

CASSELBERRY ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Sharon Stanley , 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: Casselberry Elementary is committed to involving parents in the policies and programs of our school because we know that parental involvement aids in the achievement of our children. We strive to provide programs that enhance the academic, social and behavioral growth of our students and emphasize life long lessons for our children.

The actual mission statement of our school is:

Through partnership of school, community and family, Casselberry Elementary School will provide a positive, motivating and safe environment, where the potential of each child is developed; equipping them with the skills necessary to: Take Confident Steps Toward the Future!

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: Our SAC and PTSA committees have parents on their boards that review our policies, procedures and budgets on a monthly basis. All parents are welcomed to these meetings. We also ask that an evaluation be completed by all parents after a Title One program, whether it be Data and Donut breakfasts, Reading on the Lawns with Mom/Dad, or Parent Engagement Nights so we may get their feedback and improve our future programs to meet their needs. Several times throughout the year we send out surveys to parents to obtain their input on how to improve our current programs and get ideas on what other activities they would like to see offered.

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	Parent Engagement Programs	Fourteen times a year we have Parent Engagement programs for all parents where they can actively participate with their child in hands on activities and learn skills to work with them at home for academic achievement.
2	Title I BackPack to Kid Program	In this program, three times a year parents of our kindergarteners, first and ESOL students meet and learn reading strategies to read with their children at home.
3	Public VPK	Casselberry Elementary offers a half day and whole day pre-K program for community students.

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 I Parent Meeting	Principal , Asst. Principal and Title I Liaison	Fall 2016 (Sept. 28, 2016)	Agenda, Sign In Sheets, # of attendees and parent surveys

2	Annual Title I Parent Meeting	Principal, Asst. Principal and Title I Family Liaison	Spring 2016	Agenda, sign in sheets, # of attendees and parent surveys
3	SAC meetings	Principal and SAC members	September 2016, and monthly throughout the year	Agenda, Sign In Sheets, Number of attendees
4	Title I meetings	Four Team Seminole meetings a year	9/2016 to 5/2017	Agenda, attendance sign in

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: Parent conferences are offered daily in the mornings before school, as are our Donuts and Data meetings, and Reading with Mom or Dad On the Lawn are in the middle of the day during a students lunch time. Parent/Teacher Conferences are offered after school in the mid afternoon as well. Administration, guidance counselors and a behavior specialist are available before, during and after school for conferences, concerns or emergencies. Most Title One programs are in the early evening so parents can get home at a reasonable hour for bedtime. Transportation is offered to parents who have no way to attend conferences and programs, dinner and baby-sitting are available as well. Home visits are made if necessary or late afternoon parent conferences can be scheduled if that is the only time we can talk to parents.

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	Donuts and Data Breakfasts School provides breakfast / theme for parents to discuss and review their child's progress and data supporting it with the teacher present and administration available if needed	Title I liaison, teachers and administration	increased involvement of parents results in increased student achievement, helping with homework and particularly the new math skills	Twice per year (August 2016-May 2017)	Attendance, Parent Feedback on surveys
2	Reading on the Lawn with Mom/Dad School provides dessert for moms/dads while they eat lunch and read with their children	Title I liaison administration	Mom/Dad will learn strategies to work with their children on reading skills	Twice per year (September 2016-May 2017)	Survey/Parent feedback, attendance
3	Back Pack Program-school provides	Reading Specialist and k/1	Training for reading and practice of reading	Twice per year (August	Parent Surveys, attendance

	backpacks of books and training of parents to help their children with reading skills. Dinner and babysitting is available.	and ESOL teachers	at home helps children learn to love and read books, improving scores	2016-May 2017)	
4	Annual Science Night	Orlando Science Center and assorted teachers	Practice with experimentation done by child and parents encourages learning, fun and a joy in seeing the end result, sparking an interest in Science	Spring 2017	parent feedback, surveys, attendance
5	All in the Family Nights	Reading and Math coaches, Family Liaison, Administration, PTSA and teachers	increased involvement of parents with students and learning how to help their child at home	Sept. 2016-May 2017	parent feedback, surveys, attendance
6	Grandparents Coffee	Title I Liaison, teachers	Increased involvement of grandparents in their grandchild's learning	September 2016	parent survey, parent grandparent feedback, surveys
7	Teach In	Title I liaison, teachers, administration, coaches	Increased involvement in parent's teaching to students	November 2016	parent feedback and parent surveys
8	Walk to School Day and Vital Vehicle Day	Special area teachers	Increased Involvement of Parents with their children to learn about the community	November 2016	parent feedback and parent survey and comments as well as participation
9	Panda Pride Night	Reading and Math Coaches	Increased awareness of parents as to how to help their child with learning math and practicing reading comprehension	March 2017	parent participation and parent survey

