## 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)].

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| **Signature of Principal or Designee** | Date Signed |

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **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 [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

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| **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 All Pro- Dad's breakfasts, Reading on the Lawns with Moms, or Parent Participation 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. We also survey our 21st Century parents regularly for parental input about our programs. |

**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)].

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| **count** | **Program** | **Coordination** |
| 1 | Parent Involvement Programs | Eight 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. |
| 2 | Title I | In our Backpack to Kid program, three times a year, we have kindergarteners, 1st graders and our ESOL parents learn and participate in activities that strengthen reading skills that can be used at home and school. Each visit provides a backpack full of new books for the children and their parents reading pleasure and the meeting nights provide strategies that teach parents how to work with their children on reading skills. |
| 3 | 21st Century Community Learning Centers | Six times a year, 21st parents and children are invited to share ideas and learn new skills to work with their children at home. |
| 4 | Family Fun Day | Once a year we have a Family Fun Day and the whole school is invited to participate in cake walks, fitness courses, reading challenges and fun games with fellowship and learning highlighted for social and academic growth. |
| 5 | Grandparents Breakfast | Once a year we have a grandparents Breakfast where we ask grandparents to come for breakfast with their grandchildren and then find a shady spot and read together as grandparents are teachers too. |
| 6 | Annual Christmas Party | Our school teams up with Casselberry Kidz and other community resources and have a Christmas party for our families. The giving includes books and academic games so learning is stressed for parents and children to work on together at home.to fortify their academics at school. |
| 7 | Care Cabin | Our school has a Care Cabin that has fresh food and clothing available to any of our families who wish to comeand take advantage of it. We promote parental involvement of parents in helping out in the Cabin volunteering as they learn facts on healthy eating and meal preparation. |
| 8 | Annual Science Night | Each year the Orlando Science Center comes out and provides a Science Night for our parents and families with hands on experiments that require the parents to participate and work with their children. These ideas can be done at home as well and parents are encouraged to explore with their children. |
| 9 | All Pro Dad Breakfasts | Four times a year we have breakfast with Dad and have a quest speaker talk with them about the importance of family and how a dad can influence his children to be good citizens. |
| 10 | Reading on the Lawn with Mom | Four times a year we invite moms and other family members to come and enjoy lunch with their children and read with them to promote the benefit of reading with their child daily. |

**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)].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Prepare Sign In sheets and speakers for the dissemination of information | Principal and Title I Liaison | Fall 2015 | Agenda, Sign In Sheets, Number of attendees |
| 2 | Prepare Agenda and PowerPoint Presentation | Principal and Title I Liaison | Fall 2015 | Agenda, Sign In Sheets, Number of attendeesSchool newsletter, marquee and school letter invites parents |
| 3 | Send out notification to parents inviting them to attend the meeting | Principal and Title I Liaison | Fall 2015 | Agenda, Sign In Sheets, Number of attendees |
| 4 | 21st Century Parent Meeting | Lead Teacher, Principal | Fall 2015 | Agenda, sign in sheets, enrollment of our program is 25 children over the stated number and the waiting list has 25 names on it. |
| 5 | Annual Title I Meeting | Principal and Title I Liaison | Fall 2015 | Agenda, sign in sheets, enrollment of our program is 25 children over the stated number and the waiting list has 25 names on it. |
| 6 | Annual Title I Meeting | Principal and Title I Liaison | Spring 2015 | Agenda, sign in sheets |

**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)].

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| **Response:** Parent conferences are offered daily in the mornings before school, as are our Dad's or Mother's breakfasts, and Reading with Mom or Dad are at noon. 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.21st Century is open until 6:00 p.m., so conferences can be held in the late afternoon as well. |

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | All Pro Dad’s Breakfasts School provides breakfast / theme for dad to discuss and problem | Title I liaison, teachers and administration | increased involvement of fathers results in increased student achievement | Twice per year (August 2015-May 2016) | Attendance, Parent Feedback |
| 2 | Reading on the Lawn with Moms School provides dessert for moms /children | Title I liaison administration | Moms will learn strategies to work with their children to communicate and problem-solve | Twice per year (August 2015-May 2016) | Survey/Evaluation form |
| 3 | Parent Involvement Nights and Back Pack program School provides dinner, babysitting and program | Title I liaison | Training in parenting skills, FCAT science experiments , summer learning ideas safety tips | Twice per year (August 2015-May 2016 | Parent Surveys |
| 4 | Art, Music and P.E. programs Art exhibits, musicals and track meets | Art, music and P.E. teachers | Builds self-esteem and character and helps to reinforce positive behavior in the classroom | August 2015-May 2016. | Parent feedback and surveys |
| 5 | Backpack to Kid Program | Reading Specialist and K and 1st grade teachers | Teaching parents how to work with their child at home to help reinforce concepts taught during the school day | 3-5 times per year Twice per year (August 2015- May 2016 | Parent and child feedback, test scores and evaluations |
| 6 | 21st Century Parental Engagement Dinners | 21st Century Lead Teacher, teachers and community members | ommunication and training for parents take places during these dinners | 4 times per year Twice per year (August 2015-May 2016) | Parent feedback and surveys |
| 7 | Annual Science Night | Teachers and Title I Liaison | Parents and children work hand in hand on science experiments and take home knowledge to try some at home | Once a year in the Spring | Parent feedback and surveys |
| 8 | Annual Family Fun Day | Teachers and PTSA | Parents are asked to participate in the different stations with their children and have fun and learn together while participating | Once a year in the Fall | Attendance, parent and child 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)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Inservice for staff:Starting off the year and our programs | Assistant principal and behavior Specialist | Training teachers how to incorporate parents into the education of their children and how to help their child achieve | Twice per year (August 2015-May 2016) | Staff feedback, parent surveys, student grades |
| 2 | Inservice: Seven Habits and how it pertains to Our School | MTSS, PBS Team | Training in the progress monitoring of Leadership Qualities and how to Share These with Students | October 2015 | staff feedback, students math scores |
| 3 | Positive Behavior Support Training | Behavior Specialist and Coach | Socializing appropriately and getting along with others promotes team work and allows a student to focus on his work rather than play aroundand get in trouble. All this takes away the learning process | 2 times a year (August 2015-May 2016 | Inservice evals., decrease in behavior referrals, better communication with teachers. |
| 4 | Leadership Meetings | Principal, Asst. Principal | Communication schoolwide with all specialist teachers | Monthly (August 2015-May 2016) | Achievement of students, scores, reviewing the plan for students |
| 5 | District Title I Parent Involement Team Meetings | Title I Family Engagment Specialist, School based Title I Liaison | Training in research based strategies to increase parental involvement at the school level | Monthly (August 2015-May 2016) | Increased parental involvement |
| 6 | Positive Behavior Support Weekly meetings | PBS Team | Tier 2 and 3 behavior students | 2015-2016 school year weekly | Behavior plans written, data supporting the interventions tried and the documentation showing student improvement |
| 7 | Medication workshop | School nurse | Teachers will get to know their students and medication issues and how they can best work with and help this child be healthy | Once a year | Teacher input |
| 8 | Bullying Inservice | PBS Coach, Behavior Specialist | We will be alert and aware as a faculty to watch childrens interactions and teach students to stand up to and report bullying | Once a year, Fall 2015 | Less referrals reporting bullyiing and less bully reports sent to county office |

**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)].

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| **Response:** We have a Parent Resource Center, a food pantry and a clothes closet available to our families and community. We have a monthly 21st Century meeting for our 21st Century children and their parents, with educational ideas presented to help parents work with their children at home. We send flyers home, letters and a monthly newsletter that will alert our parents of these services and events monthly as well as our marquee reflects activities for the students and parents to attend. The person responsible is the Title I liaison. Parents are surveyed several times a year on their thoughts and ideas on our services. We also send out parent surveys so we can improve our services and meet the needs of all. All 21st Century events are well received and well attended, as well as our Backpack program and our Family Involvement activities. We average 200 to 500 people at 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)].

