

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

I, Tim Keiffer, 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)].

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Signature of Principal or Designee

Date Signed

### Mission Statement

Parental Involvement Mission Statement (Optional)

**Response:** Callaway Elementary School is dedicated to developing a nurturing community that fosters academic excellence, skills, and character.

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### 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:** Callaway Elementary School believes in involving parents in all aspects of its Title I programs. The SAC has the responsibility for providing input into the development, implementation and evaluation of the various school level plans, including the SIP and the PIP. Parents are notified in a timely manner of upcoming SAC/PTO meetings through the CES website, newsletters, and fliers. SAC members are elected as voting members following SAC guidelines as directed by the State. All parents were given the opportunity to review the plans and to offer their input prior to approval. For the PIP, parents were given the opportunity through the Climate Survey and the Title I Annual Parent Survey to give their input on activities, training, and materials they needed to help their child. Results of the surveys were reviewed by the SAC to determine needed changes. During SAC meetings when PIP and SIP are discussed, the committee will decide, with input from parents how the parental involvement funds will be used. Kim Sandoval, Parent Liaison is responsible for documentation collection.

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## 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	Homeless Education and other community agencies	Agencies will be invited to provide information to both teachers and parents as appropriate throughout the school year.
2	Exceptional Student Education	ESE provides parent workshops and newsletters to assist parents in working with their children both at home and within the school system. Supplemental instructional support provided by Title I will be discussed with parents during the development of IEP's.
3	VPK / Area Preschools	VPK / Area Preschools Parents of students will be invited to participate in transition activities with kindergarten.
4	Title III, Part A	ELL/Coordinate with Title I, Part A for parent involvement meetings. Translator provided (as feasible).
5	Title II	Title I coordinates Staff Development with Title II.
6	Middle School Transition	Coordinate with zoned school to schedule a brief orientation and school tour for transitioning students. Send home parent information on transitioning strategies.

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## 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	Develop agenda, handouts and/or presentation materials to address required components	Parent Coordinator	September	Copies of agenda, handouts, PowerPoint presentation

2	Develop and disseminate invitations to Annual Meeting offered during and afterschool times	Parent Coordinator	September	Copies of flyer/invitation with date of dissemination
3	Advertise/publicize annual meeting	Parent Coordinator	September	Copies of publicity (flyers, newsletter, announcement sent to district office, etc.)
4	Develop sign-in sheets and parent evaluation forms for annual meeting	Parent Coordinator	September	Sign-in sheets for meeting and individual classrooms; evaluations
5	Maintain documentation	Parent Coordinator	August/September	Title I documentation kept in AA's office with a copy given to District Title I RT
6	Remind parents using the IRIS alert automated phone call system of the annual meeting	Principal	September	Copy of IRIS alert

## 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 leadership and staff of Callaway Elementary School have a strong belief in the importance of parental involvement and so offer meetings at a variety of times to accommodate the schedules of parents. Parent survey data indicated this was a need and survey data was used to help determine the most convenient times for parents to attend meetings. SAC and PTO meetings will be held in the evening, after school. Workshops and other parent meetings will be scheduled during the evening hours or during school hours at parent request. In an effort to offer access to information to parents who cannot attend any of these meetings, Callaway has upgraded their school website to include information and handouts from these meetings. Additionally, the school newsletter will contain information about the meetings and hard copies of handouts will be available to be viewed in the school front office in the Title I notebook.

