

CENTRAL AVENUE ELEMENTARY SCHL Title I, Part A Parental Involvement Plan

I, , 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 (Optional)

Response:

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: During the 2016-2017 school year, all CAE parents will be invited to participate in the development of the school PIP. It will be presented to SAC parents for approval. The parents in SAC will oversee the Title I parent involvement. The parents are nominated and elected to SAC by the existing SAC. The SAC will oversee implementation and evaluation of the PIP and Title I programs. Parent involvement during the development, implementation, and evaluation of various school plans including School Improvement Plan and Parent Involvement Plan are essential parts to CAE's success. Parents are given the opportunity to review and give suggestions/input into the plans prior to final drafts and approval. Parents are also be part of the decision making process as it relates to Title I Family Involvement events and fund expenditures. Results from the 2015-2016 parent surveys were taken into consideration during the development of the 2016-2017 plans. Parents serving on the SAC committee will be provided input into all parental involvement activities. We will keep parents well advised so that they have a voice/input on how the Parental Involvement Funds will be spent.

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	VPK	VPK parents are invited to all CAE school functions. In addition, VPK staff members attend all staff meetings, and are invited to attend and participate in all CAE in-services held at CAE.
2	IDEA (ESE)	Provide information to parents about the resources available upon development of the student's IEP
3	Title I Parent Resource Centers	CAE coordinates with Title I to provide access to the Title I Parent Mobile lab on our campus regularly, the first and third Tuesday of every month from 12:30 to 3:30.
4	Title III (ESOL)	The school and district ELL representative will provide literature and resources to parents at various evening events and parent events.
5	Title X (Families in Transition)	The Families in Transition (FIT) and Migrant parents are provided taxis for registrations and parent conferences as well as health and social services.
6	Title II (Staff Development)	The professional development activities are facilitated and monitored by CAES Literacy and Math/Science Coaches along with the District Professional Development department in relation to parental involvement.

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	Set date & time, Create an agenda, Copy handouts, Provide a Sign-In sheet, Presentation	Principal	September 2016	Copies of agenda, presentation materials, and handout provided to parents.
2	Develop agenda, handouts and	Assistant	October	Copies of agenda, handouts and

	PowerPoint presentation that address the Title I requirements and right	Principal	2016	presentation
3	Create invitations, Distribute invitations, Advertise & promote the events, utilize IRIS dial	Parent Liaison, Assistant Principal	October 2016	Flyers on hand, sign in sheets, Title 1 Documentation Box will house the paperwork from each event.
4	Maintain documentation; sign in sheets for multiple sessions	Parent Liaison	October 2016	Collection of sign in sheets
5	Compile documents	Assistant Principal	October 2016	Scan documents upload to LEA Sharepoint for monitoring

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: CAE has traditionally offered both daytime and evening events to accommodate parents. Many CAE parents either do not work or have nontraditional work schedules so they are able to come to school during the day, while their children are attending school. We have several of our family activities / events that will be offered in the evening to accommodate working parents. Baby sitting services will also be available. Most of our families live within walking distance of the school, so that it is easily accessible to the facility.

CAE's Annual Title I Information Meeting will be offered both during the day and in the evening during the month of October.

The Title I Mobile Lab will be accessible the 1st and 3rd Tuesday of each month from 12:30-3:30.

The SAC/PTO meetings will be held the second Tuesday of every month. Parents will report Title I parent news from district Title I meetings, along with school staff relating to SIP and PTO updates.

The district's social worker will be utilized for services related to parental involvement such as transportation, child care, or home visits.

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	AVID parent overview	Administration	Family Involvement- Parents of 5th grade students will be invited to attend an informational meeting about	September 2016	Flyer, Sign-in Sheets, presentation

			the AVID program and its components that their children are participating		
2	CAE Parent Open House	Administration	Family Involvement-- Parents will be invited in to receive an overview of the curriculum their children will be taught during the year.	September 2016	Flyer, Sign-in Sheets, presentations
3	Math Make & Take Family Workshop	Math Coach	Family Involvement/ Building Capacity in Math Skills- parents will be invited to attend an parental involvement activity night to participate in math activities with their child as well as learn about activities they can complete at home.	November 2016	Flyer, Sign-in Sheets
4	Literacy- Parent Training/ Fall into a good book	Literacy Coach	Family Involvement/ Building Capacity in Literacy Skills -- Parents will be invited to attend a workshop on teaching literacy skills at home with books that they can get at the library	October 2016	Flyer, Sign-in Sheets
5	Winter Family Literacy Night	Literacy Coach	Family Involvement/ Building Capacity in Reading Skills-- Parents will be invited to participate in a variety of different literacy activities with their child	Jan 2017	Flyer, Sign-in Sheets
6	Family Science Night-- CSI	Math/ Science Coach	Family Involvement/ Building Capacity in Science Skills-- parents are invite to attend an event in which they participate in science based activities with their child	Feb 2017	Flyer, Sign-in Sheets
7	Read Across America/ Dr. Suess – Family Workshop	Literacy Coach	Motivation to Read-- Activities for families to encourage reading at home as well as at school	March 2017	Flyer, Sign-in Sheets
8	Reading Palooza Literacy Night	Literacy Coach	Family Involvement- parents will be invite to attend an evening with literacy activities that they can participate with their child. They will also be invited to attend a parent training on questioning during reading.	May 2017	Flyer, sign in sheet
9	FSA Parent Overview night	Administration	Family Involvement- Parents and students will view presentation about the new upcoming Florida Standards Assessments. Families will complete sample test items.	January 2017	Flyer, Sign in sheet, newsletter
10	Parent Portal Training	Administration	Family Involvement- Parents will be trained on how to use the parent portal to track their child's progress, monitor their grades, and identify any problems in behavior or attendance.	September 2016	Flyer, newsletters
11	AVID student success	Administration	Family Involvement- Parents will be invited to see an overview of strategies, including marking text and note taking, in the AVID program to help their children be more organized and successful in school.	Jan/Feb 2017	Flyer, newsletters, marquis
12	AVID Parent Strategies night	Administration	Family Involvement- Parents will be invited to see an overview of strategies, including marking text and	April 2017	Flyer, newsletter, marquis

			note taking, in the AVID program to help their children be more organized and successful in school.		
13	Bullying Presentation for Parents	Administration	Family Involvement- parents will be invite to attend an evening with math activities that they can participate with their child. They will also be invited to attend a parent training on strategies to help their child if they are the victim of bullying and/or to avoid being a bully.	November 2016	Flyer, Sign in sheet, newsletter
14	Technology Training for Parents	Administration	Family Involvement- parents will be invited to see an overview of the different instructional technology programs available to them for use at home with their child.	October 2016	Flyer, sign in sheet

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	Strategies for Teaching Parents How to Assist Students with Reading	Literacy Coach	Instructional Staff Training- Committee will learn presentations for parents on ways to help students become better readers	October	Sign-in Sheet, evaluation
2	Title I Information and Title I Compacts and their effectiveness for creating a home, school connection.	Administration	Provide information on the components of the Compact when meeting with parents.	September	Sign in sheets, evaluations
3	Value of parental involvement during grade level informational meetings and PLC teachers and staff will be provided with information on parental involvement.	Administration, local Title I liaisons	Faculty and staff will have a better awareness to the value of parents as stakeholders and have ability to utilize resources to improve their work with parents.	Monthly	Agendas and weekly bulletins
4	Communication and working with parents	Administration	Faculty and staff will have an overview training on the various ways to communicate with parents and how to get them involved in their child's education.	September/October	Sign in sheets, agendas
5	Building Ties between	District Title I	Assist teachers in	November	Sign-in sheets,

	home/school	Resource teachers, Administration	creating a home/school partnership with parents and supporting strategies.		agendas
6	Cultural Sensitivity	ELL Compliance Teacher, Administration	Provide staff with information on cultural diversity, link to instruction and Marzano materials	September through November	Sign in sheets, agendas

