

CLEVELAND COURT ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Cheryl Rutenbar, 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

9/30/16

Date Signed.

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: The purpose of the parent involvement program at Cleveland Court is to provide opportunities for every family to support the academic and social learning experiences for our students.

School Mission Statement: CCE, in partnership with family and community, will provide a safe and supportive learning environment where students strive for excellence in all they do.

District Mission Statement: The mission of Polk County Public Schools is to provide a high quality education for all students.

District and school-based 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.

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: Cleveland Court will involve parents in the planning, review, and improvement of Title I programs including involvement in the decisions regarding funds for parental involvement. Our School Advisory Council, SAC, will meet on September 22, 2016 to approve the Parent Involvement Plan, the 2016/2017 School Parent Compact and the Parent Involvement Funds. SAC will meet again in the spring to conduct a review of the the 2017/2018 School Parent Compact. The Parent Involvement Coordinator, the administration, and the PTO/SAC members will meet at the end of each school year to discuss parent involvement needs and brainstorm ideas for the use of the 1% expenditure. These representatives are selected according to the by-laws at the Annual Title 1 meeting and at a faculty meeting. All parents have input by way of grade level Family Night events and survey responses. Something new for our grade level Family Nights in 2016-2017 is to have PTO briefings at each Family Night, to update parents on current PTO involvement within the school and encourage further parent involvement in future activities.

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	Hearth	The Hearth program, funded through Title X, provides support for identified homeless students. Title I provides additional support for this program, and many activities implemented by the Hearth program are carried out in cooperation with the Migrant Education Program (MEP) funded through Title I, Part C.
2	MEP	Migrant students enrolled in Cleveland Court will be assisted by the school and by the District Migrant Education Program (MEP). Students will be prioritized by the MEP for supplemental services based on need and migrant status. MEP Teacher Advocates, assigned to schools with high percentages of migrant students, monitor the progress of these high need students and provide or coordinate supplemental academic support. Migrant Home-School Liaisons identify and recruit migrant students and their families for the MEP. They provide support to both students and parents in locating services necessary to ensure the academic success of these students whose education has been interrupted by numerous moves.

3	Title I, Part A	Coordination: Services are provided to ensure students requiring additional remediation are assisted through after school programs or summer school. The district coordinates with Title II in ensuring staff development needs are provided.
4	Individuals with Disabilities Educational Act (IDEA)	Cleveland Court's MTSS team works in conjunction with district personnel to write Individual Education Plans for students under the Individual with Disabilities Education Act ensuring that any student with academic/social or physical needs receives the necessary services.
5	Title III (ELL/ESOL)	Services are provided through our ESOL paraeducator and the district for educational materials and ELL district support services to improve the education of immigrant and English Language learners.

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 Meeting: description of Title I program, curriculum & assessments, school-parent compact	Lee Kranek, AP	September 13, 2016 5:30 pm and September 14, 2016 8:30 am	An evaluation from every parent present will be collected
2	School newsletter will be sent home with information pertaining to the annual meeting	Lee Kranek, AP	First week in September	Number of participants
3	Reminder flyer will be sent home to encourage parent participation	Lee Kranek, AP	Week of meeting	Number of participants
4	Agenda & presentation materials developed, including evaluation for parent input, with translation.	Lee Kranek, AP	Week before meeting	Number of participants
5	Prepare, print, and copy sign in sheets and other handouts	Lee Kranek, AP	Week before meeting	Number of participants
6	Annual meeting date will be posted on school website and on weekly video posted on website	Cheryl Rutenbar, Principal	Week before meeting	Number of participants
7	CCE Blast email and text messages via Remind service will be sent out	Cheryl Rutenbar, Principal	Week of meeting	Number of participants

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: The annual meeting is offered at flexible times for our working parents. Morning, afternoon and evening parent conferences will be conducted in order to accommodate varying schedules for families. Grade level family nights will include opportunities for families to take home academic assistance packets and to give feedback concerning suggestions/successes. Cleveland Court offers childcare for many of its evening events as well as language translators.

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	Grade Level Family Nights	Lee Kranek, AP	Provide parents with activities to do with their children at home in the areas of literacy, math, science, etc. to increase student achievement; provide information regarding standards & assessments	September-October 2016	Number of families in attendance and parent/student evaluations
2	FSA Family Night	Lee Kranek, AP	Provide parents with information regarding the FSA assessments for 3rd, 4th, and 5th grades in the areas of writing, reading, math, and science	February 2017	Number of families in attendance and parent/student evaluations
3	STEM Family Night	Lee Kranek, AP	Provide families with opportunities to engage in STEM projects, including activities that can be done at home	Spring 2017	Number of participants
4	Portfolio Family Night	Lee Kranek, AP	Provide families an opportunity to examine student work sample from throughout the school year	Spring 2017	Number of participants
5	Parent-Teacher Conferences	Classroom teachers	Teachers and parents meet to discuss progress of students, behaviors, assessments, Florida Standards, and the school-parent compact, with the goal of increasing student achievement.	Throughout the school year	Conference logs and agendas

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	Parent Conferencing/Faculty Meeting	Principal/AP/Program Facilitator	Promotes Staff Awareness of the value of school home connection.	August 9, 2016 and as needed	Conference Logs/Sign In Sheets

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: Cleveland Court utilizes School Advisory Council meetings to incorporate parent involvement and to give another opportunity for parents to learn about all facets of their child's school. SAC meetings are held on the second Tuesday, four times a year. Title 1 personnel, the principal, and the SAC chair are responsible for the SAC meetings. The effectiveness of SAC meetings are determined through evaluation and survey based methods. In addition to these functions, parents are invited to ceremonies recognizing student achievement. Parents are also provided with learning opportunities such as a fall literacy night, grade level workshops all focused on providing parents tools to support student learning at home.

Parent Centers: Provide flyers and information for the Polk parent centers and classes/services available to families.

Parent University: Provide flyers and information for the Polk Parent University held twice each school year.

Parent Institute: Provide a weblink on our school website for parents to access free resources on the Parent Institute website, such as discipline videos, reading tips, and other helpful strategies.

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: Title I information is given to all families beginning in August. During the Title I Annual Meeting families are presented with a PowerPoint presentation describing all components of the Title I program and the additional resources and benefits it provides. Title I information is disseminated monthly in the school-wide newsletter. Parents are also given information about the Parent Information Centers and the bi-annual Parent University as it is provided from the Title I office. Parents are updated weekly about grade level, school, and district information through the school newsletter and through our school website. Our marquee is updated as needed to display current events, and CCE Blast email messages and Remind text messages are sent before school events occur. Teachers and/or grade levels send home weekly newsletters and emails to keep parents informed of specific grade level expectations and activities. Parents are encouraged to sign up for Parent Portal in order to have access to their students' grades and other important information. Progress reports are sent home with students weekly in

the Communication Folder, as well as quarterly in the form of interim reports and report cards.

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: Opportunities for parent meetings are given throughout the year with PTO and SAC invitations, as well as grade level hosted Parent Nights and other school wide events. All activities are advertised through the newsletter, flyers that are sent home, the school website and marquee, and Remind and CCE Blast Messages. We provide translated materials and assistance for the hearing impaired when requested. All of Cleveland Court's buildings are handicap accessible.

Parent Involvement Team: Parents and staff members meet in the spring each year to discuss parent involvement at CCE and ways to increase student achievement through parental involvement. The team evaluates and writes the Parent Involvement Plan and Parent-School Compact each year.

Parent Teacher Organization (PTO): Parents and staff members meet monthly to discuss ongoing activities at the school.

School Advisory Council (SAC): Parents, staff, and community members meet 4 times per year to discuss the implementation of the School Improvement Plan, Parent Involvement Plan, and how certain monies are allocated, and to vote on various matters related to the school.

Forms of Home-School Communication: Parents and staff can use multiple forms of communication, including student agendas, phone calls, emails, school website, and Remind text messages. Phone numbers and email addresses are available on the CCE website.

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	Offering meetings at various times	Administration/Teacher	Bridging the home/school connection	Throughout the Year

	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)];				
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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
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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
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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
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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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