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 on how to communicate effectively with parents	Assistant principal	Training teachers how to incorporate parents into the education of their children and how to help their child achieve	Twice per year (August 2016-May 2017)	Staff feedback, parent surveys
2	Inservice: Seven Habits and how it can help with	Leadership Team and administration	Training in the progress monitoring of Leadership Qualities and how to	October 2016	staff feedback through surveys

	communication of kids and parents		incorporate these values in our teaching of students and parents		
3	Bullying Workshop	social worker, Behavior Specialist, Sheriff Deputy	Teaching the definition of a bully and how it affects the victim and others, teaching parents how to help their child not to be a victim	once a year 2016	staff surveys
4	Mindset Presentation	guidance counselor	Helping teachers see how their mindset affects a student and their learning	beginning of the school year 2016	teacher feedback, survey
5	Staff training on Title I and programs	Title I liaison, administration	Helping teachers to see how funding is affected by socioeconomic standing	Pre-planning 2016	teacher feedback, surveys
6	Math and Reading Training/ Data for Teachers	Math and Reading Coaches	Giving skills to teachers for teaching these subjects to students and parents	Sept. 2016 to May 2017	teacher feedback, surveys
7	Truancy Training	Social Worker, Guidance	Helping staff to address this issue with parents to help their children	August 2016	teacher feedback and surveys
8	Positive School Environment	Title I Liaison	Helping staff keep up moral when working with parents and students	April 2017	teacher feedback and surveys
9	E Campus Training	Media Specialist	Familiarizing the staff with E Campus so they can use it	August 2016	teacher feedback and survey
10	I Ready Training	Math and Reading Coaches	Familiarizing the staff with I Ready and how to pull reports	August 2016	teacher feedback and survey
11	ESE Training for Gen. Ed. Teachers	ESE Teachers	Building relationships with gen. ed. students and ESE students	November 2016	teacher feedback and survey
12	Understanding Class Dojo	Behavior Specialist	Aquainting the teachers with Class Dojo and how to use it effectively	October 2016	teacher feedback and survey
13	Behavior Strategies	Behavior Specialist	Reviewing and studying behavior interventions that can be used in the classroom	September 2016	teacher feedback and survey
14	Differentiating Materials	Classroom Teacher 3rd grade	Review of how and why we differentiate	December 2016	teacher feedback and survey
15	Data Collection	MTSS Team/PBS Team	Ideas and review of data points and how to enter them in Ed Insight	September 2016	teacher feedback and survey
16	Science Ideas	Science	ideas presented to teachers they can use in the classroom	February 2017	teacher feedback and survey
17	Math Manipulatives	Math Coach	ideas for teachers to us in their classroom	March 2017	teacher feedback and survey
18	Reading Framework	Reading Coach	ideas for teachers to use with their classroom	January 2017	Teacher feedback and survey

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: We have a Parent Resource Center, a food pantry and a clothes closet available to our families and community. We have a monthly Parent Engagement activities for our children and their parents, with educational ideas presented to help parents work with their children at home. We send home flyers, letters and a monthly newsletter that give tips to our parents and will alert them of the services and events we offer as well as our marquee reflects activities for the students and parents to attend. The person responsible is the Title I liaison and staff members with administration. Parents are surveyed several times a year on their thoughts and ideas on our services here at school as well as via mail so we can get a well rounded idea of where to expand and what to offer as help. All of our Family Engagement activities are well received and well attended, as well as our Care Cabin is used by hundreds of people monthly. We average 100 to 400 people attending our activities.

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: A school calendar is given to parents at the beginning of the year so they can plan ahead to attend events. We start very early in the school year to have meetings and events so parents are well informed of what the school year holds for them and their children. The curriculum at our school is explained and on display at curriculum nights and open houses for parents to peruse. Academic success, individual grades and achievement of students are discussed year round in parent/teacher conferences. Many of our teachers use class dojo so parents can see daily how their child is doing in school. Regular meetings can be set up with guidance or the behavior specialist for students who require specific help or for parents who need ideas or advice to help their children succeed. If necessary, parents can request and meet with a team of professionals to determine the best course of action to meet their child's needs. SAC and PTSA meetings occur monthly and those boards are open to any parents wanting to volunteer. Parents are able to reach teachers and have conferences as well as get information past the normal 8 to 4 daily hours of school. Communication blasts are sent out via the phone or text to let parents know of important dates or matters. Our doors are always open and we are very accessible to our families and parents as a resource to help their many needs.

