

CAROL CITY ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Dr. Thalya Watkins , 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
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Mission Statement

Parental Involvement Mission Statement (Optional)

Response: Carol City Elementary school believes that positive parent/family involvement is essential to student achievement and thus encourages such involvement in school educational planning and operations. This policy seeks to strengthen the partnership among parents/guardians, staff, and the community, by providing for parents' involvement in decision making as members of school-based planning teams.

Review Rubric:

Mission statements are written concisely, free of jargon, and parent-friendly and inspire stakeholders to be involved and supportive of the program. Strong mission statements include:

- Explanation of the purpose of the parental involvement program;
- Description of what will be done; and
- Description of the beliefs or value of the LEA.

Review Status:

Review Comments:

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	Open House Night	Administration will coordinate with staff to provide parents with available school information, community resources, curriculum information.
2	Grade Level SAT-10 and Florida Standards Nights	Administration will coordinate with staff to provide parents with information related to the FSA, FCAT Science and SAT-10, and how they can help their child achieve success in partnership with the school and to help parents gain knowledge of the school curriculum and relevant technological skills in order to assist their child at home.
3	Meet and Greet	Administration will coordinate with staff to provide parents prior to the opening of school, at the beginning of the year, with available school and curriculum information.
4	Special Performances, Awards and Honor Roll	Administration will coordinate with staff to promote our school-wide activities, that showcases students and to encourage parents to participate in school-wide activities.
5	Parent Workshops for Reading and Math Activities at Home	Administration will coordinate with staff to provide parents with information related to Reading and Math activities, and how they can help their child achieve success in partnership with the school and to help parents gain knowledge of the school curriculum and relevant technological resources and skills in order to assist their child at home.
6	Annual Title I Meeting	Administration will coordinate with staff to provide parents with available community resources and school Title I information

Review Rubric:

Strong responses include:

- Identification of the specific federal programs; and
- Description of how the programs will be coordinated.

Review Status:

Review Comments:

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	Parents Meet and Greet	Administration/Classroom Teachers	August 2016	Sign-in sheets
2	Open House	Classroom Teachers	September 2016	Sign-in sheets, agendas, and presentation materials
3	Title I Annual Meeting	Title I Administration, School site Administrators	September 2016	Sign-in sheets, handouts, agendas, and presentation materials
4	EESAC (Council Members)	School Site Administrators	Monthly	Sign-in sheets, handouts, agendas, and presentation materials

5	PTA/PTSA	School Site Administrators and PTSA officials	Quarterly	Sign-in sheets, handouts, agendas, and presentation materials
6	Grade Level SAT-10 and FSA Curriculum Night	School Site Administrators, Classroom Teachers	Throughout the school year	Sign-in sheets, handouts, agendas, and presentation materials
7	Monthly Calendar and Parent Newsletters	School Site Administrators, Classroom Teachers	Monthly	Sign-in sheets, handouts, agendas, and presentation materials
8	Parent Academy	District Personnel	Semi-Annually	Sign-in sheets, handouts, agendas, and presentation materials

Review Rubric:

Strong responses include:

- Identification of specific activities or tasks;
- Identification of the person(s) responsible for completing the task;
- Reasonable and realistic timelines; and
- Description of the evidence the school will use to demonstrate the effectiveness and/or completion of the activity/task.

Review Status:

Review Comments:

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: Carol City Elementary School will arrange school meetings at a variety of times and in various places. In situations where parents are unable to attend conferences at school, the school may arrange for and conduct in-home conferences or phone conferences. The principal will work with the parent liaison to create a flexible schedule to ensure that the center is open at times convenient for parents. The parent liaison will maintain records of parent participation. The schedule may be modified as needed based on parents' participation.

Review Rubric:

Strong responses include:

- Description of the process the school will use to ensure that workshops/meetings are offered at a flexible times; and
- Specific examples of the flexible schedule offered to parents.

