

# COTTONDALE ELEMENTARY SCHOOL

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 8101(39), 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 1116(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 1116 (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 school-wide program plan under section 1114(b)(2) [Section 1116(c)(3)];
- Conduct an evaluation of previous year's parent and family engagement and 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 1116(a)(2)(D) and (a)(2)(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 1116(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 1112(e)(1)(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 1112(e)(1)(B)(ii)];
- 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 1112(e)(1)(A)]: and
- Provide each parent, at the beginning of the school year, the right to request information regarding any State, or District policy, procedure, or parental right to opt the child out of such assessment.

Signature of Principal or Designee

Date Signed

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

### MISSION STATEMENT

At Cottondale Elementary School, 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 1116(b)(1), 1116(c)(3), and 1114(b)(2)]

The School Advisory Council (SAC) is the committee that makes decisions on parental involvement at Cottondale Elementary School. These decisions include the Parental and Family Engagement Plan through the SAC Meetings. The person responsible will be SAC 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 SAC Committee's approval of the next year's Parent and Family Engagement Plan. Cottondale Elementary School follows the requirements of State Statute 1001.452 in the selection of members to serve on the SAC. Additional items the SAC will discuss, review, and revise with the input and/or feedback from parents: Review of the student/schools achievement on ELA(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; i.e. I-Ready and district 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; review of annual parent survey on parent involvement and school culture; 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 SAC 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 SAC Meetings and other correspondence on additional topics identified in Section 1116 or strictly based on a parent's need is addressed in the SAC Meeting, when appropriate, and/or staff meetings to determine the feasibility of implementation and return on investment.

### ACCESSIBILITY

Describe how the school will provide opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school shares 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 1116(e)(5) and 1116(f)].

Parents of students with disabilities may participate in IEP meetings, parent meetings and parental involvement activities with an ESE teacher present. The school is equipped for both parents and students with disabilities to have full access of the school, which is in compliance with ADA. Parents of ELL students are provided with an interpreter from PAEC or District ELL paraprofessionals for parent meetings. Information is translated to Spanish. All language is simplified to ensure parent understanding. Summaries and brochures are developed on many topics.

### CURRENT YEAR FOCUS BASED ON PARENT INPUT

Based on SAC input and review of parent surveys, the following will be addressed through processes and activities:

Parent survey results showed these as the top items requested for additional information: A. 1. Scholarships 2. Standards Taught 3. Assessments Given 4. Education Options B. Largest Barrier: Work Schedule C. Reduce Barrier: Offer same meeting multiple times of the day, Monday Afternoon and Evening being best. D. 36% stated not attending the Open House/Title I Meeting

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Building Capacity to Support Parents' Involvement in School		
1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 4. Shall provide assistance to parents of children served to understand how to monitor child's progress., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.		
Building Capacity Activity	Impact of Activity	
English Language Arts Standards	Improve English Language Arts Achievement	Improve By: 5%
Person(s) Delivering Content	Person(s) Receiving Content	
Director of Career and Technical Education, Principal, Teacher, Parent, Community Organization	All Parents, Community Members, Teachers, Specialized Instructional Support Personnel, School Administrators, Other Staff, Parents of ESE Students	
Timeline of Activity		
Calendar Timeframe	Time of Day	
Third Quarter, Second Quarter	Afternoon (3:00pm-6:00pm), Evening (6:00pm-8:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Parent Training, Communication Tool (Detailed in Communication)		
Communication Tools	Coordination with:	
Newsletter, Flyer or Invitation, School or District Website	Title I, Part A- Parent Involvement, Title III, Part A- ELL, IDEA- Federal ESE, State and Local ESE, District Technology, All Federal, State and Local resources coordinate to support	
Evidence of Activity	Reason for Activity	
Meeting/Training Agenda, Purchasing Documents for Meeting/Training, Meeting/Training Sign-in Sheets, Copies of Communication Tool Used	Vocabulary skills deficient- 42% on Spring 2017 Diagnostic	
Building Capacity to Support Parents' Involvement in School		
1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 4. Shall provide assistance to parents of children served to understand how to monitor child's progress., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.		
Building Capacity Activity	Impact of Activity	
Mathematics Standards	Improve Mathematics Achievement	Improve By: 5%
Person(s) Delivering Content	Person(s) Receiving Content	
Principal, Guidance Counselor, Teacher, School Advisory Council Chair, Resource Teacher, Director of Elementary Education	All Parents	
Timeline of Activity		
Calendar Timeframe	Time of Day	
Second Quarter	Afternoon (3:00pm-6:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Parent Training, Communication Tool (Detailed in Communication)		
Communication Tools	Coordination with:	
Newsletter, Campus Display, Flyer or Invitation, Facebook	All Federal, State and Local resources coordinate to support	
Evidence of Activity	Reason for Activity	
Meeting/Training Agenda, Purchasing Documents for Meeting/Training, Meeting/Training Sign-in Sheets, Copies of Communication Tool Used	Parent Request on Survey; Mathematics assessment results	

