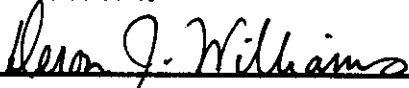


## WALTER CALDWELL ELEM. SCHOOL Title I, Part A Parental Involvement Plan

I, Deron Williams, 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

9-16-15

Date Signed

### Mission Statement

#### Parental Involvement Mission Statement (Optional)

**Response:** At Caldwell Elementary we value parent involvement. We will strive to ensure that all parents feel welcome and valued. Communication, activities and resources will be provided on an ongoing basis to ensure maximum involvement of families.

Caldwell Elementary will provide high levels of effective instruction along with social and emotional learning that enables students to achieve proficiency of state standards.

The mission of Polk County Public Schools is to provide a high quality education for all students!

District and School-based Title 1 Parent Involvement Programs in Polk County will strive to BUILD RELATIONSHIPS to create real family engagement for every child, every family, every teacher, every day.

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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:** Caldwell welcomes the involvement of parents in the decision making and planning of our Title 1 program. Parents serving on Caldwell's 2014-2015 School Advisory Council (SAC) met on 4-14-15, 5-12-15, and 9-8-15 to write, revise and approve our Parent Involvement Plan and Summary and our School-Parent Compact. Parents serving on SAC are volunteer participants. A discussion and vote was also held regarding how Title 1 parent involvement funds should be spent. Meeting agendas and minutes reflect these discussions. All Caldwell parents were also invited to give feedback on the Parent Involvement Plan and funding at a meeting on 5-27-15. Feedback from parents is welcomed and encouraged at all Title 1 events, through the Annual Parent Survey and via our student agendas. Parents may access all Title 1 documents such as the Parent Involvement Plan and Summary and School-Parent Compact on the school website as well as in the Parent Involvement Notebook in the main office. A parent representative and Caldwell's Parent Involvement Facilitator attended the Title 1 District Parent Area Team Meeting on 3-19-15.

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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	School Readiness Pre-K & ESE Pre-K	Under the guidance of the district Pre-K program, parents will be provided with information on how to assist their child's transition to Kindergarten. Pre-K parents receive Caldwell's monthly Cubby Bear Newsletter to maintain open lines of communication.
2	Title III - ESOL paraprofessionals	Under the guidance of the district ESOL program, parents will receive assistance with parent-teacher conferences and translation services at Caldwell family events.
3	IDEA	This program ensures that schools that serve students with disabilities will receive Federal money to enhance their academic instruction.
4	Adult Education	Opportunities for parents to further their education are advertised on our website and through social media sites. Flyers for adult education are displayed in our school office.

5	Parent Engagement Program	This program provides training for staff on diversity, family-friendly schools and parent conferencing. Representatives from this program also staff the Parent Resource Centers and provide workshops and resources to parents.
6	Homeless / Hearth Program	Our guidance department coordinates services that are available to families that are homeless and in-transition.

## 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	Social media sites, marquee, website advertise the dates of the Annual Parent Meeting	Administration, PI Facilitator, Network Manager	September, 2015	Number of participants
2	Annual Meeting flyers, REMIND text message and reminder labels to send to all families.	PI Facilitator, Administration	September/October, 2015	Number of participants
3	An Annual Meeting agenda and sign-in sheets prepared.	PI Facilitator	October 1, 2015	Number of participants
4	PowerPoint presentation prepared for our parents to explain Compact and PIP.	PI Facilitator	October 1, 2015 at 5:30 p.m. and Oct. 2, 2015 at 8:30 a.m.	Parent Evaluations
5	Florida Standards curriculum and assessment information	Teachers	October 1 & 2, 2015	Parent Evaluations
6	Presentation of PIP	PI Facilitator	October 1 & 2, 2015	Parent Evaluations
7	PowerPoint placed on website for those who did not attend	Network Manager	October 3, 2015	Annual Parent Survey
8	Translation services provided	ESOL paras, secretary	Oct. 1 & 2, 2015	Annual Parent Survey
9	Parent Input Encouraged	PI Facilitator	Oct. 1 & 2, 2015	Parent Evaluations

