

Chattahoochee Elementary School

I, Valencia Denson, 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 8101(39), 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 1116(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 1116 (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 school-wide program plan under section 1114(b)(2) [Section 1116(c)(3)];
- Conduct an evaluation of previous year's parent and family engagement and 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 1116(a)(2)(D) and (a)(2)(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 1116(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 1112(e)(1)(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 1112(e)(1)(B)(ii)];
- 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 1112(e)(1)(A)]: and
- Provide each parent, at the beginning of the school year, the right to request information regarding any State, or District policy, procedure, or parental right to opt the child out of such assessment.

Signature of Principal or Designee

Date Signed

2018-2019 Title I, Part A Parent and Family Engagement Plan

MISSION STATEMENT

CES strives to empower student(s) to discover their interests and develop the talents necessary to pursue their goals and dreams.

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 1116(b)(1), 1116(c)(3), and 1114(b)(2)]

Chattahoochee Elementary believes that parents should be involved and help make decisions concerning Title I. The School Advisory Council is responsible for developing, implementing, and evaluating the School Improvement Plan and Parental Involvement Plan. School Advisory Council is composed of 51% parents and 49% school and community members. All parents are given the opportunity to review the plan and offer their input prior to approval. During the SACS meeting, the council will decide how the funds will be used., Chattahoochee Elementary School will involve parents in all aspects of its Title I program. The School Advisory Committee (SAC) has the responsibility for developing, implementing, and evaluating the School Improvement Plan (SIP) and Parent Involvement Plan (PIP), now known as the Parent Family Engagement Plan (PFEP). The SAC is composed of 51% parents and 49% school and community members. During the first SAC meetings, Title I pamphlets are provided along with the Florida Standards. The school involves all parents in the discussions regarding how funds will be used by seeking parents' ideas and suggestions for the expending of the funds during the first meeting of SAC. Funds are allotted according to the different goals and trainings during the first semester of school. The SAC along with all other parents provide input into the development, implementation, and evaluation of the PFEP. The annual Title I parent meeting provides information to parents about Title I and their rights to be involved and be knowledgeable about the qualifications of the children's teachers and paraprofessionals. The meeting also informs parents about school and district grades, curriculum, school choice, and other assistances their child will receive by virtue of being in a Title I schoolwide program. Other parent meetings and expos are held throughout the school year especially to seek parent involvement and their input regarding how the school invests federal dollars in parent activities. During the monthly SAC meetings, input is solicited from Council members and all parents in attendance in regards to specific goals they have for the school and in decisions involving the use of parent involvement funds for parent activities to reach those goals, and how those goals relate to the development of the SIP. Parents are also surveyed at least once for Title I and again for 21st Century Community Learning Centers (CCLC) for their input on activities and expenditures for those activities that support the PFEP and parent activities.

ACCESSIBILITY

Describe how the school will provide opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school shares 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 1116(e)(5) and 1116(f)].

Chattahoochee Elementary will continually hold meetings where information will be presented about the Title I programs, curriculum, and academic assessment during the month of September. Parents will obtain information about the schoolwide programs, how to set up conferences with teachers, and will have opportunities to participate in decisions on these topics, they will receive a copy of the PFEP. Parents will obtain the parent handbook, which includes more detailed information.

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Parents will be able to visit the classrooms during these meetings. Teachers will provide additional information on the subjects they teach, home-school folders and how parents can help at home. Teachers will maintain sign-in sheets. Teachers will also prepare an information packet for all the parents that was not able to attend. Chattahoochee Elementary School provides full opportunities for participation in parental involvement activities to all parents, students, and community members. Memos and letters announcing various parental involvement activities are reviewed for ease of readability, translatability and to make certain all special populations are included. Accommodations are provided during parent activities for special populations. There is a close coordination between the school and the ESOL/EL/Migrant offices to blend activities into each other's plans, to provide appropriate services, and to ensure connections to service providers are made available to parents upon identified need. Translating machines with a Spanish translator are provided at all major parent meetings and will be available upon request for any other school or teacher parent activities. The school with the assistance of the district communicates to parents via the Skylert communication system, newsletters, flyers, school marquee, phone calls, news materials and trainings to help parents work with their children to improve their children academics achievement. Forums including Open House, SAC, Parent Teacher Association (PTA) meetings and Parent Expos are utilized to facilitate

CURRENT YEAR FOCUS BASED ON PARENT INPUT

Based on SAC input and review of parent surveys, the following will be addressed through processes and activities:

Chattahoochee Elementary will create a family friendly school and work to expand and enhance the school parent resource center to better accommodate parents and their needs. In addition, the school will work with the district parent resource center to help our parents with more resources and materials.

Building Capacity to Support Parents' Involvement in School

1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 4. Shall provide assistance to parents of children served to understand how to monitor child's progress., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.

Building Capacity Activity		Impact of Activity	
Improve Student Behavior*, Understanding the Florida Standards Assessment Student Report		Improve Student Attendance	Improve attendance by 1%
Person(s) Delivering Content		Person(s) Receiving Content	
Principal, Resource Teacher		All Parents, Teachers	
Timeline of Activity			
Calendar Timeframe		Time of Day	
First Quarter, Second Quarter, Third Quarter, Fourth Quarter		Afternoon (3:00pm-6:00pm), Day (11:00am-2:00pm), Morning (7:00am-10:30am)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Title I Annual Meeting, Professional Learning Community, School Advisory Council Meeting, Parent Training			
Communication Tools		Coordination with:	
Flyer or Invitation, Campus Display on Marquee, Skylert		Title I, Part A- Parent Involvement, Title III, Part A- ELL, Title IX Homeless Student Education, IDEA- Federal ESE	
Evidence of Activity		Reason for Activity	
Meeting/Training Sign-in Sheets, Meeting/Training Agenda, Meeting Minutes		To make parent aware of state assessments.	

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Building Capacity to Support Parents' Involvement in School		
2. Shall provide assistance to parents of children served to understand State and local assessments.		
Building Capacity Activity	Impact of Activity	
Florida Standards Assessment- English Language Arts, Florida Standards Assessment- Mathematics Grades 3-8, Understanding the Florida Standards Assessment Student Report, Understanding i-Ready Diagnostic Report	Improve English Language Arts Achievement	Improve by 5% in grades 3-5
Person(s) Delivering Content	Person(s) Receiving Content	
Principal, Resource Teacher	All Stakeholders, Parents of At-Risk Students	
Timeline of Activity		
Calendar Timeframe	Time of Day	
First Quarter	Morning (7:00am-10:30am), Day (11:00am-2:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
School Advisory Council Meeting, Title I Annual Meeting		
Communication Tools	Coordination with:	
Backpack, Campus Display on Marquee, Flyer or Invitation	Title I, Part A- Parent Involvement, Title IX Homeless Student Education, Title III, Part A- ELL, IDEA- Federal ESE	
Evidence of Activity	Reason for Activity	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting Minutes	Based on student data from last year, only 35% of our students are proficient in Reading.	
Building Capacity to Support Parents' Involvement in School		
3. Shall provide assistance to parents of children served to understand the requirements of Title I.		
Building Capacity Activity	Impact of Activity	
Provide Information on the Title I Program, Training developed in collaboration with parents to support parent involvement, data chats, School Advisory Council Meetings	Improve knowledge of the Title I Program	Improve parent participation by 1%
Person(s) Delivering Content	Person(s) Receiving Content	
Director of Federal Programs, Parent Services Team	All Stakeholders	
Timeline of Activity		
Calendar Timeframe	Time of Day	
First Quarter	Morning (7:00am-10:30am), Afternoon (3:00pm-6:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Title I Annual Meeting, Parent Training, School Advisory Council Meeting		
Communication Tools	Coordination with:	
School or District Website, Flyer or Invitation	Parent Involvement Resource Center, Title I, Part A- Parent Involvement	

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Evidence of Activity		Reason for Activity	
Meeting/Training Sign-in Sheets, Meeting/Training Agenda, Meeting Minutes		To make parents aware of the funding provided to the public schools with low-income families., To make parents aware of the funding provided to the public schools with low-income families and give them an opportunity for input.	
Building Capacity to Support Parents' Involvement in School			
4. Shall provide assistance to parents of children served to understand how to monitor child's progress.			
Building Capacity Activity		Impact of Activity	
Understanding Report Cards, Understanding i-Ready Diagnostic Report, Understanding the STAR Diagnostic, Understanding the Florida Standards Assessment Student Report		Improve Student Attendance	Improve attendance by 1%
Person(s) Delivering Content		Person(s) Receiving Content	
Principal, Resource Teacher		All Parents, Teachers	
Timeline of Activity			
Calendar Timeframe		Time of Day	
Second Quarter		Afternoon (3:00pm-6:00pm), Day (11:00am-2:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Parent / Teacher Conference, Data chat meetings, Parent Training			
Communication Tools		Coordination with:	
Backpack		Title I, Part A- Parent Involvement, Title III, Part A- ELL, IDEA- Fe	
Evidence of Activity		Reason for Activity	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting Minutes		Provide parents with information that they can use to understand how their child is performing in his/her academic courses.	
Building Capacity to Support Parents' Involvement in School			
5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.			
Building Capacity Activity		Impact of Activity	
Understanding i-Ready Diagnostic Report, Understanding the Florida Standards Assessment Student Report		Improve English Language Arts Achievement	Improve by 5% in grades 3-5
Person(s) Delivering Content		Person(s) Receiving Content	
Principal, Resource Teacher		All Parents	
Timeline of Activity			
Calendar Timeframe		Time of Day	
Second Quarter		Morning (7:00am-10:30am), Day (11:00am-2:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Parent / Teacher Conference, Parent Training			

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Communication Tools		Coordination with:	
Skylert, Flyer or Invitation, Email		Title II, Part A- Staff Training	
Evidence of Activity		Reason for Activity	
Meeting/Training Sign-in Sheets, Meeting/Training Agenda, Meeting Minutes		To show parents their child's strengths and areas of need down to the sub-skill level. This report help pinpoint the area of target.	
Building Capacity to Support Parents' Involvement in School			
6. Shall provide training to teachers, specialized instructional support personnel, principals, other school leaders, and other staff, with the assistance of parents in the value and utility of contributions of parents, or how to reach out to, communicate with, and work with parents as equal partners, or building ties between parents and the school.			
Building Capacity Activity		Impact of Activity	
Training module on building tie between parents and the school, Training developed in collaboration with parents to support parent involvement		Improve Parent Participation Rates	Improve parent participation by 1%
Person(s) Delivering Content		Person(s) Receiving Content	
Principal, Resource Teacher		All Parents, Teachers, Specialized Instructional Support Personnel, School Administrators	
Timeline of Activity			
Calendar Timeframe		Time of Day	
Third Quarter		Morning (7:00am-10:30am), Day (11:00am-2:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Parent Training, Online Self-guided Training			
Communication Tools		Coordination with:	
Flyer or Invitation, Email		Title II, Part A- Staff Training, Title I, Part A- Parent Involvement, IDEA- Federal ESE, Title IXHomeless Student Education, Early Learning Coalition	
Evidence of Activity		Reason for Activity	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting Minutes		Identify how perceptions effect reality and identify barriers and possible solutions to parental participation.	
Building Capacity to Support Parents' Involvement in School			
7. Shall provide training to teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents in how to reach out to, communicate with, and work with parents as equal partners.			
Building Capacity Activity		Impact of Activity	
Training module on communicating with parents or diverse populations, Training developed in collaboration with parents to support parent involvement		Improve parent satisfaction, Improve Parent Participation Rates	Improve parent participation by 1%
Person(s) Delivering Content		Person(s) Receiving Content	
Principal, Resource Teacher		Teachers	
Timeline of Activity			
Calendar Timeframe		Time of Day	
First Quarter		Day (11:00am-2:00pm), Morning (7:00am-10:30am)	

