards Assessment results will be included with the final report card which may be picked up at school office or mailed. The School Improvement Plan and Parental Involvement Plan will be available to parents in the school office.    Parents of Migratory Students will be provided information about the Migrant Program and services by the Guidance Councelor. Home visits will be made as needed. |

**Discretionary Activities**

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

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| **count** | **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| 1 | Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];and | SIP: Professional Development Committee | Principal/Lead Team | Incresed academic performance when parents are involved and are aware of curriculum. | September 2016 |
| 2 | Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and | Epstein's Communication and Helping Students at Home Models | Principal/Lead Team | Increased academic performance on Progress Reports and Report Cards | October 2016 |
| 3 | Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | SAC Community Awareness SAC presentation | SAC Chairperson | Student motivation will increase with support from community. | November 2016 |

**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\slempj\Downloads\fileUploads\380041_2016-2017_uploadEvidenceParentInput.pdf) |

**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\slempj\Downloads\fileUploads\380041_2016-2017_uploadCompact.docx) |

**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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| [Uploaded Document](file:///C:\Users\slempj\Downloads\fileUploads\380041_2016-2017_uploadCompactEvidence.pdf) |

## 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 | Fall/Spring Conferences | 1 | 200 | Increased Academic Performance |
| 2 | Schoolwide Testing Information Night/Technology | 1 | 39 | Increased performance on FSA |
| 3 | Open House | 1 | 150 | Increased Academic Performance |
| 4 | Family Literacy Nights | 3 | 60 | Increase in Reading Scores |

**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 | Parental Involvement/Danielson Model | 1 | 30 | Increased academic performance |
| 2 | Communicating With Parents Thru COMPACTS | 1 | 30 | Increased academic Performance |

**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 | Poor parent attendance at conferences and workshops | Notify parents of activities, workshops and conferences earlier using multiple methods of communication. These will include calendar on CKS website, automated call-home, marquis postings, parent newsletters, notes home with reminders. |

**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** |