## CITRUS RIDGE A CIVICS ACADEMY Title I, Part A Parental Involvement Plan

I, Kathy Conely , 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**

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| District and School-based Title I Parent Involvement Programs in Polk County will strive to BUILD RELATIONSHIPS to create real family engagement for every child, every family, every teacher, every day. The School's Mission Statement:To develop productive citizens for an ever-changing global society.C.I.V.I.C.S.Community Inclusion Variety Innovation Collaboration Success |

**Involvement of Parents**

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| Creation of the School Advisory Council (SAC) will be held during the first meeting in September. At the SAC meeting, the Title I staff will disseminate to parents for review the school's PIP. Any parent suggestions, questions, or concerns will be documented in the SAC minutes. The SAC committee will be presented with the Title 1 budget in which a percentage of funds will be designated for Parent Involvement activities. This will be noted in the SAC minutes. Throughout the school year, the SAC will be updated on parent involvement ideas and the Title I program.   Parents will be involved with the development of the PIP. Guided discussion questions will be used to facilitate the planning process.  |

**Coordination and Integration**

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| **count** | **Program** | **Coordination** |
| 1 | English Language Learners (ELL)  | ESOL teacher and/or bilingual staff will assist with informing parents of parent meetings. A translator will be provided and/or materials sent home will be translated.  |
| 2 | HEARTH program | HEARTH program Assists parents and students with resources as needed.  |
| 3 | FDLRS   | Offers programs for parents to help children with disabilities, also provides training for teachers for all abilities.  |

**Annual Parent Meeting**

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| **count** | **Activity/Tasks** | **Person Responsible**  | **Timeline** | **Evidence of Effectiveness** |
| 1 | First Family Notification Handout | Principal  | September 16, 2016 | copy and numbers in attendance |
| 2 | Meeting posting on Web | WebMaster | September 19, 2016 | website and numbers in attendance |
| 3 | Agenda- Reserve the Date | Principal and teachers | September 23, 2016 | numbers in attendance |
| 4 | Title 1 PowerPoint | District | September | survey/evaluation |
| 5 | Copy of Agenda to include: 1) Discussion of the Compact 2) Discussion of State Assessments | Title 1 Coordinator | day of Meeting | copies taken at sign-in |
| 6 | Sign in Sheet | Title 1 Coordinator | day of Meeting | copies of the signin sheets |
| 7 | Title 1 Flyer | Title 1 Coordinator/Webmaster | October | copies taken at sign-in and website screenshot |
| 8 | FaceBook Posting | Title 1 Coordinator/FaceBook Administrator | September 20, 2016 | posting and numbers in attendance |
| 9 | Translation Assistance provided | In house by Facutly and Staff | September 29, 2016 | Hispanic Evaluation of the Annual Parent Meeting |
| 10 | Parent Evaluations to be completed at end of meeting. | Title 1 Coordinator | September 29, 2016 | copies of Evaluation |

**Flexible Parent Meetings**

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| School wide annual meeting will be held on Thursday, September 29th at 5:30 PM. In addition to regularly scheduled SAC meetings, Parents Nights and Academic workshops will be held throughout the school year at various times to accommodate family schedules. Translations services and/or childcare services will be provided as needed.  |

**Building Capacity**

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Night of Technology | Administration/Network Manager/Tech. Coach | Help parents register for parent portal. Assisting parents in monitoring grades and inprove communication between home and teacher. Online resources, "Where they are and how to Access". Students will make the gains needed to improve their test scores. Civics station to assist in families supporting the Civics curriculum at home to increase achievement on Civics assessment  | November 17, 2016 | Parent survey. Teachers reponsding to parent concerns through emails and increases in student achievement. |
| 2 | FSA and what it means to my child. | Adminstration/Guidance counselors | Where to find practice assessments, review the testing windows and what scores mean. Describe possible outcomes from the scores - retention/promotion requirements, credits earned versus not earned, required classes and elective options. | February 15, 2017 | Parent Survey. Increased understanding of each tests' importance. Increasing awareness and preparedness should result in higher student achievement. |

**Staff Training**

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Parent Communication | Principal  | Better communication between teachers and parents increases student preparedness and helps parents help their child  | November | conference log and emailed communications |
| 2 | Data Day | Administration | Understand student test scores to better understand current levels to help students increase their preformance through differentiation.  | September 19, 2016 | Student learning gains. |

**Other Activities**

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| The school will have their Title 1 coordinator continuously monitor and post information so parents have access to information as it becomes available. The district will have four parent resource centers and offer a variety of services, workshops, and activities that encourage and support parents more fully.  |

**Communication**

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| The school will inform parents of Title I programs at the Title I Annual Parent Meeting in September. Multiple methods of communication will be used to inform parents of any new information and remind them of any information that has already been sent home. Documents will be translated when needed. Copies of these documents will be distributed to parents and families in a variety of methods, as well as hardcopies being kept on file by the Title I contact. The effectiveness will be determined by the results of the Annual Parent Survey. The following is a list of possible ways to inform parents of curriculum, assessments, meetings, student progress, proficiency levels and Title I programs:1) Student Agendas2) Use of school and district web site3) Required parental signatures on forms that are sent home. 4) Important information is posted and updated regularly on the school's website and/or Facebook page.5) Title I update will be given at all SAC meetings. |

**Accessibility**

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| A variety of parental involvement activities will be planned to ensure that each parent has sufficient opportunity for participation. Flexible times and dates will be planned as needed. Several sources will be used to communicate opportunities for parent to be involved. The school will provide full access for participation in all parent involvement activities for all parents, including parents of children with limited English proficiency, disabilities, and migratory children. School and district-wide information is sent home in English, Spanish, and Haitian Creole when necessary. Reports and informational letters from the school and district are provided in the child's home language, according to federal/state guidelines. School provides translation services for parent conferences and parent intake. Handicap access to the campus is available. Steps have been taken to ensure that parents with disabilities have access to all events and information. Staff members and/or district support personnel will be made available when necessary to assist parents who have disabilities, i.e. visual, physical, or deaf. |

**Discretionary Activities**

X Not Applicable