Review Status:

Review Comments:

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	Regular EESAC Meetings	EESAC Chairperson	Meetings will allow for parents to raise questions and concerns regarding school progress. They will also be asked for their input of the progress of the school's mission.	September 2016-May 2017	Membership lists, sign-in logs, meeting minutes.
2	Title I Parent Workshops	Assistant Principal	AP will solicit parent responses in regards to the PIP and how it is allowing them to assist their child achieve academic success.	September 2016-May 2017	Sign-in logs, meeting minutes, parent surveys, revisions to PIP
3	LEA Meetings	Assistant Principal	Meetings will address student achievement, attendance, and social problems.	September 2016-May 2017	Parent notification of meetings request
4	PTA/PTSA Meetings	School Site Administrators and PTSA officials	Meetings will allow for parents to raise questions and concerns regarding school progress. They will also be asked for their input of the progress of the school's mission.	September 2016-May 2017	Membership lists, sign-in logs, meeting minutes.

Review Rubric:

Strong responses include:

- Description of the content and type of activity including the following: o The state's academic content standards and state student academic achievement standards, State and local assessments including alternative assessments, Parental involvement requirements of Section 1118, and How to monitor their child's progress and work with educators to improve the achievement of their child;
- Identification of the person(s) responsible;
- Correlation to student academic achievement;
- Reasonable and realistic timelines; and
- Description of the evidence the LEA will use to demonstrate the effectiveness and/or completion of the activity/task

Review Status:

Review Comments:

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	Assessments discussed during individual conferences	Classroom Teachers	Teachers will conduct individual conferences to discuss each child's assessment results, and expectations for the school year	September 2016-May 2017	Conference Logs and Data Charts
2	SAT-10 and FSA Parent Night Activities	Administration/Classroom Teachers	Content specific sessions will be provided for parents. Information will include grade level proficiency, strategies parents can use at home, and assessment methods	October 2016-December 2016	Sign-In Sheets, handouts, agendas, and presentation materials
3	District Training on Technology and Access to the Parent Portal	Administration	School staff will provide help to parents in how to log-in and access the Parent Portal	Initiate in November 2016	Sign-In Sheets, agendas, and presentation materials
4	Reading Strategies for Parents	Reading Coach	Using data to help students in the area of reading, math, and science	September 2016-May 2017	Sign - in sheets

Review Rubric:

- Content and type of activity including the following:Valuefollowing:
 - Valuing of parental involvement,
 - Communicating and working with parents,
 - Implementation and coordination of parental involvement program,
 - Building ties between home and school,; and
 - Cultural sensitivity;
- Identification of person(s) responsible;
- Correlation to student academic achievement;
- Reasonable and realistic timelines; and
- Description of the evidence the LEA will use to demonstrate the effectiveness and/or completion of the activity/task.

Review Status:

Review Comments:

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: In an effort to encourage and support parents in more fully participating in the education of their children Carol City Elementary will:

- Develop and staff parent resource centers;
- Encourage teachers to help parents become involved in ways that will not require the parent to come to the school (i.e. phone conferences, notes home, etc.)
- Create and maintaining classroom or grade level newsletters
- Develop support groups for parents and families
- Provide parent leadership training sessions

Review Rubric:

Strong responses include:

- Identification of the type of activity;
- Specific steps necessary to implement this activity;
- Person(s) responsible;
- Timeline; and
- Description of the evidence the school will use to demonstrate the effectiveness and/or completion of the activity/task.

Review Status:

Review Comments:

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: At the annual meeting of parents in September, Carol City Elementary School will hold a general meeting where information will be presented about the Title I programs, the curriculum, and academic assessments. Parents will learn about the schoolwide program, how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child. Parents will be given a copy of the parent handbook, which includes more detailed information on these topics, and a copy of the School-Parent Compact. Upon conclusion of the general meeting, parents will be invited to visit their child's classroom and meet staff. During the classroom visits, teachers will provide additional information on the subjects they teach, assessment plans, and how parents can help at home. The same information will be provided in an informational packet distributed the following day for all parents unable to attend. Teachers will maintain sign-in sheets and provide a copy to the assistant principal who will also maintain documentation on the dissemination of information, distribution methods, and timelines.

Pertinent school information will be communicated through regular school newsletter and calendars. Teachers will notify parents when student(s) begin to make poor academic progress.

The Connect-Ed phone system will also be used to inform parents of any upcoming activities taking place at the school. Information will be posted on the school's website and in the Parent Resource Center.

Review Rubric:

Strong responses include:

- Process for providing information to parents;
- Dissemination methods;
- Reasonable and realistic timelines for specific parent notifications; and
- Description of how the school will monitor that the information was provided.

