

## CRAWFORDVILLE ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Belinda McElroy, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

### Assurances

- The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
- Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1118(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].

---

Signature of Principal or Designee

Date Signed

### Mission Statement

Parental Involvement Mission Statement (Optional)

**Response:** Crawfordville Elementary will actively involve parents, teachers, staff, and community to prepare students to be responsible, productive citizens.

Vision: Our focus is to create an atmosphere of warmth, trust, and respect by continuously role modeling and helping others understand the importance of such an atmosphere. We will lead students to believe in themselves by using data to know their strengths, data to help them set goals, and data to plan instruction so that students can

meet their goals. We will know our students, take an interest in our students, and appreciate the diversity of our students. Only positive, professional, productive approaches will be used towards parents, students, and colleagues in order to establish and maintain the needed teamwork that it takes to succeed.

---

## 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 are invited and encouraged to attend regularly scheduled School Advisory Council Meetings as well as Parent Teacher Organization (PTO) meetings. Both meetings occur approximately 4 times per year at varied times to accommodate parent work schedules. School Advisory Council (SAC) meetings are the forum for continuous improvement of school operations, programs, events and meetings. The Parent Teacher Organization is another governing board which focuses on school-based events and activities in which parent volunteers are needed to facilitate to ensure success. Such events include the annual Country Fair and Chili Cook-Off, Red Ribbon Celebrate Success Day and the Super Seller Picnic. Parental input is sought, recognized, valued and strongly considered in the decision making process, including decisions involving Title I programs and funding. In addition, parental feedback is solicited via the annual school climate survey as well as at each parental involvement activity hosted by the school. A parent volunteer orientation is held annually within the first two weeks of school to recruit new volunteers and mentors and to review the district and school policies regarding signing in and out, confidentiality, dress code, duties and tasks as well as restrictions and limitations while volunteering. A staff volunteer orientation is held prior to the assignment of any classroom parent volunteer.

---

## 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	Science Night	Parents and students are invited to attend and actively participate in science experiments that focus on preserving natural resources to ensure a safe habitat remains for all living things.
2	Red Ribbon Week: Celebrate Success Day	Red Ribbon Week is a nationally recognized week that focuses on healthy life styles, good choices and saying no to drugs. The last day of the week is devoted to activities designed to reiterate the lessons that were taught throughout the week. Parents are encouraged to attend Celebrate Success Day and learn more about the purpose of Red Ribbon Week.
3	Mother's Day Tea	This is an annual event put on by kindergarten teachers and students the Friday prior to Mother's Day. Mothers, grandmothers, and others are invited to watch a presentation in the cafeteria and then visit classrooms for tea and snacks and celebrate the role each plays in their child's life.
4	Grand Luncheon	This event is held one time each semester in conjunction with the Scholastic Book Fair. Anyone "grand" in the eyes of our students is invited to eat lunch with their child then visit the book fair together. Parents are encouraged to buy books for

		the home to increase student literacy.
5	School Parent Newsletter	Newsletters are sent to all students with important information pertaining to school events.
6	Parent Resources on School Website	Websites that parents can use as a resource to help encourage learning/interaction at home are also available.
7	BINGO for Books Family Night	This event is held at least one time during the school year. A wide range of books are purchased and given out as prizes. Hotdogs, popcorn and drinks are also served. Between each round of BINGO, teachers present reading tips and strategies to parents for helping their child(ren) at home.
8	Title I Annual Meeting	This meeting is held before the end of the first 9 weeks and combines parent education with a light dinner for the entire family. The program is geared towards informing parents about being a Title I School and the many ways they can be an active part of their child's education.
9	Grade Level Parent Nights	Grade Level Parent Nights are held during the first few weeks of school. Specific grade level information is shared with parents in an open forum allowing parents to ask questions all throughout the presentation. Parents are provided with additional resources and ideas for helping their child(ren) at home. Child care is provided for these events.
10	Dad's Day	Dad's Day is a new statewide initiative launched by the Florida Department of Education to encourage dads and/or other mail role models to get involved in their child's education.
11	Boo-Hoo / Yeehaw Breakfast	On the first day of school, parents of kindergarten students are invited to the Boo-Hoo / Yeehaw Breakfast. This is an annual event designed to provide support for parents with students beginning elementary school.
12	Title I Bump Up Night	This event is held at the end of the school year to provide parents information on the curriculum and expectations of their child's upcoming grade level.

## 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	Annual Title 1 Planning Meeting	Principal and Assistant Principal	9/1/16	Completion of organization of meeting
2	Annual Title 1 Meeting Invitations	Assistant Principal	9/19/16	Number of parent participation replies
3	Annual Title 1 Meeting Reminder to Parents	Assistant Principal	9/28/16	Number of participation replies
4	Annual Title 1 Meeting	Principal and Assistant Principal	9/29/16	Number of attendees and exit evaluations
5	Review of parent exit evaluations	Principal and Assistant Principal	10/14/16	Summary of parent responses

## 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:** Grade Level Parent Nights, School Advisory Council (SAC), Parent Teacher Organization (PTO), Title I Parent Meetings, and other events are held at various times

throughout the year to accommodate parent work schedules. Some meetings occur right after school at 3:45 or 4:00 while others begin in the early evening with varied start times of 6:00 and 6:30. Other parent meetings such as parent teacher conferences, IST and IEP meetings occur throughout the school day, frequently between 8:00 and 9:00 in the morning or during the teachers' planning or lunch times or directly after school.

