

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

I, Shelley Markgraf, 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

9-16-16  
Date Signed

### Mission Statement

Parental Involvement Mission Statement (Optional)

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 [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

**Response:** Caloosa Elementary involves all parents in all aspects of its Title I programs. We have a School Advisory Committee that is responsible for developing, implementing, and evaluating the various level plans, including the School Improvement Plan and Parent Involvement Plan. More than 50% of the members are parents (non-employee) representatives. All parents are given the opportunity to review the plan and for approval. Throughout the year, several parent surveys are sent out. Results of the survey are reviewed by SAC and the Parent Involvement Team. The committees use the input from parents to develop the Parent Involvement Plan and determine how the funds will be used.

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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	Head Start	Head Start PK will conduct at least 2 home visits a year. The teacher will work closely with the parents and provide assistance in teaching parents how to work with their child at home to help the child be successful in school.

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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	Annual Title I Meeting	Administration, Parent Involvement Team	August	Advertisement, Agenda, Sign in sheets, minutes, handouts

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## 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:** All parent notices/flyers will be sent to parents in English and Spanish. Caloosa Elementary will hold 2 Annual Meetings on a week night after normal working hours and early in the morning to accommodate parents. Child Care will be provided for the evening hours. Parent Involvement Workshops will be held after normal working hours. All workshop materials will be provided in English and Spanish and translators will be available. Parent teacher conferences will be held before school, during teacher planning times and after school to accommodate working parents.

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## 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	Annual Title I Meeting	Administration, Parent Involvement Team	Parents will be informed about the Title I program and their child's curriculum.	August	Advertisement, Agenda, Sign in sheets, minutes, handouts
2	SAC Meetings	Administration, Teachers	Parents participate in school decision making for increased student achievement	Monthly	Advertisement, Agenda, Sign in sheets, minutes, handouts
3	Open House/Curriculum Night	Administrator, Teachers	Parents will be aware of grade level expectations in order to support their child at home.	August	Advertisement, Agenda, Sign in sheets, minutes, handouts
4	PTO Meetings	PTO Board & Administrators	Parent involvement increases student achievement	Monthly	Advertisement, Agenda, Sign in sheets, minutes, handouts
5	Parent Teacher Conferences	Teachers	Parent awareness of student progress will help increase student achievement	October & March	Advertisement, Agenda, Sign in sheets
6	STEM Night	Administration & Teachers	Parents will be exposed to the high interest science concepts and how they will be able to support their child's understanding of the world around them.	April	Advertisement, Agenda, Sign in sheets
7	Kindergarten Orientation	Administration and Kdg. Teachers	Parents will get an understanding of what their child will be learning in kindergarten.	May 2016	Invitation mailed home.
8	Parent Technology Resource Training	Media Specialist	Parents will learn how they can access online textbooks, student grades and other on-line resources such as Destiny and e-books from home.	September	Advertisement, Agenda, Sign in sheets
9	Volunteer Orientation	Assistant Principal	Parents will be attend and become involved in volunteering at the school which will help increase student achievement and parental awareness of how they can help their own child succeed.	September	Agenda, PPT. Sign In Sheets
10	FSA Reading Information Night	Grade 3 Teachers	Parents will learn about what students need to be able to do to pass the FSA Reading Test. Parents will be exposed to the level of rigor, types of questions, and be given resources to help their child prepare at home.	October	Advertisement, Agenda, Sign in sheets

11	Phonics Training for Parents	Grade 1 Teachers	Parents will learn the techniques that we are using at school to help students learn to decode and spell words.	November	Advertisement, Agenda, Sign in sheets
12	Talent Show	PTO	Students will be given the opportunity to perform talents that may or may not be related to the CORE Curriculum at school	November	Advertisement, Agenda, Sign in sheets
13	Bell and Drum Night for Parents	Music Teacher	Students will have the opportunity to use music to integrate skills learned in the core curriculum.	December	Advertisement, Agenda, Sign in sheets
14	Grandparents Day	Kindergarten Teachers	Grandparents will learn about the core curriculum and be another source to help keep students from forgetting what they have learned during the school year.	May	Advertisement, Agenda, Sign in sheets
15	Muffins for Mom	Kindergarten Teachers	Mom's will learn about the core curriculum and be another source to help keep students from forgetting what they have learned during the school year.	May	Advertisement, Agenda, Sign in sheets
16	Donuts for Dad	Kindergarten Teachers	Dad's will learn about the core curriculum and be another source to help keep students from forgetting what they have learned during the school year.	May	Advertisement, Agenda, Sign in sheets
17	MTSS Meetings	Intervention Specialist & Teacher	Parents will be given resources to help their children at home with deficiencies in the core curriculum	Weekly	Progress Monitoring Data

