

CROTON ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Mrs. Roseann Bennett, 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: Brevard Public School's mission is to serve every student with excellence as the standard. With this in mind, stakeholders wrote that Croton's mission is: To ignite a passion for life-long learning by creating an environment where students are engaged and motivated to learn and succeed. Family involvement is key to fulfilling this mission. We know that engaging our parents in the education of their children and building relationships through collaborative planning, decision making, and innovative opportunities will impact student achievement and ensure that we meet the needs of all students.

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: Croton Elementary encourages parents to become involved in the planning, review, and improvement of our programs. We have a successful volunteer program, with a large amount of parental involvement. Parents are encouraged to participate in the School Advisory Council (SAC) and the Parent Teacher Organization (PTO), which both play a role in our Title I program. Parents are notified and asked to participate in monthly PTO meetings. Our SAC team members are elected and nominated through a ballot process. SAC meetings are held monthly. The SAC team is responsible for planning, reviewing, and writing the School Improvement Plan (SIP). The team also participates in the review and development of the Title I Compact. Minutes will be kept for documentation. Parents also contribute to the development and review of programs by completing Annual Needs Assessment Surveys, Title I Parent Involvement Survey, District Client Survey, and numerous surveys and evaluations are given during school-wide activities. This feedback is used in the planning and development of future programs, activities, and/or events.

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	Individuals with Disability Act (IDEA)	Training for parents and/or guardians of Title I ESE students by staff from the Office Exceptional Education, Title I and FDLRS collaborate to address the exceptional needs of students and families.
2	Florida Diagnostic and Learning Resources System (FDLRS)	FDLRS supports ESE and Title I- collaborate, plan, implement, and evaluate family involvement training and opportunities including Parenting in Today's World Conference.
3	Kindergarten Round-Up	Croton Elementary will invite all area VPK, preschool programs, and families with incoming kindergarten students to familiarize themselves with the school and meet teachers and staff to assist with transition into kindergarten.
4	Title III (Language for English Language Learners)	Title I collaborates with district RT-Equity/ESOL to address the needs of English Learners (ELL) ESOL teachers and classroom teachers make sure that all information going home gets translated.
5	Title X (Homeless Education)	The Office of Title I and the district Homeless Liaison work collaboratively to meet the Title X (In transition varying needs of our in transition youth and families.)
6	Title II, Part A (Improving Teacher Quality)	Croton Elementary works collaboratively to provide staff with professional development (including the parent involvement component of B.E.S.T. training) working effectively with parents.

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 for Grades K-2: Power Point Presentation	Title I Team, Literacy Coach, and Administration	September 1, 2016	Sign-in sheets & feedback from parents
2	Annual Meeting for Grades 3-6: Power Point Presentation	Title I Team and Principal	September 8, 2016	Sign-in sheets & feedback on survey
3	Annual Meeting Grades K-2: Discuss Compact	Title I Team	September 1, 2016	Sign-in Sheets & parent feedback
4	Annual Meeting Grades 3-6: Discuss Compact	Title I Team	September 8, 2016	Sign-up sheets & parent feedback
5	Maintain Annual Meeting documentation (sign-in sheets, agendas, etc.)	Title I Team	September 1, 2016	Sign-in sheets, agendas & feedback
6	Maintain Annual Meeting documentation (sign-in sheets, agendas, etc.)	Title I Team	September 8, 2016	Sign-in sheets, agendas, & comments
7	Title I information available on website	Title I Contact & Technology Specialist	September 2016	Website visits

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: Croton will offer meetings and programs for families to participate in throughout the school year. Programs will be held before, during, and after school to meet the needs of all parents. Activities and times will be chosen based on parent feedback, parent surveys, and evaluations given at program events. Parents will also be encouraged to attend district parent involvement events, which are scheduled on various days and times. Croton's Title I team is holding night events on different days and times determined from the surveys and event evaluations.

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	Kindergarten Tears & Cheers Breakfast for all New Kindergarten Families	Title 1	Parents will receive information on various opportunities to be involved with the school and assist in increasing academic achievement.	August 15, 2016	Sign-in Sheet

2	Volunteer & Business Partner Orientation	Volunteer Coordinator	Parents will receive information on various opportunities to be involved with the school and assist in increasing academic achievement.	September 13, 2016	Sign-in Sheet
3	Parent Leadership Team Meetings	K-12 Parent Involvement RT/Title I family Inv. RT	Parents receive information and strategies to bring back to their schools/families on how to improve student academic achievement and increase parent involvement from various experts.	6 annually	Surveys, parent feedback
4	Edline Communication & Edline Support for Families	Classroom teachers & Technology Specialist & Media Specialist	Parents will be kept informed about ways to stay involved and assist them in promoting student achievement. At Title I events the media specialist & Technology Specialist will be available to support families on how to use Edline.	Ongoing	Surveys, usage statistics, and parent/school feedback
5	School Website	Technology Specialist/Parent Involvement Contact	Parents will be provided with information and resources to assist them in staying informed and helping their child(ren) increase academic achievement.	Ongoing	Surveys & parent feedback
6	School Newsletter	School Secretary/Principal	Parents will be kept informed about ways to stay involved and assist their child(ren) in increasing academic achievement.	Monthly	Surveys & parent feedback
7	School Advisory Council Meetings	SAC Team	Parents will be given opportunities as stakeholders and assist in the decision-making process in order to increase student academic achievement.	Monthly	SAC Minutes & parent feedback
8	SynerVoice	School Secretary, Principal, and Assistant Principal	Parents will be kept informed about school and district information to assist them in promoting student achievement.	Ongoing	Client Surveys and parent feedback
9	Open House & Annual Meeting	Principal/Parent Involvement Contact/Teachers	Parents will receive information and resources to stay informed and assist them in promoting student academic achievement.	Sept. 1, 2016 & Sept. 8, 2016	Sign-in Sheets, Surveys from end of the year survey
10	Money Masters	Community Educators Credit Union	Student operated credit union branch is open weekly where student	Weekly	Parent Feedback

			tellers accept deposits from other students. Tellers are trained by Community Credit Union representatives.		
11	School calendar/handbook	Principal and Teacher Leaders	Families will be informed of school events and policies	Ongoing	Surveys, parent feedback
12	Mad Scientist Day Event	Tom Englert & Title I Team	Students and Families will work through the scientific process through hands-on classroom labs.	October 5, 2016	Parent Feedback
13	Science Fair Night Event	Tom Englert, Fifth Grade Teachers, and Title I Team	Families will participate in hands-on activities to teach them how to create a science fair project. Edline support will be available for families at this event.	October 5, 2016	Sign-in, Surveys, parent feedback, and evaluations
14	Positive Behavior System (PBS) BBQ	Alicia Kuntz Murphy & Theresa Hand-Williams	Families will learn about Croton's management system, PBS.	September 30, 2016	Sign-in, Surveys, parent feedback, evaluations
15	FSA Informational Night	Title I Team & Literacy Coach	Families will receive information on how FL standards are taught and what is expected on the FSA assessments. Edline support will be available to families.	February 2, 2016	Sign-in and Parent Feedback
16	Books Alive Night Event	Title I Team, Literacy Coach, and Teachers	Parents will receive information on the importance of reading with their children.	March 2016	Sign-in and Parent Feedback

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	Mentoring Program	Assistant Principal/Mentors/New Teachers	New teachers will receive training on building relationships with families, utilizing Edline efficiently to keep parents informed, and using homework effectively	Ongoing	Teacher & Parent feedback
2	Title I Parent Involvement Contact Meeting	Parent Involvement Contact	Contact will receive information and strategies to increase parent involvement and correlate activities	August 17, 2016	Evaluations, surveys, and feedback