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: All parents, whether their child has a disability, is an ESOL student or speaks a foreign language, are invited to attend and participate in all programs provided by Casselberry Elementary. If need be, we can provide sign language or other interpreters to make sure each parent understands the material and programs provided by the school. Written flyers or pamphlets are provided in Spanish or other foreign languages if needed. We do not discriminate against any child or parent in any way, and open our doors to all. With the addition of a new Assistant Principal, we now have a bi-lingual administrator that adds to our ability to communicate with our parents. Our students are

exposed to Spanish classes once every two weeks for all grade levels so communication is easier for all. We have taught sign language to our students during Clubs who in turn can teach it to their parent as well. Our school newsletter goes out monthly, we have automated voice messages to parents, and our school marquee puts events up regularly in an effort to reach as many parents as possible to come and participate at and with our school and their children.

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	Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];and	Parent surveys	Title I Liaison	By providing input, parents are becoming involved and there is a direct correlation between parental involvement and student achievement	Twice a year (August 2016-May 2017)
2	Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and	Back pack program, Reading on the Lawn	Title I Liaison	Parents engaging in fun, hands-on literacy activities will increase student achievement	3 times per year (August 2016-May 2017)
3	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	PTSA and SAC meetings	Administration, Title I liaison	Parents will acquire networking skills to increase the involvement of other parents at the school.	6 times per year (August 2016 - May 2017)
4	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with	The schools accommodates parents by holding meetings at various times throughout the day	Teachers, guidance, behavior specialist, administration	Flexible scheduling allows parents to become more involved and there is a direct correlation between parental involvement and student achievement	4 time per year (August 2016-May 2017)

	participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];				
5	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	Providing multiple opportunities for Parental Involvement	Reading specialist, Title I Liasion, administration	Increased opportunities for participation allows parents to become more involved and there is a direct correlation between parental involvement and student achievement	8 times per year (August 2016-May 2017)
6	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Multiple community partners, Active and ongoing building of community partnerships	Title I Liasion, teachers and administration	Increased community support leads to increased parental involvement which directly correlates with student achievement	3 times per year (August 2016-May 2017)

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	08/08/15 - Kindergarten Parent Information Night	1	125	Increased parent involvement increases student achievement
2	09/04/15 - Grandparents' Breakfast	1	451	Increased parent involvement increases student achievement
3	10/03/15- Parent Advisory Team Meeting/Common Core for Parents	1	20	Increased parent involvement increases student achievement
4	10/08/15 - Reading on the Lawn with Mom	1	540	Increased parent involvement increases student achievement
5	11/12/15 Parent to Kid Backpack Night	1	20	Increased parent involvement increases student achievement
6	11/11/15 - Veteran's Day Program	1	110	Increased parent involvement increases student achievement
7	12/11/15 -Donuts with Dad	1	501	Increased parent involvement increases student achievement
8	1/22/16 - Muffins with Mom	1	401	Increased parent involvement increases student achievement
9	02/11/16 - Parent to Kid Back Pack Night	1	20	Increased parent involvement increases student achievement
10	02/25/16 - Student Lead Conferences	1	110	Increased parent involvement increases student achievement
11	04/19/16 - Donuts and Data	1	51	Increased parent involvement increases student achievement
12	05/06/16 - Reading on the Lawn with Dad	1	351	Increased parent involvement increases student achievement
13	05/19/16 - Parent to Kid Back Pack Night	1	42	Increased parent involvement increases student achievement

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	How to Communicate with Parents	1	75	Substantial, working together with parents aids in achievement of students
2	Explanation of Exceptionalities	1	76	Substantial, understanding how children are different and what parents live with helps teachers deal with families and students
3	Mental Health Issues of our Students	1	82	Substantial, helping teachers to help parents to help
4	What is PBS and it's functions for schools	1	74	Substantial, teaching teachers they have a support system with their students
5	Math and Science Updates	1	78	Substantial, teachers learn hands-on activities to help students with the new math and science initiatives
6	How to teach in a Leadership School	1	73	Substantial, review of the Habits and how they affect us and the expectations of our children and how to relate this to parents
7	Truancy Issues	1	76	Substantial, helping teachers to deal with truancy in parent conferences and explain the effect it has on student achievement
8	Teaching the New Math	1	78	Substantial, helping teachers to deal with the new way to teach math

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	Transportation (Economically Disadvantaged)	Give enough notice to families so they can arrange someone to bring them to the meetings or events, and have events at different times of the day so parents can get here for them
2	Language (ELL)	Provide a translator, or info. in spanish or other language
3	Transiency of families	we give parents resources for help in the community so wherever they go they can get the help they need for their children
4	financially is too expensive to drive here	we have gas cards we give to families to attend events

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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