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| **Response:** A school calendar is given to parents at the beginning of the year so they can plan ahead to attend events. 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. 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.With extended hours of 21st Century, parents are able to reach teachers and have conferences as well as get information past the normal 8 to 4 hours of school. |

**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)].

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| **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 21st Century students 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:

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| **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 Liasion | By providing input, parents are becoming involved and there is a direct correlation between parental involvement and student achievement | Twice a year (August 2015-May 2016 |
| 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 Liasion | Parents engaging in fun, hands-on literacy activities will increase student acheivementachieve | 3 times per year (August 2015-May 2016 |
| 3 | Training parents to enhance the involvement of other parents [Section 1118(e)(9)]; | PTSA and SAC meetings | Administration, Title I liasion | Parents will acquire networking skills to increase the involvement of other parents at the school. | 6 times per year (August 2015 -May 20 16 |
| 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 participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)]; | The schools accommodates parents by holding meetings at various times throughout the day | Teachers, guuidance, 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 2015-May 2016) |
| 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 2015-May 2016 |
| 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 2015-May 2016 |

**Upload Evidence of Input from Parents**

Upload evidence of parent input in the development of the plan.

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| [Uploaded Document](file:///C:\Users\metzgepj\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\V7Z2BJDI\fileUploads\590202_2015-2016_uploadEvidenceParentInput.pdf) |

**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.

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| [Uploaded Document](file:///C:\Users\metzgepj\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\V7Z2BJDI\fileUploads\590202_2015-2016_uploadCompact.pdf) |

**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.

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| [Uploaded Document](file:///C:\Users\metzgepj\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\V7Z2BJDI\fileUploads\590202_2015-2016_uploadCompactEvidence.pdf) |

## 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.

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| **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 | 300 | Increased parent involvement increases student achievement |
| 2 | 09/04/15 - Grandparents' Breakfast | 1 | 435 | Increased parent involvement increases student achievement |
| 3 | 10/03/14- Parent Advisory Team Meeting/Common Core for Parents | 4 | 20 | Increased parent involvement increases student achievement |
| 4 | 10/10/14 - Reading on the Lawn with Mom | 2 | 475 | Increased parent involvement increases student achievement |
| 5 | 11/07/14 Parent to Kid Backpack Night | 3 | 475 | Increased parent involvement increases student achievement |
| 6 | 11/11/14 - Veteran's Day Program | 1 | 85 | Increased parent involvement increases student achievement |
| 7 | 01/24/14 - Muffins with Mom | 2 | 300 | Increased parent involvement increases student achievement |
| 8 | 01/25/15- First Steps to Home Ownership | 2 | 200 | Increased parent involvement increases student achievement |
| 9 | 02/04/15 -Testing Night | 1 | 200 | Increased parent involvement increases student achievement |
| 10 | 03/06/15 - Science Night | 1 | 350 | Increased parent involvement increases student achievement |
| 11 | 04/12/15 - Casselberry Care Cabin Cookout and Reading Event | 2 | 400 | Increased parent involvement increases student achievement |
| 12 | 10/9/14- 12/19/14 - Basic Tax Preparation | 3 | 200 | 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)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Parent Conference Tips | 2 | 85 | Substantial, working together with parents aids in achievement of students |
| 2 | Explanation of Exceptionalities | 1 | 78 | 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 | 2 | 80 | Substantial, helping teachers to help parents to help |
| 4 | What is PBS and it's functions for schools | 1 | 85 | Substantial, teaching teachers they have a support system with their students |
| 5 | Math and Science Updates | 2 | 80 | 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 | 78 | Review of the Habits and how they affect us and the expectations of our children |

**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)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Transportation (Economically Disadvantaged) | Provide transportation |
| 2 | Language (ELL) | Provide a translator, or info. in spanish or other language |
| 3 | Complacency of p Transiency of families mmmmmmmmmmmmmarents (behaviorally | We promote FIT and Choices to help maintain the students in our community so the children are not frightened by another move and having to start all over again |

**Best Practices (Optional)**

Describe the parental involvement activity/strategy the school implemented during the previous schoool year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

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| **count** | **Content/Purpose** | **Description of the Activity** |