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: Central Avenue Elementary encourages and supports parents by engaging them to attend various events throughout the school year such as Literacy and Math Family nights. CAE will also coordinate with the Parental Involvement Act and provide time and space for the Parent Resource Centers to be available for all parents on campus. The Title I Mobile Parent Center provides resources to all the parents of CAE. The Title I Mobile Lab is available on the first and third Tuesday of the Month from 12:30-3:30. Parents can either view materials, borrow up to three supplemental educational items for 2 weeks and return them to the school.

Parents are invited in throughout the year for computer assistance with volunteer applications.

Central will also be providing parents will training and overview of the new Florida Standards Assessments. Parents and students will have the opportunity to see sample test items and take practice tests. Coaches and teachers are available to assist any parents with curriculum questions and tips to help their child be successful. This is done for Language Arts, Math and Science.

The leadership team completes the in-house Title I check list prior to each family event. This ensures that proper advertisement and communication is fulfilled. It also ensures that flyers and advertisements are completed in a timely manner. Events are announced through flyers, iris calls, school website, newsletters and large and small marquis.

In order to monitor the parent participation in events, all facilitators use sign-in sheets.

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: CAE will give out parent handbooks on the first day of school August 2016. During registration all parents will be encouraged to attend our Meet & Greet event scheduled for August 8 from 3:00 - 6:00 pm. We will also be holding an Open House in September of 2016. At that time parents will be able to visit classrooms and speak to the teachers and will be given specific information on the Florida Standards curriculum, assessment plans, and information on how the parents can help their children at home. Parents will also be presented with a Stop Bullying Now presentation. Teachers will collect Sign In sheets and they will be turned into the CAE Parent Liaison, so they can be kept for attendance documentation.

During weekly department and grade level meetings, faculty and staff are directed to continue updating all stakeholders and complete proper forms when scheduling events or activities.

Title I booklets and District PIP were provided to the parents in the first day packets. Every new student that is registered will receive a copy. A Title I menu to access links to Title I is available through the school's website.

CAE will hold a general meeting for parents during the Title I Annual Meeting in October 2016. The meeting will be held both during the day and at night to accommodate parent schedules. During that meeting parents will be informed about the Title I Program that CAE provides. Curriculum and the academic assessments will be explained. Parents will also receive information on how to schedule parent/teacher conferences and opportunities to participate in volunteer activities within the school.

Curriculum being used at the school is addressed at the school SAC and PTO meetings. Also, grade levels are reviewing the Florida Standards curriculum at the Open House with parents. Technology links are available directly on the CAE website for parent access. Parent Portal, also on our website, provides parents with a direct link to their child's current grades.

Any parent can request a conference with the teacher and must give at least a 24 hour preparation for the teacher. Both in person and phone conferences are available. Parents may contact teachers via the agenda or their school district email address to discuss work and behaviors.

SAC Committee is for both parents and teachers to work together in helping evaluate the School Improvement Plan and to help generate other ideas for programs to help to achieve our school plan. It also allows monthly updates on the administrative side of school issues from the curriculum to testing to behaviors and even great achievements by students and staff. All parents are invited to join the SAC committee or just join a meeting. All new SAC members are voted in by current SAC members.

ESE, ESOL, MTSS and 504 parent meetings are held at least annually in order to update and document student learning goals and gains in their specified work area.

End of the year survey is open for parents to take on parent nights via survey monkey. Results are presented to the SAC committee.