## 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	SAC Meetings	Administrators, teachers, and staff	SAC goals are data driven for specific academic areas. Student growth and achievement is measured for 3rd -5th grade students using DEA and AIR results. Student growth is measured for K-2 using DEA results. Differentiated Accountability utilizes DEA, Write Score, and Science assessments for specific targeted grade levels.	9/19/16, 12/5/16, 2/6/16, 5/8/16	Sign-in sheets, SAC minutes, Parent Climate Survey
2	Volunteer Orientation	Volunteer Coordinator	Improved student achievement due to community members and parents tutoring students individually or in small groups	8/22/16, 9/8/16	Volunteer sign-in and student responsiveness to volunteers
3	Childcare provided at Parent night events	Volunteer Coordinator	Improved due to more parents being able to attend	On-going	Number of parents using childcare services
4	Annual Title 1 Meeting	Principal and Assistant Principal	Improved due to increased parent knowledge and involvement	9/29/16	Number of participants and exit surveys
5	Science Night	Administrators and teachers	Improved due to parents better understanding their child's science curriculum.	May 2017	Number of participants and exit surveys
6	Bingo for Books Family Night	Administrators	Improved due to increased parent knowledge and involvement	9/29/16	Number of participants and exit card surveys
7	Grade Level Parent Night	Administrators and teachers	Improved due to increased parent knowledge and involvement	On-going	Number of participants and exit surveys
8	Holiday's Around the Word	Administrators and teachers	Improved due to increased parent knowledge and involvement	12/12/16	Number of participants and exit surveys
9	Open House	Administrators and teachers	Improved due to increased parent knowledge and involvement	8/9/16	Sign-in sheets / Number of participants
10	Dad's Day Lunch	Administrators	Improved due to increased parent involvement	9/28/16	Sign-in sheets / Number of participants

11	Awards Assembly (4)	Administrators and teachers	Improved due to increased parent involvement	10/24/16, 1/13/17, 3/27/17, 5/22/17	Sign-in sheets / Number or participants
12	Title I "Bump Up" Parent Night	Administrators and teachers	Improved due to increased parent knowledge and involvement	5/4/17	Number of participants and exit surveys

## 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	Staff Training for Volunteers	Assistant Principal	School and District policies ensuring the safety and confidentiality of students are reviewed. Teachers are reminded of the limitations of the duties a classroom volunteer may perform.	8/8/16	Attendance sheet, agenda, meeting notes, Power Point Presentation printout
2	Family-Friendly Schools	Assistant Principal	Greater parental involvement will increase student achievement as evidenced by school-wide data.	Ongoing	Sign-in sheet, agenda

## 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:** A Parent Resource Center is located in the front office. A wide range of books and magazines on different topics are available for parent check out. Other parental activities include Family Science Night, Dad Day, Chili Cook-Off, Grandparents Day Luncheon and Book Fairs, Bingo for Books, and our annual school festival. Parents are also encouraged to participate in our Million Word Reader Program and Battle of the Books.

## 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:** The school regularly communicates with parents through monthly school newsletters, a bulletin board in the entrance hall which includes a large monthly calendar of current and upcoming events, marquee at the entrance to the school, Connect Ed phone messages, email, parent conferences, weekly teacher newsletters, parent portal (Focus), Grade Level Parent Nights, Title I Annual Meeting, PTO and SAC Meetings, and through the school and district website. Additionally, classroom teachers mail positive post cards for each student throughout the year and hold conferences with parents regarding progress at least once in person by the end of the first semester.

---

## 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:** ELL language translation services will be attempted (dependent upon availability) for parent involvement activities. Other sources of communication are: the school marquee, front office Powerpoint, and Connect-Ed phone calls from both district and school administrators notifying parents of events particular to their child's school. Teachers send home positive post-cards to parents once a semester and ELL teachers utilize an on-line resource to translate information to ELL parents when necessary.

---

## Discretionary Activities

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:  
 Not Applicable

---

## Upload Evidence of Input from Parents

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

---

## Upload Parent-School Compact

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](#)

---

## 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](#)

---

## 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	SAC Meetings	4	48	Increased student achievement due to increased knowledge and involvement
2	Annual Title 1 Meeting (October 2015)	1	272	Increased student achievement due to increased knowledge and involvement
3	Open House	1	568	Increased student achievement due to increased knowledge and involvement
4	K-5 Parent Night	1	169	Increased student achievement due to increased knowledge and involvement
5	Volunteer Orientation	2	33	Improved student achievement due to community members and parents assisting with students individually or in small groups
6	Awards Assembly (includes SAVE Graduation)	4	827	Increased student achievement due to increased involvement
7	Saturday Data Day	1	28	Increased student achievement due to increased knowledge and involvement
8	Story Telling Family Night	1	91	Increased student achievement due to increased knowledge and involvement
9	Science Night	1	104	Increased student achievement due to increased knowledge of their child's science curriculum
10	Grand Luncheon	2	345	Increased student achievement due to increased knowledge and involvement
11	Dad's Day Lunch	1	167	Increased student achievement due to increased involvement
12	"Bump Up" Parent Night	1	145	Increased student achievement due to increased knowledge and involvement

### 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	Staff Training for Volunteers	1	37	School and District policies ensuring the safety and confidentiality of students is reviewed. Teachers learn what duties classroom volunteers can perform. Therefore, student achievement will increase due to increased student supports in the classroom.
2	Family	1	37	Greater parent involvement will increase student

	Friendly Schools			achievement as evidenced by school wide data.
--	------------------	--	--	---

## Barriers

Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Parents have different work schedules	Offer activities at different times of the day and different days of the week
2	Parents unable to access information online	Make all information available on request in printed form
3	Many parents have small children and need childcare in order for them to be attentive during meetings.	Childcare will be provided during Grade Level Parent Night meetings.

## 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
-------	-----------------	-----------------------------