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

I, Rhonda McMahon, 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 school wide 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:** |

**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:** Parents will have an opportunity to ask questions and provide suggestions for improvements during the annual Title One informational meeting held in September. Regular Title One updates and school updates will be shared with parents at monthly PTA and SAC meetings. During the meetings, parents will be given the opportunity to provide feedback regarding current Title One initiatives. Team members will also provide information from the school about upcoming plans for struggling students and enrichment activities for high achieving students.    Parents become a member of PTA through payment of membership dues. A membership drive is held to recruit members in the fall of each year and incentives are offered to parents who join. In May, the general membership elects board members who hold monthly executive meetings with school administration. Parent input is documented in the monthly PTA and SAC minutes.  SAC members are selected through a vote in the fall of each year if needed. If there is not an election due to only one person wishing to have the job, the principal will appoint the SAC Chair. The ethnic composition of SAC must be representative of the student body. Our web site and at the annual meeting we announce the opportunity for parents to become involved in SAC and as volunteers. Personal phone calls are made low are made to invite parents to become a part of SAC if a particular group is under represented.  Finally, parent requests for other involvement activities will be discussed by the school leadership team and implemented by staff. |

**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 | ELL | Funds will be used to purchase bilingual materials to assist families in helping their children master basic literacy skills. |
| 2 | EELP | Funds will be used to purchase materials to assist families in helping their children master basic literacy skills. |
| 3 | STEM Night | Parents will learn about integrating science, technology, engineering and math by presentations and hands-on activities |
| 4 | Camp Read-a-Lot | Parents will learn about how reading at home with their child can increase their reading abilities. |
| 5 | Multi-cultural Night | Through being exposed to different cultures, parents can teach their child the importance of tolerance and acceptance. |

**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 | Develop agenda, handouts, and power point presentation that address Title I requirements | Assistant Principal, Parent Involvement Team | August 2015 | Copies of Agenda, handouts, sign in sheet |
| 2 | Distribute Title I brochure and District Parent Involvement Policy brochure to all families in attendance | Teachers | September 2015 | Copies of comment portion of District PIP that are returned to school and to District PI office and percentage of parents that say yes to Cannella being a Title I school. |
| 3 | Maintain Documentation | Assistant Principal/Title I Liaison | September 2015 | Title I documentation box (TASK box) housed in Assistant Principal's office for monitoring purposes |
| 4 | Develop/Disperse invitations to parents | Parent/Community Involvement Contact | September 2015 | Flyer with date of dissemination |
| 5 | Develop Sign in Sheets | Parent/Community Involvement Contact | September 2015 | 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:** In addition to four nightly family events, the leadership team, the SAC and PTA board have collaborated to make arrangements that will provide various meeting schedules for planned activities. We will use survey results to indicate if most parents want to continue evening events. A Spanish interpreter will be available at all meetings. Staff is available to conduct meetings throughout the school day based on parental needs.   - Conference Nights - beginning at 3:30 pm twice per year.  - SAC meetings - 6:00 pm the first Wednesday of each month.  - Book Fair three times a year open before and after school for parents to shop. We have one that is a BOGO in December so that parents can get more books for their children.  - Weekly recognition on the morning show- Teachers select a child who had demonstrated good behaviors, effort or kindness to other   - August 21st-Meet the Teacher - 4:30 pm - 6:30 pm  - September 17th - Open House 5:30-7:30pm  - September 17th - Annual Title 1 Meeting/Spaghetti Dinner 5:30-7:30pm  - October 16th - Family Fall Festival 4:30 - 7:30 pm  - November 6th - Veteran's Day breakfast 7:00am-10:00am  - November 19th - Great American Teach-In All Day  - December 3rd - STEM Night 5:30-7:30pm  - December 15th - Winter Concert at Chic-fil-a 6:00pm  - January 15th - Science Show 6:00pm   - January 21nd - Camp Read A Lot 5:00pm  - February 2- Kindergarten Round-UP  - February 19th -Daddy/Daughter Dance 5:30pm  - April - Spring Concerts 6:30pm   - May - Cultural Festival 5:30-7:30pm |