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: A monthly newsletter, "Cougar Tracks" is distributed to all parents and business partners. Information is provided in English and Spanish. All school wide parent communications; announcements, meetings and activities are also provided in both languages. Translations for other languages is available upon request. Parents are also asked to watch the school marquee for information and are directed to the CAE school web site where an internet based calendar of activities is available. The school has several marquees in the front to post dates and times of important events.

CAE provides agendas for all students and we utilize student agendas in grades K - 5 for daily parent communication. The Title I Compact as well as a calendar of our yearlong parental involvement activities are included in the parent handbook that is located in the front of the student agendas. Labels are used for announcements, and parents and teacher have an effective, personal way to communicate. We also utilize an out dial feature on our phone system IRIS to call students' homes to disseminate information to parents in English and in Spanish regarding important announcements and events. Regular emails are sent to staff to ensure all information is sent to students on a regular basis.

Parents are also provided regular reports of academic progress through report cards, progress reports, and completed assignments. Invitations to attend school meetings and conferences go home in the students' agendas and are provided in both languages.

If an interpreter is required, several bilingual staff members are available to assist. The front office has handout materials supplied. When applicable the district special needs staff are available to assist parents with mobility concerns and with sight and hearing disabilities.

The school PIP will be summarized and a copy of the summary will be sent home to all parents. The PIP will be posted on the schools website in its entirety as well as a hard copy available in the office.

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:
☒ Not Applicable

Upload Evidence of Input from Parents

Upload evidence of parent input in the development of the plan.
[Uploaded Document](#)

Upload Parent-School Compact

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	Winter Family Literacy Night	1	29	Parents were provided with literacy strategies to assist their child in improving their literacy skills at home.
2	Title I Annual Meeting	1	85	Parents were provided with an overview of the Title I programs and how they have access to curriculum supporting resources
3	Math Make & Take Family Workshop	1	82	Parents were provided with strategies and activities to assist their child with math at home.
4	Family Science Gross Out Night	1	92	Parents and students worked together to solve a mystery using their science skills.
5	Parent Student Open House	1	105	Parents and students were provided a curriculum overview for their grade level and the Florida Standards.
6	AVID Parent information sessions	3	195	Parents learned different AVID strategies, such as note taking and text marking, which will help their children become more successful and organized in school.
7	FSA Parent Information Night	1	25	Parents and students learned about the new upcoming Florida Standards Assessments and participated in sample items.
8	Reading Palooza Literacy Night	1	82	Parents and students participated in literacy activities focused on questioning strategies
9	Parent Portal Training	1	25	Parents were trained on how to use the parent portal to track their child's grade, communicate with the teachers, identify and behavior problems and monitor their attendance.
10	Math Family Training	1	15	Parents were given information on how to help their child with current math standards 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	Strategies for Teaching Parents How to Assist Students with Reading	1	55	Teachers were provided training on increasing effectiveness on the Title I Compacts and creating a home/school connection.
2	Title I Information Training for School Staff/ Title I	1	100	Teachers were trained on the components of the Compacts for use

	Compact			when conferencing with parents.
3	Communicating and working with parents	1	100	Teachers were trained on maximizing conferences with parents to increase school/home connection.
4	Cultural Sensitivity	1	100	Teachers were trained on cultural diversity and sensitivity when working with students.

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	Limited English and Communication Barriers- Language and Culture (ELL)	Offering Rosetta Stone programs at Title I schools for parents to learn more English and be able to effectively communicate with teachers and help their child with schoolwork and offering customer service training for office staff and translators, translating devices, implementing Parent Resource Centers at schools with bilingual resources, posting event and workshop flyers.
2	Time conflicts for economically disadvantaged families to attend workshops; conflicts with family responsibilities	Offering parents events and trainings at multiple times; morning, mid-day and evening and with free child care and translations services
3	Lack of internet service and resources for ELL and economically disadvantaged population	Provide parents with access to computers at the school sites, provide access to the school library and computers one day per week during the summer.
4	Parent lack of comfort	Providing communication for parents in a language parents understand

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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