## 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	Title I Annual Meeting – State developed PowerPoint presentation	Principal and/or Title I Resource Person	Informed parents contribute to student success	September	Sign-in sheets and evaluation data
2	Open House – Each teacher provides	Classroom Teachers	Provide information to parents on expectations	September	Classroom sign-in sheets

	expectations of student achievement and how parents can support at home		and how they can help their children at home.		
3	English Language Arts, Math, and/or Science training where parents are given specific skills and strategies for student success and how parents can support at home	Teacher Volunteers, Parent Liaison, Title I Resource	Provide information to parents on expectations and how they can help their children	Quarterly or more often during the school year	Sign-in sheets and evaluation data
4	Provide parent leadership opportunities through SAC and PTO meetings	Principal, SAC chair, and PTO chair	Increase the level of involvement of parents to become active in the decisions made at the school	Monthly	Agendas, meeting notes, and sign-in sheets
5	Publish Newsletter-provide information to parents regarding strategies for success, assessment information, Title I information, etc.	Principal or Parent Liaison	Informed parents contribute to student success	Quarterly or more often	Copies of newsletters
6	Distribute FSA and other assessment results and report cards; progress reports available through Parent portal. Parents may contact the school for hard copy if no Internet access is available	Principal	Provide information on their child's current level of achievement	FSA annually, progress and report cards quarterly	District calendar noting assessment, report card, and grade notice dates
7	Parent/Teacher conferences to discuss student performance and behavior data and how parents can assist children at home	Teachers	Provide information on their child's current level and how parents can help child at home	As requested by parents or teachers	Parent conference schedules and sign-in sheets
8	PBS activities	Administrative Assistant, PBS Committee, Parent Liaison	Increase the level of involvement of parents celebrating the positive behaviors of students thus decreasing the negative behaviors and increasing time in class	Quarterly	Copies of detention sign-in sheet
9	Parenting Classes	Parent Liaison	Provide parents with strategies to work at home with their students on behavior and academics	Fall 2015	Copies of parent sign in sheets
10	Student Led Conferences	Teachers	Students and Parents will create academic/behavior goals based on current data with help from the teacher	1st Semester/2nd Semester	Copies of parent sign in sheet &/or sample goal sheets
11	Reading with Kindergarteners	Parent Liaison/Media	Parents will show support and	March	Copies of parent sign in sheet,

		Specialist	encouragement of their student's reading achievement		invitation flier
12	CES Website	Assistant Administrator	Informed parents contribute to student success	Monthly or more often as needed	Print outs
13	BDS School App	Assistant Administrator	Informed parents contribute to student success	Monthly or more often as needed	Print outs

## 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	Module I: The Importance of Parent Involvement	Principal, Title I and other District Personnel	Parent Involvement impacts student achievement	Faculty meetings	Sign-in Sheets
2	Module II: Building Ties Between Home and School	Principal, Title I and other District Personnel	Parent Involvement impacts student achievement	Faculty meetings	Sign-in Sheets
3	Module III: Implementation/Coordination of PI Programs	Principal, Title I and other District Personnel	Parent Involvement impacts student achievement	Faculty meetings	Sign-in Sheets
4	Module IV: Communicating and Working With Parents	Principal, Title I and other District Personnel	Parent Involvement impacts student achievement	Faculty meetings	Sign-in Sheets
5	Book study: Engaging Students with Poverty in Mind by Eric Jensen	Cinda Trexler	Participating teachers and administration will learn practical strategies for raising achievement	PLC Monday Meetings	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:** Callaway Elementary has a school parent resource center staffed with a parent liaison to address parent training needs and requests. The parent resource center is available daily. Training will be as needed and will be scheduled to fit parent schedules. The PL will be responsible for organizing and scheduling. Additionally, a Title I notebook containing important information for parents can be viewed in the school front office for easy parent inspection. This notebook is available throughout the year and the Parent Liaison is responsible for updating. Informational brochures are available for parents throughout the year. Sign-in sheets and Title I notebook log will be used to determine the effectiveness of the 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:** At the annual meeting of parents in September, Callaway Elementary School will hold a general meeting where information will be presented about the Title I program, curriculum and academic assessment. This meeting will be held twice, both during and after school hours so that all parents had the opportunity to attend. Parents will learn about the schoolwide program and about opportunities to participate in decisions related to the education of their child. Parents will be given an over view of the PIP and other information including websites and ways to assist their child at home. During classroom visits, teachers will provide additional information relating to their classroom and subject matter. Teachers will maintain sign-in sheets and provide a copy for documentation. The notebook log in the front office will be maintained to document when parents requested and received information. Informational packets for parents who were unable to attend the annual meeting will be available in the school office. Additionally, throughout the year, parents receive information through a variety of media such as the school newsletter; school and district websites; teacher communication; distribution of report cards, progress reports and other assessment data; and through a variety of parent workshops and parent conferences.