Review Status:

Review Comments:

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: Written communication will be provided for parents in English and Spanish. Translators will be available at all parent meetings and in school offices to provide translation services to ensure that parents are able to fully participate in parent meetings. The LEA will ensure that an individual will be available to provide translation services in Spanish and hearing impaired. Carol City Elementary makes many attempts to get meeting invites and registrations to parents via: Connect Ed telephone messages to homes of parents, Parent Newsletters, and/ or flyers. Reasonable efforts are made to assist parents in understanding the needs and rights of their children with exceptionalities and ELL needs, in their primary language.

Review Rubric:

Strong responses include:

- Process the school will use for translating information into a parent's native language;
- Description of how the school will ensure that parents with disabilities will have access to parental involvement activities and/or services;
- Description of how the school will ensure that information is available to parents considering the fluctuating student populations;
- Specific languages in which information will be provided; and
- Process the school will use to monitor that schools provide information to parents in a language they can understand, if feasible.

Review Status:

Review Comments:

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	School Site Administrators, LEA provides necessary literacy training for parents in accordance with District resources	School Site Administrator, LEA	This will implement research-based parental involvement plans, practice, programs, and activities that are linked to improving academic achievement.	Throughout the school year
2	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	The District and the Parent Academy facilitate parent to parent trainings	Title I Administration and Parent Academy	It coordinates efforts related to family involvement and academic achievement.	Throughout the school year
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)];	Meetings for School Social Workers	School Site Administrators and School Social Worker	It strengthens the relations between parents and schools in ways that improve academic achievement	Throughout the school year
4	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	Title I Administrators schedule school site monitoring and support	Title I Administrators	It is intended to increase academic achievement through parental involvement.	Throughout the school year

Review Rubric:

Strong responses include:

- Identification of the activity which may include the following:

- Involving parents in the development of staff training, providing literacy training, paying reasonable and necessary expenses to conduct parental involvement activities, training parents to help other parents, adopting and implementing model parental involvement programs, organizing a local education agency parent advisory council, and/or developing roles for community organizations and/or business in parental involvement activities;
- Description of the implementation strategy;
- Identification of person(s) responsible;
- Correlation to student academic achievement; and
- Reasonable and realistic timelines.

Review Status:

Review Comments:

Upload Evidence of Input from Parents

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

[Uploaded Document](#)

Review Rubric:

Review Status:

Review Comments:

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](#)

Review Rubric:

School-Parent Compact must include the following components:

- Description of the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State's student academic achievement standards;
- Identification of ways parents will be responsible for supporting their children's learning (for example, monitoring attendance, homework completion, or television watching; volunteering in their child's classroom; and participating as appropriate in decisions relating to the education of their children and positive use of extracurricular time); and
- Highlight the importance of communication between teachers and parents on an ongoing basis through, at a minimum: parent-teacher conferences in elementary schools, at least annually, during which the compact will be discussed as it relates to the individual child's achievement; Frequent reports to parents on their child's progress; and Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
- Evidence that parents were involved in the development/revisions to the compact [Section 1118(d), ESEA].

Review Status:

Review Comments:

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.

Review Rubric:

Review Status:
Review Comments:

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	Regular EESAC Meetings	5	15	Addresses student achievement, social and/or behavior concerns to develop an intervention for improvement
2	Title I Parent Workshops	2	100	Solicit parent input for the PIP and keep parents informed about how to assist with their child's academic success
3	LEA meetings	6	25	To ensure that all stakeholders are informed of the School Improvement Plan goals and implementation of action steps and revisions, to review the school budget and implement effective parental involvement activities.

Review Rubric:

Strong responses include the content and type of activity, number of activities, number of participants, and the correlation to student achievement.

Review Status:
Review Comments:

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
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Review Rubric:

Strong responses include the content and type of activity, number of activities, number of participants, and the correlation to student achievement.

Review Status:
Review Comments:

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
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Review Rubric:

Strong responses include:

- Identification of barrier which hindered participation by parents in parental involvement activities (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); and
- Description of how the LEA will use the information gathered from the evaluation to design strategies for more effective parental involvement policies described in Section 1118.

Review Status:

Review Comments:

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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Review Rubric:

Activities described in this section should be correlated to student achievement and include sufficient detail that another LEA or school could use the information to develop a similar program.

Review Status:

Review Comments: