

CRYSTAL LAKE ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Anna Maria DiCesare, 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)].



Date Signed

9/27/14

Signature of Principal or Designee

Anna Maria DiCesare

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: 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.

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: Adequate

Review Comments:

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:

Parents from the PTA and the SAC were asked to participate in the Parent Committee for the 2013-2014 Parent Involvement Plan. Parents were notified by phone about the Parent Committee meetings.

There were parent meetings on May 6, 2014 to review the 2013-2014 plan and assist in writing the 2014-2015 plan. The 2014-2015 plan was further discussed and accepted at the SAC meeting on May 15, 2014.

The parent meeting on May 15, 2014, included the Assistant Principal, Title 1 Facilitator, Parent Involvement Para Educator, parents, PTA members, SAC members, and Crystal Lake Elementary staff members. Compact and changes to the Parent Involvement Plan were discussed using the Guided Questions provided by the District Title 1 Department.

Parents on the SAC are asked for guidance in spending Title I funds.

Review Rubric:

Strong responses include:

- Identification of the group responsible for the development, implementation and evaluation of the plans;
- Description of the procedures for selecting members of the group;
- Explanation of how the input from parents will be documented; and
- Description of the process and involvement of parents in the development of required plans; and
- 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)].

Review Status: Adequate

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	Parent Engagement Program	Parent Engagement Advocate
2	IDEA - Individuals with Disabilities Education Act	Assistant Principal and Guidance Counselor
3	Head Start	Head Start Director

Review Rubric:

Strong responses include:

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

Review Status: Adequate

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	What is Title 1 PowerPoint, including School/Parent Compacts	Reading Interventionist	September 4, 2014	Evaluation at Annual Meeting and the Parent Survey
2	Information about Plan, Summary, PLUG, Parent Centers, and Compacts will be shared with parents	Reading Interventionist	September 4, 2014	Evaluation at Annual Meeting and the Parent Survey
3	What is Title 1 PowerPoint, including School/Parent Compacts	Reading Interventionist	By Appointment	Evaluation at Meeting

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: Adequate

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: At Title 1 Annual Meeting/Open House parents will receive information regarding the Title 1 program and the School Compact in addition to handouts and resources to assist in helping students at home. Information and DVD is also available in the front office.

On October 1, 2014, our Parent Involvement Summary will be distributed to every Title 1 family. School/Parent compacts were given out at the Title I Annual Meeting and kept on file with teachers in order to discuss during conferences with parents.

Parent nights will be staggered at different weeks of each month. Parents will have the opportunity to receive the materials and handouts from Parent Nights they have missed through the Parent Involvement Paraeducator.

Barriers for our families include transportation and child care. We plan to announce parent events in plenty of time for families to coordinate transportation and child care with neighbors or other family members.

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: Adequate

Review Comments:

createDate	modifyDate	comment
9/26/2014 9:44:20 AM		I like the idea of the DVD in the front office

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	Reading Night	School-based reading Coach	Emphasis on Reading and AR, books to students, tips for parents	February, 2014	An evaluation from every parent present will be collected.
2	Math Holiday Night	Parent Involvement Facilitator/Math Coach	Offer tips and ideas for parents to work with students at home in Math	December, 2014	An evaluation from every parent present will be collected.
3	Portfolio Viewing Night	Reading Interventionist/Coaches	Review of student achievement and areas of weakness, to increase parent knowledge of student achievement	November, 2014	An evaluation from every parent present will be collected.
4	Portfolio Viewing Night	Reading Interventionist/Coaches	Review of student achievement and areas of weakness, to increase parent knowledge of student achievement	April, 2014	An evaluation from every parent present will be collected.
5	Multicultural Night	ESOL Teacher	Emphasis on cultural awareness and how families can have a positive impact on academics	October 23, 2014	An evaluation from every parent present will be collected.

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: Adequate

Review Comments:

createDate	modifyDate	comment
9/26/2014 9:45:16 AM		Great that you have built academics into multicultural night.