			to student achievement.		
3	Business Partner Training	Business Partner Contact	The Business Partner Contact will receive training to learn effective strategies for forming business partnerships that will assist the school to increase student achievement.	Fall, annually	Number/quality of business partnerships & feedback from school and business partners
4	SAC Team Training	Principal & SAC Chair	SAC chair will learn effective strategies for increasing student achievement & developing required SAC plan. Strategies will be shared with SAC team.	September 6, 2016	Evaluations & Surveys
5	Leadership/Parent Involvement Training	Principal & Leadership Team	The Leadership team will learn effective strategies for increasing parent involvement at school and how to correlate activities to academic achievement.	Annually	Evaluations, Principal and School Feedback
6	Faculty Meeting Parent Involvement Training	Volunteer Coordinator & Title I Team	The Title I Team and Volunteer Coordinator will work with teachers on ways to better communicate with families.	October 2016	Faculty Meeting Notes
7	Literacy Coach Training for Teachers	Literacy Coach & Assistant Principal	Work with teachers and staff to better understand areas of deficiencies of their students' interventions.	on-going	Meeting Notes
8	RTI & IPST Training	Laurel Preston & Rose Miller	Laure Preston will train teachers and staff on the IPST process and discuss academic and behavior concerns teachers may face and provide strategies for these areas of concern.	on-going	Teacher Feedback & Data Meeting Notes
9	Conferencing 101	Administration & Mentor Teachers	Teachers and staff will receive training on how to increase attendance of parent conferences and communicate effectively with parents.	October 2016	Client Survey
10	Cultural Sensitivity Training	Title 1 Team	The Title I team will present at an October faculty meeting ways to promote cultural awareness in our	October 2016	Teacher Survey

			school to help build ties with our families.		
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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: Croton Elementary will provide families with four Title I events to inform families about academic programs and how to help their child/children to be more successful. Sign-in forms will be utilized to track attendance. Parents will be asked to fill out an evaluation for the event, in order for Title I to evaluate the event's effectiveness.

Croton Elementary has a welcome to school 6th Grade Picnic for families at the beginning of the year. The picnic is a time for new and current families to get to know teachers and staff and feel welcomed at the school. The client survey will evaluate if parents feel welcomed and encouraged to participate in school events.

Croton Elementary offers a Kindergarten Round-up for future students of Croton Elementary. The Round-up provides an opportunity for families to meet the current kindergarten staff and administration. The event also offers a tour of the school. Parent sign-in forms will be utilized to track attendance.

The Title I team and the Volunteer Coordinator work together on an event called Tears and Cheers. This event is held the first day of school for kindergarten students. At this event the Title I team discusses the Title I program. The volunteer coordinator encourages participation in our school and gives many ideas on how to get involved. The Title I team and the Volunteer Coordinator will evaluate the effectiveness of the event through parent feedback, volunteer hours, and attendance to events.

The Title I Team has organized a teacher/parent check-out area comprised of materials that can be checked out and utilized at home or in the classroom as needed. The materials may be checked out on Wednesday afternoons by the Title I Contact.

Families are also encouraged to participate in various volunteer opportunities throughout the year. These include but are not limited to: book fairs, school fundraisers, vision & hearing, picture days, and the Fall Festival. PTO and Title I will evaluate the effectiveness of the events through parent feedback and attendance.

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 Title I team will conduct two Title I Annual Meetings. The meetings will be held in conjunction with the two Open House Nights. A PowerPoint presentation will be given to explain our Curriculum, Assessments, Title I funds, Parental Involvement Plan, Home/School Compact, and the School Parent Complaint Procedure. Parents will also be provided with information regarding the school's Title I program including Title I requirements, upcoming Title I activities, and Parents' Rights to Know. Title I Staff will also be available for questions after the annual meetings. The Title I team will evaluate the success of the annual meetings by attendance records, teacher feedback, and parent feedback.

During parent conferences, parents will receive detailed information regarding the school curriculum, state standards, academic assessment information, and proficiency levels expected of their child(ren). Teachers will also discuss the Parent-School Compact at conferences with families. These items will also be available in the front office and certain items will be posted on the school website.

All required Title I documents being sent home, will be placed in students' backpacks to be sent home to all families. All required documents will be tracked on a form for each classroom called a Title I Required Document Tracking Sheet. This sheet has the Teacher's name at the top and students listed below. The date will be recorded on the tracking sheet to document when the Home/School Compact, School PIP summary, and the District PIP Summary are sent home. These required Title I documents will also be made available in the front office, posted on the school website, and put in the school newsletter if applicable. Students new to Croton will be given a welcome packet that will include the required Title I documents. The front office clerk will keep a copy of the tracking sheet and monitor the date all forms are given to new students.

