## COUNTRY OAKS ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Robin Jones, 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**  
  
Parental Involvement Mission Statement (Optional)

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| **Response:** The Parental Involvment mission of Country Oaks Elementary School is to create and maintain a parent friendly environment that ensures inclusion of parents from diverse socio-economic, ethnic, racial, and language proficiency groups. Through continuous communication among parents and school staff, student academic achievement will be ensured. |

**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 [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

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| **Response:** COES will hold a yearly Title 1 meeting to inform parents about the services that are provided to all students through Title 1 funding, and how they may become more actively involved in their child's education. This meeting will also review our current school grade and how we are moving forward academically. Parents will be invited to participate in the following programs: Family Reading Night,FCAT Science Night, Pre-K Family Night, FCAT Night, and Community outreach events. These events are scheduled throughout the year and will review current academic programs with parents. Included in all of these programs, parents will receive information on how they can improve academic achievement through support at home and in school. The School Advisory Council will meet throughout the school year to review current Title 1 programs. The council is made up of parents and staff members, that correlates with the demographic make-up of the school. Agenda and sign-in sheets will be kept to document each meeting. An overview of the School Advisory Council will be presented at our annual Title 1 meeting. |

**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)].

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| **count** | **Program** | **Coordination** |
| 1 | Pre-K Family Night | Kindergarten readiness team will coordinate materials and present activities to parents promoting literacy and math skills at home. |
| 2 | Family Reading Night | Reading committee will coordinate materials and activities for an evening that will provide ideas to help promote literacy at home. |
| 3 | Open house spaghetti dinner | Classroom teachers will coordinate materials and information for parents regarding grade level expectations, which will be scheduled during the evening to accommodate parents work schedules. |
| 4 | Scholastic Book Fair | Library committee will coordinate materials for two evenings which will provide library resource awareness. |
| 5 | FSA Curriculum Nights | Grade level teams will present FSA information to parents and prepare documentation that represents each student’s individual data |
| 6 | Title 1 and PTO Meeting | Title 1 funding sources will be presented to parents during our monthly PTO meeting. |
| 7 | Individual ELL Parent Meetings | ELL team will coordinate materials and information for ELL parents regrading ELL rights and responsibilities. |
| 8 | Quarterly Parent Teacher Conferences | Classroom teachers will coordinate materials and information for parents regarding their child's progress through three afternoon and one evening session. |
| 9 | Tropicana Speech Competition | Teachers will coordinate writing materials to promote speaking skills through healthy competition and parents will help by encouraging and supporting their child's preparation for the competition. |
| 10 | STEM Night | Science committee will coordinate materials and activities based on current standards, for an evening that will provide ideas to help promote science awareness at home. |

**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)].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Advertising Title 1/ PTO meeting-in the local newspaper | Administration | A week prior to event | Percentage of parental attendance |
| 2 | Flyers advertising the event will be sent home with all students | Office Staff | Two weeks prior to event | Percentage of parental attendance |
| 3 | Connect Ed message will be sent out in English and Spanish three days prior to event | Office Staff/Administration | Three days prior to event | Percentage of parental attendance |
| 4 | Bilingual translators will be available for teachers and Title 1 presentation | Administration | One week prior to event | Percentage of parental attendance |
| 5 | Communication devices prepared to assist with translation | ELL paras | One week prior to event | Number of devices used during presentation |
| 6 | Prepare PPT for presentation that includes Title 1 information | Counselor/ Administration | One week prior to event | Feedback from parents |
| 7 | Presentation of PPT at the annual Title 1 meeting | Administration / Counselor | Fall- September 2018 | Number of parents that participated |

**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)].

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| **Response:** Quarterly Parent/Teacher conferences at varying morning/evening times.  Child care will be offered during activities not involving students through high school student volunteers, to help fulfill their community service graduation requirements. Home visitations will be provided as needed through the migrant program. |

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Pre-K Family Night- Parents are taught activities to improve reading readiness skills at home | Kindergarten Team | Improve reading readiness of kindergarten students | Spring 2018 | Kindergarten Readiness Evaluation |
| 2 | Family Reading Night- Parents are taught reading strategies that can be applied at home for greater success in school | Literacy Team | Improve reading skills | Spring 2018 | FSA Data |
| 3 | Family Science Night- Parents are taught science terminology and strategies used to help students be successful on state assessments | Science Committee | Improved Science skills | Spring 2018 | Percentage of parent involvment |
| 4 | Title 1 and PTO Night- Aimed at promoting parent/teacher communication and provide information on school resources | Administration/Teachers | Academic achievement will improve with parents' understanding | Fall 2018 | Utilization of Title 1 services |
| 5 | Quarterly Parent Teacher Conferences- Provides opportunity for parent/teacher communication | Administration | Improvement of academic skills through parental understanding and support | School Year 2018-19 | FSA data |
| 6 | Scholastic Book Fairs-Grade level reading materials are available for purchase | Media Specialist | Improved reading skills | Fall 2013/Spring 2014 | Book Sales and parent sign-in sheets |
| 7 | Individual ELL Parent Meetings- Explanation of student services for all ELL students | Counselor | Improved English acquisition, thereby improving math and reading skills | School Year 2013/134 | CELLA/IDEA results and parent signed documentation |
| 8 | Tropicana Speech Competition- Students prepare for a public speaking competition | 5th Grade Teacher | Improved confidence translates to increased class participation and higher academic achievement | Winter 2018 | Percentage of student and parent participation |
| 9 | Anti-Bullying Program- Promotes positive student interaction and provides information for parents to discuss and model at home | School Counselor/Classroom Teachers | Improved behavior will increase academic achievement | School Year 2018-2019 | Decreased office referrals |
| 10 | Backpack Program- weekend meals provided through local churches for high poverty students | Office staff coordinates plan | Well-nourished students can perform better academically | School Year 2018/19 | Students prepared for instruction |
| 11 | PBIS – Promotes positive student interaction and provides information for parents to discuss and model at home | School PBIS committee | Improved behavior will increase academic achievement | School year 2018-2019 | Increase in the positive culture of the school |