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Building Capacity to Support Parents' Involvement in School		
3. Shall provide assistance to parents of children served to understand the requirements of Title I.		
Building Capacity Activity	Impact of Activity	
Provide Information on the Title I Program	Improve knowledge of the Title I Program	Improve by 10%
Person(s) Delivering Content	Person(s) Receiving Content	
Principal, School Advisory Council Chair, Director of Federal Programs	All Parents, Community Members, Teachers, Specialized Instructional Support Personnel, School Administrators, Other Staff	
Timeline of Activity		
Calendar Timeframe	Time of Day	
First Quarter	Afternoon (3:00pm-6:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Title I Annual Meeting, Parent Training, Communication Tool (Detailed in Communication)		
Communication Tools	Coordination with:	
Facebook, REMIND App, Campus Display, Flyer or Invitation, Newsletter, School or District Website	Title I, Part A- Parent Involvement, IDEA- Federal ESE, State and Local ESE, District Positive Behavior Support	
Evidence of Activity	Reason for Activity	
Meeting/Training Agenda	36% of parents responded not attending the Title I Annual Meeting	
Building Capacity to Support Parents' Involvement in School		
1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 4. Shall provide assistance to parents of children served to understand how to monitor child's progress., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.		
Building Capacity Activity	Impact of Activity	
Science Standards	Improve Science Achievement	Improve by 5%
Person(s) Delivering Content	Person(s) Receiving Content	
Principal, Guidance Counselor, Teacher, School Advisory Council Chair, Director of Elementary Education	All Parents	
Timeline of Activity		
Calendar Timeframe	Time of Day	
Third Quarter	Afternoon (3:00pm-6:00pm), Evening (6:00pm-8:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Parent Training, Communication Tool (Detailed in Communication)		
Communication Tools	Coordination with:	
Newsletter, Facebook, Flyer or Invitation	All Federal, State and Local resources coordinate to support	
Evidence of Activity	Reason for Activity	
Meeting/Training Agenda, Purchasing Documents for Meeting/Training, Meeting/Training Sign-in Sheets	Survey request by parents; Science achievement results	

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Building Capacity to Support Parents' Involvement in School		
5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.		
Building Capacity Activity	Impact of Activity	
Understanding the Florida Standards Assessment Student Report	Improve Parent Participation Rates	Improve by 2%
Person(s) Delivering Content	Person(s) Receiving Content	
Teacher	All Parents	
Timeline of Activity		
Calendar Timeframe	Time of Day	
First Quarter, Second Quarter, Third Quarter, Fourth Quarter	Morning (7:00am-10:30am), Day (11:00am-2:00pm), Afternoon (3:00pm-6:00pm), Evening (6:00pm-8:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Parent / Teacher Conference, Communication Tool (Detailed in Communication)		
Communication Tools	Coordination with:	
REMIND App, Flyer or Invitation, Email	All Federal, State and Local resources coordinate to support	
Evidence of Activity	Reason for Activity	
Parent/Teacher Conference Completed Forms (Sampling)	Improve parent participation rates in child's education; meet ESSA mandate	
Building Capacity to Support Parents' Involvement in School		
6. Shall provide training to teachers, specialized instructional support personnel, principals, other school leaders, and other staff, with the assistance of parents in the value and utility of contributions of parents, or how to reach out to, communicate with, and work with parents as equal partners, or building ties between parents and the school.		
Building Capacity Activity	Impact of Activity	
Training module on building tie between parents and the school	Improve parent involvement program	Improve by 3%
Person(s) Delivering Content	Person(s) Receiving Content	
School Advisory Council Chair	Teachers, Community Members, All Parents	
Timeline of Activity		
Calendar Timeframe	Time of Day	
First Quarter, Fourth Quarter	Day (11:00am-2:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Staff Training, Parent Training, School Advisory Council Meeting, Communication Tool (Detailed in Communication)		
Communication Tools	Coordination with:	
Newsletter, Flyer or Invitation, Email	All Federal, State and Local resources coordinate to support	
Evidence of Activity	Reason for Activity	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Copies of Communication Tool Used	Improve the number of volunteers to support school improvement	