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METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Staff Training		
Communication Tools	Coordination with:	
Email, School or District Website, Campus Display on Marquee	Title II, Part A- Staff Training, Title III, Part A- ELL	
Evidence of Activity	Reason for Activity	
Meeting/Training Agenda, Meeting Minutes, Meeting/Training Sign-in Sheets	Create parent friendly notices and create a list of the required parent notifications.	
Building Capacity to Support Parents' Involvement in School		
8. Shall provide training to teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents in building ties between parents and the school.		
Building Capacity Activity	Impact of Activity	
Training module on building tie between parents and the school, Training module on parent value and contributions	Improve parent involvement program	Improve parent participation by 1%
Person(s) Delivering Content	Person(s) Receiving Content	
School Advisory Council Chair, Principal	All Stakeholders	
Timeline of Activity		
Calendar Timeframe	Time of Day	
Third Quarter	Afternoon (3:00pm-6:00pm), Evening (6:00pm-8:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
School Advisory Council Meeting, Parent Training		
Communication Tools	Coordination with:	
Skylert, Campus Display on Marquee, Flyer or Invitation	All Federal, State and Local resources coordinate to support	
Evidence of Activity	Reason for Activity	
Meeting/Training Sign-in Sheets, Meeting/Training Agenda, Meeting Minutes	Parents and teachers each have important roles in advancing a child's success. To make sure they both have the same goals in mind.	
Building Capacity to Support Parents' Involvement in School		
9. May pay reasonable and necessary expenses associated with local parental involvement activities to enable parents to participate in school-related meetings and training sessions.		
Building Capacity Activity	Impact of Activity	
Provide childcare at activity to eliminate barriers to greater participation, Provide other resources that eliminate barriers to greater participation	Improve Parent Participation Rates	Improve parent participation by 1%
Person(s) Delivering Content	Person(s) Receiving Content	
Resource Teacher	All Parents	

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Timeline of Activity		
Calendar Timeframe	Time of Day	
Second Quarter	Morning (7:00am-10:30am), Afternoon (3:00pm-6:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Professional Learning Community, Annual parent input training		
Communication Tools	Coordination with:	
Backpack, Campus Display on Marquee, Flyer or Invitation	Parent Involvement Resource Center, Title I, Part A- Parent Involvement	
Evidence of Activity	Reason for Activity	
Meeting/Training Sign-in Sheets	Parents will be able to attend meetings.	
Building Capacity to Support Parents' Involvement in School		
13. May establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I Parent Involvement.		
Building Capacity Activity	Impact of Activity	
Training module on building tie between parents and the school, Provide information on Parent Engagement and Educational Programs	Improve parent involvement program	Improve parent participation by 1%
Person(s) Delivering Content	Person(s) Receiving Content	
Principal, Parent Services Team	All Parents	
Timeline of Activity		
Calendar Timeframe	Time of Day	
Second Quarter	Afternoon (3:00pm-6:00pm), Morning (7:00am-10:30am)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Parent Training		
Communication Tools	Coordination with:	
Flyer or Invitation, Skylert, School or District Website	Parent Involvement Resource Center, Title I, Part A- Parent Involvement	
Evidence of Activity	Reason for Activity	
Meeting/Training Handouts, Meeting/Training Agenda, Meeting Minutes	To assist in the annual preparation and evaluation of the school improvement plan and in the school's annual budget.	
EVALUATION OF PREVIOUS YEAR'S IMPLEMENTATION		
1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 4. Shall provide assistance to parents of children served to understand how to monitor child's progress., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.		
ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Building communication between home and school	8	125

2018-2019 Title I, Part A Parent and Family Engagement Plan

ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
Increase parent and school involvement	Attendance and performance improved marginally	
BUILDING CAPACITY ADDRESSED		
1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.		
ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Face to Face meetings	4	75
ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
To make parents aware of the importance of an education and to provide grade level	Parents know the importance of the standards and how they build upon each other from grade level to grade level	
BUILDING CAPACITY ADDRESSED		
13. May establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I Parent Involvement.		
ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
School Advisory Council Meetings	4	75
ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
Increase parent and school involvement	The school will be able to correlate parent involvement with student achievement., The school will be able to correlate parent involvement with student achievement.	
BUILDING CAPACITY ADDRESSED		
2. Shall provide assistance to parents of children served to understand State and local assessments.		
ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Parent Expos	3	50
ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
Increase proficiency	Marginal attendance and academic improvement, Some attendance and academic improvement	
Activities Not Implemented		
none		