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	Annual Title I Meeting	Reading Interventionist	Increase teacher awareness of the purpose of Title I, teaching teachers the role of parents in the educational process	September 6, 2014	Teacher and Parent Evaluations
2	Parent-Teacher Conferencing	Reading Interventionist	Conferencing tips and planning techniques provided	September 11, 2014	Teacher and Parent Evaluations
3	Portfolio Viewing Night	Reading Interventionist/Coaches	Information on how to keep accurate records of student work samples	November, 2014	Teacher and Parent Evaluations

Review Rubric:

- Content and type of activity including the following: Value following:
 - 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: Adequate

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: Activity - Parent Resource Center *****

Specific Steps - Parents stop by and meet with Parent Involvement Liaison to check out needed material for them to work with their children at home.

Person Responsible - Parent Involvement Liaison

Timeline - Throughout the year

Evaluation - Annual Title 1 Parent Survey and evaluation

Activity - Home Visits

Specific Steps - Teacher contacts Parent Involvement Liaison regarding issues needing to be addressed with parent. Parent Involvement Liaison will try to contact parent by phone, then if no contact home visit is made.

Person Responsible - Parent Involvement Liaison

Timeline - Throughout the year

Evaluation - Annual Title 1 Parent Survey and evaluation

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: Adequate

Review Comments:

createDate	modifyDate	comment
9/26/2014 9:46:14 AM		have Parent Resource Center at school

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: Information about Title I programs - Information about the School Parent Compact; School Parent Involvement Plan and Annual Meeting are explained above.

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 (Parents will receive the following information through attendance at Parent Nights, Quarterly Newsletters, and packets send home throughout the year):

Assessments - Discovery Learning Ongoing Assessments for Mathand Science (3-5), Writing Ongoing Assessment (3-5), and FAIR Reading Assessment (K-5).

Proficiency levels - Discovery and FAIR (as mandated by the District), Writing score of 4 or higher.

Opportunities for parent meetings to formulate suggestions and make decisions relating to their child's education

Parent volunteers are invited to join the SAC committee and PTA. Requests for Volunteers form sent home in beginning of year packet looking for interested parents. Parents are also invited to be part of the Parent Involvement Team to work on the Parent Involvement Plan and School-Parent Compact.

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: Adequate

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:

Parent Involvement Plan and Compacts are sent home in English, Spanish, and Haitian-Creole.

Translation services available and Americans with Disabilities Act information is sent home with all communication so that appropriate accommodations can be made if needed.

The PIN is available in the front office.

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: Adequate

Review Comments:

createDate	modifyDate	comment
9/26/2014 9:46:47 AM		add PIN Notebook

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	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)];	Student Led Conferencing - Evening Hours	Title I Program Facilitator	Help students to take ownership of their progress and goals and be able to share with Parents.	Fall 2013 and Spring 2014
2	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Army Involvement with a Parent night	Parent Involvement Facilitator	Increase community involvement within the school and to help with Parent Involvement	Fall 2013

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: Adequate

Review Comments:

createDate	modifyDate	comment
9/26/2014 9:47:07 AM		Great activities to include all parents

Upload Evidence of Input from Parents

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

[Uploaded Document](#)

Review Rubric:

Review Status: Adequate

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: Adequate

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.

[Uploaded Document](#)

Review Rubric:

Review Status: Adequate

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	Seuss-a-bration	4	212	Information for parents on how to help students with reading
2	Holiday Math Night	14	355	Math standards through holiday activities
3	Portfolio Viewing Night	1	107	Parents to come in and view student work samples

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: Adequate

Review Comments:

createDate	modifyDate	comment
9/26/2014 9:47:51 AM		great participation

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	Annual Title I Meeting	1	39	Increase teacher awareness of the purpose of Title I, teaching teachers the role of parents in the educational process
2	Parent-Teacher Conferencing	1	35	Conferencing tips and planning techniques provided

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: Adequate

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 current 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	Motivation	Communication
2	Time Constraints	Flexible Times

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: Adequate

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:
