

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

I, Rita Loeding , 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)];
- Inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Centers (PIRC) in Florida, i.e., PIRC of Family Network on Disabilities in Florida (FND) and PIRC at University of South Florida (USF) [Section 1118(g)];
- 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)

**Response:**

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### 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 2011-2012, CAE parents will be invited to participate in ongoing District Title I PLC meetings. 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. Results from the 2010-2012 parent surveys were taken into consideration during the development of the 2011-2012 plans. At the beginning of the school year, all parents will be given another survey seeking input on activities, training, and materials that they need to help their child. Results of the survey will be reviewed by SAC to determine any needed changes. Some parents are active on CAE's SAC committees as well as during PIP meetings. PIP meetings will be held separate from SAC meetings, however, 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.

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## 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	Kindergarten Roundup	We will provide an evening program to help parents get their pre-K children ready for kindergarten.
3	Kindergarten Orientation	All new kindergarten parents are invited to attend one of two different orientations to provide them with an overview of Central and assist them in getting ready for kindergarten.
4	IDEA	Provide information to parents about the resources available upon development of the student's IEP

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## 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 2011	Copies of agenda, presentation materials, and handout provided to parents.
2	Develop agenda, handouts and PowerPoint presentation that address the Title I requirements and right	Assistant Principal	September 2011	Copies of agenda, handouts and presentation
3	Create invitations, Distribute invitations, Advertise & promote the events, Host the events	Parent Liaison	October 2011	Flyers on hand, sign in sheets, Title 1 Documentation Box will house the paperwork from each event.
4	Maintain documentation	Parent Liaison	September & October 2011	Title I Documentation Box

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## 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 do not work 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. Parents will also be given information on our neighboring schools' annual meetings, in case that is a more convenient time, date, or location for them to attend.

CAE parenting center is open daily from 7:30 am to 4:00 pm, as well as during CAE evening events.

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

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## 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	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
1	Outreach to Community –Kindergarten Parent Orientations	Parent Liaison	Improvement in all academic areas & Parent Communication	July & August 2011	Log of visitation
2	School Procedures-Kindergarten Orientation	Parent Liaison	Readiness for Kindergarten	July & August 2011	Log of events
3	Meet & Greet the Teacher- Open House	Administration	Parent Communication	August 2011	Log of events
4	Annual Parent Title Meeting	Administration	Parent Communication	Sept 2011	Flyer, Sign-in Sheets, Presentation
5	Report Card & Attendance Overview Parent Involvement	Administration	Parent Communication	Oct 2011	Flyer, Sign-in Sheets
6	Math Make & Take Family Workshop	Math Coach	Family Involvement/ Building Capacity in Math Skills	Oct 2011	Flyer, Sign-in Sheets
7	Weird Science Night Parent Workshop	Science Coach	Family Involvement/ Building Capacity in Science Skills	November 2011	Flyer, Sign-in Sheets
8	CAE Parent Reading Workshop	Literacy Coach	Family Involvement/ Building Capacity in Reading Skills	Nov 2011	Flyer, Sign-in Sheets
9	ESOL PLC	Parent Liaison	Parent Involvement	Feb 2012	Flyer, Sign-in