## 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	Parent Link Training	Administration	Improved communication with parents will increase student achievement	August	Presentation notes, inservice records, agenda's, sign in sheets, handouts, workshop comments, etc
2	CASTLE Parent Log	Administration	Improved communication with parents will increase student achievement	May 2016 & August 2015	Presentation notes, inservice records, agenda's, sign in sheets, handouts, workshop comments, etc

3	Student Led Conference Training	Administration	Teaching students how to communicate their progress will help increase student achievement. Students will present their data to their parents twice a year during student led conferences with their parent/s.	August & September	Presentation notes, inservice records, agenda's, sign in sheets, handouts, workshop comments, etc
4	Communicate expectations for parent communication, conferences, class webpage, emails, phone calls	Administration	Improve the ability of the staff to work effectively with parents.	August	Presentation notes, inservice records, agenda's, sign in sheets, handouts, workshop comments, etc
5	Marzano Standards Based Training for Teachers	Administration and Consultant	Teachers will learn how to effectively track standards and how to effectively communicate with students about what they need to know and do. Parents will also be trained in understanding the standards and what mastery entails for each priority standard.	July/August	Presentation notes, inservice records, agenda's, sign in sheets, handouts, workshop comments, etc
6	Classroom Web Page Design	Coach & Technology Assistant	Parents will be able to access classroom informatoin, daily homework, and other educational resources that can be used at home to reinforce the learning from school.	October	Presentation notes, inservice records, agenda's, sign in sheets, handouts, workshop comments, etc

## 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:** Each student will receive a planner for the year in which he will record his homework assignments. Parents will be asked to sign the planner nightly and it will be used for written communication between parents and teachers.

We will maintain our Family Friendly School and provide parents assistance through our teachers, MTSS coordinator, and Reading & Math coaches.

## Communication

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

- Timely information about the Title I programs [Section 1118(c)(4)(A)];
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)];

- If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children[Section 1118(c)(4)(C)]; and
- If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents' comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

**Response:** A Title I Annual Meeting will be held in the beginning of the school year where information on Title I programs will be presented and discussed with parents. Parents will be told how to contact the school for teacher conferences and receive a Parent Handbook. Parent's rights and needs to be involved will also be discussed at this annual meeting. Parents will visit their child's classroom during the evening. Teachers will provide information on curriculum in all subject areas and suggestions on how to support classroom instruction at home. Teachers will discuss the tools they will use to monitor their child's progress throughout specific assessments throughout the school year. Sign in sheets will be kept. During this meeting parents will be asked for input on the Compact. Teachers will forward all discussions and suggestions for changes to the Compact to SAC. Changes will be voted on in SAC. If parent complaints are received regarding the school wide Parent Involvement Plan, they will be submitted to the district Title I Office to be resolved.

Caloosa Elementary continues to work towards developing a culture that both informs and empowers our parents. The main focus is to engage parents in becoming partners with the school to support student learning. For those parents unable to attend, the necessary information will be available through articles posted on the school website and/or school newsletter. On-going communication will occur through newsletters, the school website, student progress reports, teacher and parent conferences, and phone calls.

Caloosa Elementary adheres to the best practice of notifying parents of the various parental involvement opportunities parent notices, Parentlink, marquee signs, and newsletter announcements. Specific parental concerns regarding the Title I program can be directed to the school and/or the District Title I Office.

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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:** The school will provide information on all opportunities for participation through the following:

- SAC, PTO, and other meeting minutes will be published in both English and Spanish
- All parent information being sent home will be sent in English and Spanish
- Translators will be available for workshops and conferences
- School will provide information and school reports in a parent friendly format and in a language they understand.
- School will ensure that parents with disabilities have access to parental involvement activities and/or services using school's transportation vehicle.

- All communication will be distributed through Parent Link email/phone communication system in both English and Spanish.

- Parents and students who are new to Caloosa will be provided with a packet of information explaining all school policies and procedures which includes the Right to Know letter as well as information stating that we are a Title I school.

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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.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
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### **Staff Training Summary**

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118 (e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
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### **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
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### **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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