## 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:** Caldwell's Leadership Team, School Advisory Council and Title 1 staff work together to coordinate flexible parent meetings and activities. The Annual Meeting will be held at 5:30 p.m. on 10-1-15 with a repeat meeting the following morning at 8:30 a.m. on 10-2-15. Based upon feedback provided by our parents via workshop evaluations and from the parents of our School Advisory Council, most family events will be held in the evening with some offering refreshments and/or a light supper. Childcare and translation services will be available at these events. Parent-teacher conference opportunities will also vary in hours with some being held during the school day and others scheduled during planned evening Parent Portfolio Conference weeks in November 2015 and February 2016. Caldwell's Family Resource Room is open every day during school hours or after hours by appointment. In addition, at least one family workshop is held off-

campus in the community of students who live a considerable distance from our school and whose parents do not have transportation.

## 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	Portfolio Conference Weeks	Administration / Teachers	One-on-one conference opportunities for parents to meet with the teacher to discuss their child's academic progress	November 9-20, 2015 / February 2-12, 2016	Annual Parent Survey
2	Student Agenda Planners	PI Facilitator	Reminders/ announcements/resources for parents	Ongoing	Annual Parent Survey
3	Florida Standards at Home Parent Night	PI Facilitator / Administration	Increase parent involvement with math, science and reading reinforcement at home	September 24, 2015	Parent Evaluations
4	Palm Place Family Night	PI Facilitator / Administration	Increase parent involvement with math and reading reinforcement at home.	September 17, 2015	Parent Evaluations
5	Annual Title 1 Parent Meeting	PI Facilitator / Administration	Provide Title 1, curriculum, assessment and parent involvement information	October 1 & 2, 2015	Parent Evaluations
6	Love & Logic for Parents Night	PI Facilitator	Provide parents with discipline strategies	October 20, 2015	Parent Evaluations
7	Primary & Intermediate Academic Nights	PI Facilitator / Administration / Coaches	Increase parent involvement with math, science and reading reinforcement at home	November 5, 2015 / January 21, 2016	Parent Evaluations
8	Ongoing support via social media sites and REMIND text messages	PI Facilitator / Administration	Reminders/ announcements/resources for parents	Ongoing	Annual Parent Survey
9	Internet Safety for Parents	PI Facilitator / Polk County Sheriff's Office	Internet safety information and resources	February 11, 2016	Parent Evaluations

## 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	Effective Parent Communication for Teachers PLC	PI Facilitator / Administration	Make parents feel more welcome at school to increase their participation and provide parent-teacher conference opportunities.	Ongoing at faculty meetings / emails	Agenda, Sign-in sheets, Annual Parent Survey, program evaluations and conversations with parents
2	Staff training: Working with Parents as Volunteers in VIP program	Administration	Increase student achievement by utilizing parents as volunteers at school	Ongoing	Agenda, Sign-in sheets, Annual Parent Survey
3	Love & Logic Parenting & Discipline strategies	PI Facilitator	Reduce time spent on discipline in classrooms / assist parents with discipline techniques at home	Ongoing	Staff feedback / Annual Parent 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:** Activity- Family Resource Room

Specific Steps- offer educational materials and games parents can borrow free of charge to work with their children at home.

Person Responsible- Reading Interventionist

Timeline- open during school hours (8:00 a.m. - 3:15 p.m. or later by appointment)

Evaluation- Annual Parent Survey, feedback from Resource Room visitors

Activity - Flyers, marquee, social media sites, website and REMIND text messages

Specific Steps - Ongoing communication with parents will allow us to keep parents informed of upcoming events and educational tips to use at home.

Person responsible - administration, technology manager

Timeline - weekly

Evaluation - Annual Parent Survey

Activity - Parent VIP (Very Involved Person) program

Specific steps - train parents how to work with their child at home, ensure their student is at school everyday on time and commit to volunteer at school

Person responsible - Administration, Business partners

Timeline - ongoing

Evaluation - VIP program participant feedback

Activity - Area Parent Informational Resource Center - PIRC

Specific Steps - Offer Parent Workshops, Materials and Information at regional centers

Person Responsible - District Title 1 Personnel

Timeline - Open Monday - Friday

Evaluation - Parent Attendance and Feedback

Activity - District Parent University

Specific steps - Offer Parent Workshops, materials and vendor information

Person responsible - District Title 1 staff

Timeline - September 2015 / February 2016

Evaluation - Parent Attendance and evaluation

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## 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:** In addition to our Annual Title 1 Parent Meeting to be held on 10-1-15 and 10-2-15, Portfolio Conference Weeks will be held two times during the school year in order to provide parents with specific information about their child's academic progress. This information will include a review of Title 1 program information, curriculum, assessments, grade level expectations as well as student progress monitoring. Learning materials will be available for parents to take home. Parents will also receive regular interim and weekly progress reports and may access student progress via the Parent Portal. Grade level newsletters are sent home regularly and our website is updated frequently with important dates and program information.