**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 | Academic Nights | Math, science and reading committees | Students will get extra exposure to content as well as interacting with parents while learning. | Throughout the year | Parent input from surveys. |
| 2 | Cultural Night | Principal and Parent Involvement Contact | Connecting with the students and parents by learning about each unique culture. | May 2016 | Parent input from surveys. |
| 3 | Conference Nights will be held to reinforce the parent-teacher-student assessment partnership that will result in an increase in student achievement | Classroom Teachers | Provide information to parents on their child's current level and develop a plan to reach their goals in order to make academic gains. | End of first and third quarters | Parent input forms |

**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 | Annual Volunteer Training | Assistant Principal/Parent Involvement Contact | Increased parental involvement / increase student achievement. | September 2015 | Increased scores on district assessments. |
| 2 | PLCs will be conducted to improve the ability of staff to work effectively with parents | Grade level teams, resource teachers and administrators | Improve the ability of staff to work effectively with parents to increase academic achievement. | September-May | Survey |
| 3 | Annual Staff Training | Asst. Principal/PI Contact | Improve the communictation with volunteers | October 2015 | PPT |

**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:** The school will expand our parent resource center which will target primarily Hispanic families. The center will offer educational games and resources in Spanish and English. Materials will be checked out by families once per week to use with their children at home.  The center will be maintained by the school media specialist, and the effectiveness of the activity will be measured by the amount of use as evidenced by a sign out sheet, and a parent survey.  Parent sign-in/sign-out sheets for materials will be filed in the TASK box. |

**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 school wide 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:** Title 1 information will be included in first day packets, and regularly update. Parent Link will be used to communicate with parents. The school will also partner with the PTA to share information with parents during regular general meetings. Flyers will be sent home before a function is held at Cannella, as well as a parent link will be sent out to all phone numbers, emails and cellphones (as a text) on file. Information will also be shared at monthly SAC meetings. The office will also keep updated information in our Parent Involvement Area which will include a calendar of upcoming events. All written information will be sent home in both English and Spanish no later than3 days prior to a meeting or activity. Parent surveys will be issued at the end of many activities and meetings to allow parents to give feedback on how well we are working to make our school a Family Friendly School. Bilingual speakers will be available to assist parents who speak little or no English. |

**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:** Our school will provide full opportunities for participation using multiple facets of communication. All school information is sent home in English and Spanish which is an understandable format for the majority of our families. Interpreters are scheduled for parent conferences and IEP meetings in both Spanish and Vietnamese. School meetings are also conducted in English but staff is available to translate in Spanish. Cannella is accessible with an elevator to allow for movement on the second floor as well. |

**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:

X Not Applicable

**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\\michaut\\Downloads\\fileUploads\\290691_2015-2016_uploadEvidenceParentInput.pdf" \t "_blank) |

**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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**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\\michaut\\Downloads\\fileUploads\\290691_2015-2016_uploadCompactEvidence.pdf" \t "_blank) |

## 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 | Annual Title I Meeting/Spaghetti Dinner | 1 | 550 | Made parents aware of what Title I is, and how it helps Cannella. |
| 2 | CCSS Parent Workshop | 1 | 15 | Parents were exposed to content changes that have occurred with the transition from NGSSS to Common Core |
| 3 | PTA Fall Festival | 1 | 325 | Building community through fundraising for the school while having fun playing games. |
| 4 | SMath Night | 1 | 102 | Parents and children engaged in different math and science activities throughout the school that relate to the standards being taught in the classroom. |
| 5 | Camp Read A Lot | 1 | 300 | Parents and children engaged in different reading activities throughout the school that relate to the standards being taught in the classroom. |

**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 | Mini PD Trainings | 16 | 6 | To improve classroom management, build positive relationships with students and parents, and to improve instruction |

**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 | Amount of workshops offered | Provide more workshops at different times. Sending surveys to parents to determine areas of need. |
| 2 | Communication about meeting and activities | Send home Parent Link multiple times leading up to activities. |
| 3 | Even though an interpreter is present, many spanish speaking parents still do not attend because of the language barriers. | Continue to advertise that a translator will be present, and send reminders home in both English and Spanish. |

**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)

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