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

Building Capacity to Support Parents' Involvement in School		
11. May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.		
Building Capacity Activity	Impact of Activity	
Provide other resources that eliminate barriers to greater participation	Improve Parent Participation Rates	By 10%
Person(s) Delivering Content	Person(s) Receiving Content	
Principal, School Advisory Council Chair	All Stakeholders	
Timeline of Activity		
Calendar Timeframe	Time of Day	
First Quarter, Second Quarter, Third Quarter, Fourth Quarter	Morning (7:00am-10:30am), Day (11:00am-2:00pm), Afternoon (3:00pm-6:00pm), Evening (6:00pm-8:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Parent Training, Title I Annual Meeting, Parent / Teacher Conference, Communication Tool (Detailed in Communication)		
Communication Tools	Coordination with:	
Newsletter, Facebook, Campus Display, Flyer or Invitation, Email, Student School Handbook	All Federal, State and Local resources coordinate to support	
Evidence of Activity	Reason for Activity	
Meeting/Training Agenda, Purchasing Documents for Meeting/Training, Copies of Communication Tool Used	Reduce barriers by providing meals during meetings, offering meetings and different time for working families.	
Building Capacity to Support Parents' Involvement in School		
15. May establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I Parent Involvement.		
Building Capacity Activity	Impact of Activity	
Provide information on Parent Engagement and Educational Programs	Improve knowledge of the Title I Program	Improve by 15%
Person(s) Delivering Content	Person(s) Receiving Content	
Director of Federal Programs, Director of Exceptional Student Education, Principal, Director of Assessment, Director of Elementary Education, Director of Secondary Education, Director of Career and Technical	All Parents, Community Members, Teachers, Specialized Instructional Support Personnel, School Administrators, Other Staff, Business Member	
Timeline of Activity		
Calendar Timeframe	Time of Day	
First Quarter, Second Quarter, Third Quarter, Fourth Quarter, Summer	Day (11:00am-2:00pm), Evening (6:00pm-8:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Parent Training, Communication Tool (Detailed in Communication)		
Communication Tools	Coordination with:	
Facebook, Flyer or Invitation, Email, School or District Website, District Parent Resource Calendar	All Federal, State and Local resources coordinate to support	
Evidence of Activity	Reason for Activity	
Meeting/Training Agenda, Purchasing Documents for Meeting/Training, Meeting/Training Sign-in Sheets, Copies of Communication Tool Used, Meeting Minutes, Meeting/Training Handouts	3 of 7 questions on survey about Title I Program scored less than 90% Yes.	

## 2017-2018 Title I, Part A Parent and Family Engagement Plan

### EVALUATION OF PREVIOUS YEAR'S IMPLEMENTATION

#### BUILDING CAPACITY ADDRESSED

1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 4. Shall provide assistance to parents of children served to understand how to monitor child's progress., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.

ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Literacy Night	2	146

ESTABLISHED GOAL	ACTUAL OUTCOME(S)
Hold two meeting	Met goal of two meetings.

#### BUILDING CAPACITY ADDRESSED

3. Shall provide assistance to parents of children served to understand the requirements of Title I.

ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Title I Annual Meeting	1	48

ESTABLISHED GOAL	ACTUAL OUTCOME(S)
Conduct Annual Meeting	Annual Meeting Conducted- 6 more parents than last year.

#### BUILDING CAPACITY ADDRESSED

1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 4. Shall provide assistance to parents of children served to understand how to monitor child's progress., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.

ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Math Night	1	31

ESTABLISHED GOAL	ACTUAL OUTCOME(S)
25 parents attend	Exceeded goal

#### BUILDING CAPACITY ADDRESSED

4. Shall provide assistance to parents of children served to understand how to monitor child's progress., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.

ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Technology Night	1	6

ESTABLISHED GOAL	ACTUAL OUTCOME(S)
Hold additional information night on technology	Conducted meeting for first time on technology resources.

#### BUILDING CAPACITY ADDRESSED

6. Shall provide training to teachers, specialized instructional support personnel, principals, other school leaders, and other staff, with the assistance of parents in the value and utility of contributions of parents, or how to reach out to, communicate with, and work with parents as equal partners, or building ties between parents and the school.

ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Parent Communication Tools use	1	31

ESTABLISHED GOAL	ACTUAL OUTCOME(S)
Improve Parent Communication	100% of students had a parent/teacher conference

#### Activities Not Implemented

All activities identified in the 2016-2017 plan were implemented and evaluated.