Croton Elementary's Parent Involvement Plan (PIP) rough draft is made available to families by means of a hard copy in the Parental Involvement notebook that is located on the parent shelf of the front office. The final hard copy of the Parent Involvement Plan (PIP) will be placed there also. The final draft of Croton's PIP will be posted to the school website.

Parents will have an open invitation to be a part of Croton Elementary's Parent Teacher Organization (PTO) and School Advisory Council (SAC) in order to stay informed as well as contribute to the creation of school wide goals to improve academic achievement.

All feedback collected through parent surveys and evaluations will be used to improve future programs, and will be submitted to the district office.

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: The district Parent Involvement Plan (PIP) brochure will be put in the youngest or only family member's backpack and will be available in both English and Spanish, as needed.

The school's PIP will be posted on the school website and hard copies, in both English and Spanish, will be available upon request.

Croton Elementary will provide, to the extent practical, information to parents in the native language. The Itinerant Teacher and staff members fluent in other languages are readily available to assist our non-English speaking families and will join conferences upon request. In addition, Spanish report cards and interim reports will be utilized with families as needed.

Croton Elementary will make necessary accommodations and provide opportunities for the participation of all parents. The school is handicapped equipped. The main building is utilized during events because it has handicapped parking spaces and ramps for wheelchair access. In addition, the main building has classrooms that allow for handicap access as well. Our restroom facilities accommodate individuals with disabilities. Croton utilizes microphones for the hearing impaired and doc cams during events. Finally, because Croton wants participation of all parents, the volunteer room has been moved to the main building.

Croton Elementary will utilize the new student distribution list for newly enrolled students to ensure that all information is provided to parents. We will also utilize the Title I distribution lists.

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	Tears and Cheers	1	21	Families learned about volunteer opportunities, the Title I, upcoming school events, and school procedures
2	Annual Meeting in Conjunction with Open House	1	367	Families learned about the Title I program, PBS, School Policies, expectations
3	Volunteer and Business Partner Orientation	1	33	Families and business partners received information on various opportunities to be involved with the school and assist in increasing academic achievement.
4	Orlando Science Center Night	1	85	Families participated in engaging science, hands-on activities that excite students about science.
5	Parent Leadership Team Meetings	6	2	Parents received information and strategies to bring back to their schools/families on how to improve student academic achievement and increase parent involvement from various experts.
6	Wow Science	1	41	Families participated in activities that taught strategies to use in the home to support science achievement.
7	Edline & School Newsletter	1	10	Parents were kept informed about ways to stay involved and assisted their children in increasing student achievement.
8	School Advisory Council	8	10	Parents were given opportunities as stakeholders to assist in the decision-making process in order to increase student academic achievement.
9	Science Fair Night	1	82	Participants learned strategies to support the scientific process.
10	Thinking Maps Training for Parents	1	4	Families learned four of the eight thinking maps to support their children at home.
11	Kindergarten Roundup	1	32	Future Croton families learned about Title I, school policies, and academic expectations.

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	Conferencing 101	1	49	Teachers and staff received training on how to increase attendance of parent conference and how to communicate effectively with parents.

2	Mentoring Program	5	10	New teachers and new teachers to the county received a mentor to support their needs.
3	Title I Contact Meeting	2	1	Contact received information and strategies to increase parent involvement and correlate activities to student achievement.
4	School Improvement Team Training	1	1	SAC chair will learn effective strategies for increasing student achievement & developing the required SAC plan. Strategies were shared with the SAC team.
5	Cultural Sensitivity Training	1	47	The faculty learned ways to promote cultural awareness in our school and helped provided ways to build connections with our school families.
6	Trauma Sensitivity Training	1	49	Teachers were trained on ways to work with students and families whom have experienced trauma in the home.

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 with small children and no daycare	Croton Elementary will provide free child care during our parent workshops when necessary.
2	Parents with limited English proficiency not understanding synervoice invitations or flyers sent home.	Croton Elementary provide translations of event flyers and newsletters to keep our ESOL population informed.
3	Working parents not able to attend events.	Croton Elementary will work to vary event times. Evaluations of events will assess times that meet working parent's schedules.

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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