

COTTONDALE ELEMENTARY SCHOOL

Title I, Part A Parental Involvement Plan

I, Jessica Craven, 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:

Response: At CES Every Minute Matters, Every Child Counts

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 School Advisory Council is the committee that makes decisions on parental involvement at Cottondale Elementary. These decisions include the Parental Involvement Plan through the School Advisory Council Meetings. The person responsible will be School Advisory Council Chairperson, Staff Members on the SAC and the School Administrator. These meetings will be four times a year. Two in the fall and two in the spring. This will be measured by the adequate progress of the School Improvement Goals and objectives, and the School Advisory Council Committee's approval of the next year's Parental Involvement Plan.

Additional items the SAC will discuss, review and revise with the input and or feedback from parents:

Review of the student/school's achievement on FSA (First meeting and also done in Title I Annual Meeting, students through reports and parent conferences);

Review of student/school achievement on other benchmark assessments; (First Meeting and Title I Annual Meeting, each time the assessment is given); Dissemination of the School-wide Program Plan; School/District Accountability Report Card; inclusion of parents in the decisions on how to spend the schools' parental involvement allocation; School Parent Involvement Policy/Plan; Notification of resources available through the State Parent Information and Resource Centers; Parents Right to Know; Notification of students receiving instruction from a non-qualified teacher after 20 consecutive days.

The School Advisory Council Meeting minutes will reflect the input from parents on the above topics. The minutes from the prior meeting are approved at each meeting to ensure accuracy of meetings. Requests from parents through the School Advisory Council Meetings and other correspondence on additional topics identified in Section 1118 or strictly based on a parent's need is addressed in the School Advisory Council Meeting, when appropriate, and/or staff meetings to determine the feasibility of implementation and return on investment.

Cottondale Elementary School follows the requirements of State Statute 1001.452 in the selection of members to serve on the School Advisory Council.

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	Head Start Program and Home Visits	Kim Long, Margaret Kent, School Leader and a classroom paraprofessional will coordinate with administration all home visits including at least 2 a year per child. Documentation of visits are required by the district and must be met.
2	ESE	Parent Involvement activities are coordinated by including input from parents of ESE students and working in close collaboration with ESE office to meet the unique needs of these parents and students.

3	Title I, Part C Migrant	Work in coordination with PAEC and Rachel Hernandez with translation services and recruitment efforts of migratory families to be involved in the school.
4	Homelessness	Work with the homeless liaison and guidance counselors to ensure parents of homeless children are included in parental involvement activities.

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	Title 1 Annual Parent Night	Administration	Within the first semester.	Number participating , and the parent survey at the end of the year
2	4 School Advisory Council Meetings a Year	SAC Chairperson	Aug. 23, Oct. 13, Jan. 12, May 11	Documentation of Minutes for Meeting
3	4 Parent Nights	Administration/Teachers	Oct, Dec, Feb, Mar	Number participating

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: Four family/parent night activities will be provided by the school to increase parent involvement. These activities will be held at night for those parents who work during the day. Survey of parents indicated that Parent Nights should be changed from Thursday to Monday nights at 6pm.

Home visits with the Prekindergarten are also provided with federal funds.

School Advisory Meetings are in the morning because this was when the business/community members were able to attend. It was decided through the first School Advisory Council meeting of the school year to adjust the meetings to in the morning when more individuals are available.

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	Annual Title 1 Parent Meeting	Administration and Staff	Parents being informed to what the school expects of them in order to increase student achievement	First semester	Number Participating/ Parent Surveys

2	Hot Dog Supper/ Book Fair Opening/Chorus Performance	Different teachers/librarian	Getting parents involved in reading	October 2016	Number Participating/Increase participation in AR
3	Parent Night #2- How to help your child with math	Different teachers that volunteer to train	Increase parental involvement increases student success	December 2016	Benchmark: Multiple strategies in problem solving/
4	Parent Night #3- How to help your child with reading	Volunteer teachers	Increased parent involvement in Reading	February 2017	Number Participating/Benchmark: Increase fluency on those participating-FAIR
5	Parent Night #4- How to help your child with science	Volunteer teachers	The more parents get involved the greater chance of student success	March 2017	Number participating/Mini- survey
6	Chorus Christmas Program	Chorus Teacher	Keep parents involved in students' lives increases students chances of success	Christmas 2016	Number Participating in Activity
7	Parent Conferences	Teachers	Informing parents of child's progress	2 each year	JC 246/AIP's