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## 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:** Callaway Elementary School will take the necessary steps to ensure that communications for all parents are in a format and to the extent practical, in a language parents can understand. Materials will be translated when feasible and/or requested by parents to ensure all parents have the opportunity to participate in the education of their child. Should interpreters be needed at workshops or meetings, one will be provided to the extent practical and for a language parents can understand. Bay District employs a Spanish speaking parent liaison who is available to translate. Title III offers additional translation services. Spanish, Russian, Chinese, and Vietnamese are predominant requests for translations, although other languages are available. Sign language is also available. All buildings are handicap accessible. All parents may request auxiliary aids and services of their choice such as sign language, Braille, etc. to ensure meaningful participation by informing the school of this need when enrolling a student or by phone call, e-mail or letter to the Principal. Additionally, parents can request services on any workshop evaluation form. All requests for services will be kept for documentation purposes.

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## 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

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## Upload Evidence of Input from Parents

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

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## 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](#)

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## 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](#)

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## **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.

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	Family ELA, Math, & Science Nights - Parents are given specific skills and strategies for success	3	138	Increase in growth on the 2014 FCAT due to parents being informed about the standards tested
2	PBS Monthly Activities	18	5550	Increase the level of involvement of parents to become active in the decisions made at the school
3	Title 1 Annual Meeting - State developed PowerPoint presentation	2	10	increase in parent involvement which will increase student grades
4	Open house - Each teacher provides expectations of student achievement and how parents can support	1	224	Increase the level of involvement of parents to become active in the decisions made at the school
5	Provide parent leadership opportunities through SAC and PTO meetings	9	93	Informed parents contribute to student success
6	Publish Newsletter - provide information to parents regarding strategies for success, assessment, etc	19	10640	increase in parent knowledge which will increase student grades
7	Distribute FSA, FCAT and other assessment results, grade notices, and report cards	9	2257	increase in parent knowledge which will increase student grades
8	Parent/Teacher Conferences to discuss student performance & behavior data & how parents can assist	1301	1301	increase in parent knowledge which will increase student grades

### **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)].

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	Bullying Training	1	45	Teachers will better identify behaviors to keep more students in the classroom therefore increasing grades in all academic areas
2	Focus/Parent Portal	1	6	All academic areas will increase due to the better communication to parents



3	Module I: The Importance of Parent Involvement	1	12	All academic areas will increase due to the better understanding of title I schools/communities
4	Module II: Building Ties Between Home and School	1	12	All academic areas will increase due to the better understanding of title I schools/communities
5	Module III: Implementation/Coordination of PI programs	1	12	All academic areas will increase due to the better understanding of title I schools/communities
6	Module IV: Communicating and Working with Parents	1	12	All academic areas will increase due to the better understanding of title I schools/communities

## 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	Parent Schedules for all sub-groups	School will offer assistance to parents to assist with meeting scheduling needs including offering a variety of times for parent involvement activities when possible. A copy of the flyer and materials for the event will be in the Front Office for viewing. When requested, a copy of the events materials will be sent home to the parents by backpack. Parental Involvement materials can be viewed on the school website.
2	Limited English proficiency of parents of ESOL students	School will offer assistance by providing a Spanish version or translator when possible.
3	Child Care	Callaway's parental involvement activities are child friendly and siblings are welcomed
4	Transportation	Callaway will offer a variety of times for parent involvement activities when possible. A copy of the flyer and materials for the event will be in the Front Office for viewing. When requested, a copy of the events materials will be sent home to the parents by backpack. Parental Involvement materials can be viewed on the school website.

## 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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