Parents are invited to attend Caldwell's monthly School Advisory Council meetings to offer suggestions and/or participate in the writing and review of our School Improvement Plan. Feedback from parents is encouraged and welcomed through workshop evaluations and the Annual Parent Survey. The school marquee will continuously display information about important dates and announcements as well as on social media sites, REMIND text messages and our school website where a staff directory is available. Student agendas were provided to every student to facilitate two-way communication between the parent and school.

The Parent Involvement Notebook in the main office provides parents with copies of Caldwell's and the district's Parent Involvement Plan and Summary. Also included are the Compact, Right to Know letters, district parent guide and Parent Information Resource Center schedules/notices of trainings. Caldwell will also keep parents informed of workshops offered through district Parent Informational Resource Centers - PIRC and District Parent University offerings.

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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:** Caldwell will provide activities, information and various reports in home languages. These include the Parent Involvement Plan Summary, Compact, and other pertinent information. Spanish translators are available in the school office, at parent involvement activities and parent-teacher conferences by request to explain school reports and progress updates as well as to assist migratory families. Caldwell will make every effort to assist and accommodate parents with disabilities. Special needs requests should be directed through the school office. In addition, area Parent Information Resource Centers are available to parents and students on weekdays to provide workshops, tutoring, materials and information. These centers are staffed with bilingual facilitators and are handicapped accessible.

Caldwell now offers more ways to communicate with parents which include phone calls, student agendas, marquee, flyers, website, Facebook, Twitter and REMIND text messages. Parents may contact their child's teacher at any time by phone message or email. A list of teacher email addresses can be found on our website. Caldwell has a dedicated MTSS team that meets regularly to address the special needs of our students.

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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:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	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)];	A Family Night is held in the neighborhood of students who do not live near our school to train parents on ways they can help their children at home. Childcare and a light supper are provided.	PI Facilitator, Administration	Increase student achievement in core subjects by training parents on how to help their children at home. Anticipated increase in reading, math and science state assessments levels.	September 17, 2015

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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	Palm Place Neighborhood Family Night	1	15	Increase student achievement by training parents on how to reinforce learning at home.
2	Common Core State Standards Boot Camp Series for Parents	4	108	Increase student achievement by training parents on new standards driving instruction in the classroom and how they can help reinforce learning at home.
3	Summer Reading Kick-off Night	1	57	Increase student achievement in reading skills by training parents on how to help their child at home.
4	Portfolio Conference Weeks	2	434	Increase parent knowledge on curriculum and assessment results for their child.
5	Title 1 Annual Meeting	1	48	Increase student achievement by training parents on new standards driving instruction in the classroom and how they can help reinforce learning at home.

### **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	Effective Communication with Parents PLC	6	33	Make parents feel more welcome at school to increase their participation and provide parent-teacher conference opportunities.
2	Working with Parents as Volunteers - VIP Training	1	43	Increase student achievement by training parents on new standards driving instruction in the classroom and how they can help reinforce learning at home.

### **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)].

<b>count</b>	<b>Barrier (Including the Specific Subgroup)</b>	<b>Steps the School will Take to Overcome</b>
1	Lack of transportation to family events	Family Night held in nearby city neighborhood for parents who live some distance away from school.

2	Parents with limited English	Translators available in the school office, at family night activities as well as parent conferences
3	Lack of childcare to attend parent workshops	Childcare provided during parent workshops

### **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)

<b>count</b>	<b>Content/Purpose</b>	<b>Description of the Activity</b>
1	Building Capacity of Parents	VIP program trains parents and community members to volunteer at school and provides materials for working with children at home.
2	Effective Communication	Parents are kept informed via several social media sites such as Facebook, Twitter. This year Caldwell allows parents to sign up for REMIND - a text message feature to keep parents informed.