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	Volunteer Program	Jessica Shoupe, Volunteer Coordinator	Effort to solicit volunteers	Open House/Ongoing throughout the Year	End of Year Survey/Number of parent volunteers

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: CES will hold four Parent Nights throughout the year. 1) Parent Orientation in October, 2) "How to Help your Child in Math" in December, 3) Reading Night in January, and 4) "How to help your Child with Science" in February. Our PTCO will also hold a book drive to collect books that will be given to parents and students that participate in our Reading Night. Guest parents/teachers will present suggestions on how they can help students with Reading activities. Other PTCO activities to include parents on campus include muffins with moms and doughnuts with dads. One each in the fall and spring semesters.

Reading, Math, and Science websites will be listed in class newsletters, and on school website for additional reading resources. The parent information resource center will also be listed on school website and is available to any Florida parent needing additional resources.

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: Timely information about the Title 1 Program will be included in the general Title 1 Parent Meeting at the beginning of the school year. It is at this meeting, all Title 1 information is shared and parents are informed of their right to know. After the general session, break-out sessions in each teacher's classroom will occur where parents are informed of rules, procedures, student expectations and the source of academic assessment being used and the proficiency levels in reading, math, writing and science. The Annual Title 1 meeting conducting with the breakout sessions are monitored through sign-in sheets that are provided to the Supervisor of Federal Programs for record keeping.

Parents are consistently informed weekly by class newsletters of any further information that parents might need to help their children achieve academic success. Parent conferences will be held twice each year and documented on a JC 246. School Advisory Council Meetings (4 times a year) are held with parents, community or business members, teachers, and administrators to coordinate the school's improvement plan and recommendations of how to reach these goals. Parent Involvement members also serve on the School Advisory Council therefore guiding and monitoring the direction of the school academic path. Minutes will be taken and sign-in sheets save for the School Advisory Council Meetings as well.

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: All letters, forms, scores, invitations, concerning parent programs, meetings, school reports, and other activities will be provided in languages that the school populous needs and can understand to the extent practical and in a language parent can understand. Translation services are with PAEC, Panhandle Area Educational Consortium in Chipley, Florida. Also, accommodations will be made for parents and/or students with disabilities for all parental involvement activities. ESE teachers will be available during parental involvement meetings, IEP meetings, and RTI meetings. All forms of communications will be offered digitally as well as on paper.

Discretionary Activities

Discretionary School Level Parental Involvement Policy Components:

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	To include District Community Coordinator in setting this meeting up	Community Coordinator-Parents	More people involve in students learning better the chances of success	Fall 2016
2	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	4 Parent Night Training Sessions	Mrs. Craven & Mr. Ohler	Better the chance of student success	October 2016- May 2017
3	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)];	Headstart & PreVPK	Home Visits Margaret Kent and Linda Register	Increases student's chances of success	August 2016, January 2017
4	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Have meetings/trainings publicized in newspapers, church newsletters, community newsletters, etc.	Administration	Increasing parent involvement increases the chances of student success	Throughout 2016-2017

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	Hotdog Supper/Book Fair/Literacy Night	2	146	increased performance in reading and math
2	CES Literacy/Title 1 Annual Meeting	1	48	Inform parents of student achievement goals
3	Spring Parent Night	6	31	Facilitate help with math at home
4	CES Technology Night	1	6	familiarize parents with how to help students with technology 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)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Pre-school planning/training on Parent Involvement	1	31	increase parent communication from teachers
2	Pre-school volunteer training orientation for teachers	1	31	educate teachers on the procedures and importance of recruiting parent volunteers

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	lack of interest	more enthusiastic parental involvement recruiting

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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