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Response to Intervention trainings | RTI Teams | Targeted interventions that are supported at home will increase academic success at home | Ongoing | Increased academic grades |
| 2 | TDQ (Text Dependent Questions) Book Study | District Reading Coaches | Increased knowledge of TDQ in curriculum will increase the level of rigorous lessons | Fall 2018 | Increased academic performance |
| 3 | PLC’s | Administration | Ongoing meetings to discuss curriculum and integration of standards-based instruction will increase students’ academic proficiency | Ongoing | Increased academic proficiency |

**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)].

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| **Response:** Monthly lunch calendars are sent home with students that include student activities and school-wide events. Twice a year we hold a book fair and send home information inviting parents to come in and purchase books together with their child/children. Our migrant office assists with parent communication and provides translators at all school-wide events, plus all conference days. Connect Ed is used to regularly send information of upcoming events. The marquee is also available to display school activities and celebrate successes. An annual Walk-a-Thon is sponsored through PTO for students and parents. The money raised from this event supports Honor Roll parties for all students. Other events that encourage parent participation are as follows: End of the year individual grade level awards, field days for grades 1-5, Cowadunga fundraiser, and turkey BINGO fundraiser. Information is available in the front office that supports educational endeavors. |

**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)].

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| **Response:** Parents will be provided information about the Title I programs in the forms of parent Right to Know letters, local newspaper advertisement, flyers, Student Handbook/Parent Compacts, ELL and Migrant Parent Meetings, and Parent Information packet. During our annual Title 1 meeting, parents will receive school academic information from state assessments. Current state standards and proficiency requirements will be presented at community outreach activities, and distributed during Family Reading Night. |

**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)].

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| **Response:** Materials sent home with students in English, will also be sent home in Spanish. During parent/teacher conferences, translators will be available to assist teachers with communication. Translators will utilize headsets to translate information during school-wide events. Translators will be available at all student/parent meetings regarding migrant students, and students with disabilities. The district migrant office will assist with this when needed. |

**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:

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| **count** | **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| 1 | Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];and | The SAC committee includes parents in the planning of school activities that benefit academic success. | SAC Chair, and Administration | Improved grades and FCAT scores | Throughout the school year |
| 2 | 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 | Family Reading Night- parents are invited to participate in activities that promote literacy and provide take-home materials. Other trainings will be provided, based on data, from each grade level. | Literacy leadership team, administration, grade level PLC groups | Increased participation will increase student reading levels, and other academic areas. | current school year |
| 3 | Training parents to enhance the involvement of other parents [Section 1118(e)(9)]; | FSA parent nights provide a networking for parents within a classroom, to share strategies. | Grade levels, administration | Increasing parent's ability to share strategies will increase school participation and increase achievement in all areas. | Several meetings will be scheduled throughout the year |
| 4 | 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)]; | Parent/teacher conferences will be scheduled after school and in the evenings to provide opportunities for parents to meet with teachers. Teachers will be available to meet at other times, if scheduled by the parent. SAC meetings will also be conducted after school and in the evening. Family reading nights and other parent events will be scheduled in the evening. | The lead organizer will be responsible for scheduling each event. | School grades will improve | Meetings will be scheduled throughout the year |
| 5 | Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and | At each PTO meeting, activities will be presented to parents to improve involvement and develop academic strategies. | PTO, administration | Improved reading and math scores | Meetings are scheduled monthly throughout the year |
| 6 | Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | Several community members will be invited to speak at parent functions, Boy Scouts and Girl Scouts will participate in Open House, the Rotary Club contributes to our Open House | Lead teachers, leadership team | Increased academic grades and FSA scores | Meetings will be set throughout the year |

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**Barriers**  
  
Describe the barriers that hindered participation by parents during the 2018-2019 school year in parental involvement activities. Include the steps the school will take during the 2012-2013 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)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Parents have difficulty with transportation do to work schedules. | Provide activities at varying times to allow all parents to participate. |
| 2 | Communication with non-English speaking parents | Provide translators during meetings and conferences for teachers and parents. |
| 3 | Parents lack the understanding of student expectations by grade level. | Provide meetings with parents to review student data and grade level expectations. |