					Sheets
10	Literacy- Parent Training	Literacy Coach	Family Involvement/ Building Capacity in Writing Skills	April 2012	Flyer, Sign-in Sheets
11	21st CCCL "Lights On" Open House	21st CCCL Coordinator	Parent Communication	Oct 2011	Flyer
12	FCAT 2.0 Awareness Parent Workshop	Guidance Counselor	Family Involvement/ Building Capacity in FCAT preparation	Oct. 2011	Flyer, Sign-in Sheets
13	Teach-In Community Event	Parent Liaison	Community/ Parent Involvement	Nov 2011	Schedule of event, list of participants
14	Cook Up a Good Book Family Workshop	Literacy Coach	Family Involvement/ Building Capacity in Reading Skills	Dec 2011	Flyer, Sign-in Sheets
15	Holiday Extravaganza Family Night	Guidance Counselor	Family Involvement	Dec 2011	Flyer, Sign-in Sheets
16	Nachos & Numbers Math Family Workshop	Math Coach	Family Involvement/ Building Capacity in Math Skills	May 2012	Flyer, Sign-in Sheets
17	PBS Award Ceremony- Student Recognition	PBS Coordinator	Student Recognition	Jan 2011	List of participants
18	Family Technology Night "High Touch/ High Tech" Family Workshop	Administration	Family Involvement/ Building Capacity in Technology Skills	Feb 2012	Flyer, Sign-in Sheets
19	Read Across America – Family Workshop	Literacy Coach	Motivation to Read	March 2012	Flyer, Sign-in Sheets
20	PBS Movie Night	PBS Coordinator	Family Involvement	March 2012	Flyer, number of tickets given out
21	Author's Fair Family Night	Literacy Coach	Family Involvement/ Building Capacity in Writing Skills	April 2012	Flyer, Sign-in Sheets
22	Kindergarten Round Up- Open House Registration	Parent Liaison	Kindergarten Readiness	April 2012	Flyer, List of students registered
23	Volunteer Appreciation Recognition Breakfast	Parent Liaison	Community Recognition	May 2012	List of participants
24	Education in the Park- Community Event	Parent Liaison	Community Involvement	April 2012	Flyer
25	Junior Achievement In a Day- Community Involvement	Parent Liaison	Community Involvement	April 2012	List of participants
26	5th Grade Promotion Ceremony	Guidance Counselor	Student Recognition/ Parent Involvement	June 2012	Program
27	Student Recognition Ceremonies	Parent Liaison	Student Recognition/ Parent Involvement	Quarterly	Program

## Staff Training

Describe the training 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	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
1	Math Committee - Strategies for	Math Coach	Instructional Staff Training – Committee will learn	Oct 2011	Sign-in Sheets from activities

	Teaching Parents How to Assist Students with Math		presentations for parents on ways to help students become skilled at math/use of hands-on manipulatives		
2	Strategies for Teaching Parents How to Assist Students with Reading	Literacy Coach & LFS Coach	Instructional Staff Training-Committee will learn presentations for parents on ways to help students become better readers	Nov 2011	Parent Sign-in Sheet from activities and Parent Survey
3	Title I Information Training for School Staff	Parent Liaison & Assistant Principal	Instructional Staff Training	Oct 2012	Sign in Sheets, evaluations
4	Title I Informational Meeting with Principals	District Title I Staff	Administration Training	May 2011	Sign in Sheets, evaluations

## 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:** CAE Parent Resource Center will be maintained and updated- -Inventory materials-Assess materials needed-Order new materials by Parent Liaison. This will be done September 2011 through May 2012.

The CAE parent Liaison will advertise and CAE will participate in the District's Education in the Park- Community Event. -Plan activity

-Purchase supplies-Sign up Staff-Create Flyers-Copy Flyers-Distribute Flyers.

## Communication

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]: 1118(c)(4)(A);

- 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 also submit the parents' comments on the plan that will be available to the local education agency [Section 1118(c)(5)].

**Response:** CAE will hold a general meeting for parents during the Annual Meeting in October 2011. 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.

CAE will give out parent handbooks on the first day of school August 22, 2011 and will encourage parents to attend our Meet & Greet event scheduled for August 19, 2011 from 3:00 - 6:00 pm. We will also be holding an Open House in September. At that time parents will be able to visit classrooms and speak to the teachers and will be given specific information on the subjects taught, assessment plans, and information on how

the parents can help their children at home. Teachers will collect Sign In sheets and they will be turned into the CAE Parent Liaison, so they can be kept for attendance documentation.

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## 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:** Information regarding parent involvement opportunities is sent home in English and Spanish. Parents needing assistance with translation during parent conferences are afforded the opportunity of a translator in the meeting. During all meetings at the school, a translator is available to ensure that the parents are able to comprehend the material being presented and materials handed out at the meeting are made available, as practical, in Spanish as well. If other languages are needed we do our best to meet the need of the parent, as CAE has staff members who speak at least three other languages.

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. 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.

CAE provides agendas for all students. And we also 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.

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 needed, a Progress Monitoring Plan- PMP is developed between the parent and teacher. Regular meetings are encouraged as follow up to the strategies outlined to check on progress. If an interpreter is required, several bilingual staff members are available to assist.

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## 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

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## **Upload Evidence of Input from Parents**

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

[Uploaded Document](#)

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## **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](#)

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## **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](#)

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