## CALLAHAN ELEMENTARY SCHOOL

## 2017-2018 Title I, Part A Parental Involvement Plan

I, Sabrina Faircloth , 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:** Callahan Elementary School believes that parent involvement is an essential component to student success. The faculty and staff of Callahan Elementary School will involve parents in meaningful communication involving student academic learning and other school activities. |

**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:** Callahan Elementary School believes in involving parents in all aspects of its Title One program and school activities. The following actions will be taken to involve parents in the joint development of our school's parent involvement plan, in the review and improvement of ideas,and how funds for parental involvement will be used:  1. Invite parents to attend and participate in our School Advisory Council (SAC),CES Parent Teacher Organization (PTO), Title One Council, and Volunteer Program. The voting members of our School Advisory Council have the responsibility for developing,implementing,and evaluating the School Improvement Plan, Student/Teacher/Parent Compact, and the Parental Involvement Plan. Representatives are elected by their peers to represent them. More than fifty percent of the members are parents. This elected body of parents, teachers, and community members is responsible for the development, implementation, use of funds, and evaluation of the school's parental involvement plan. All parents were given the opportunity to review the plan and offer their input.   2.School Website postings, school newsletters, classroom newsletters sent home via backpack and personal teacher notes will be used to provide on-going Title One information,parents/guardians will be contacted with the times and dates of planning, review,and evaluation of the Title One programs.   3. School Advisory Council meetings will be held 5 times a year. The meetings will be advertised via calendar, phone calls, and classroom newletters. SAC meetings are held at 2:45 PM in the Landing 01-05. PTO meetings are held the first Friday of each month in the cafe at 8:30 AM.   4. The Title One Parent Involvement Policy will be provided to parents on-line and hard copies are available in the office.   5. Provide opportunities for personal meetings with parents throughout the year at a time that is convenient to them.   6. The School Advisory Council will review parent and other school or district surveys to gain input as to the planning,review, evaluation,and improvement of Title One programs.   7. The Annual Title One Parent Meeting/Orientation of the Title One program will be held during the first month of school (August 25th). It will include a question and answer opportunity for parents. |

**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 | Connect 4 Reading Night | joint activity with Callahan Public Library |
| 2 | Family Fitness Night | joint activity with Nassau County Health Department |
| 3 | Bring a Parent to PE Day | joint meeting with area community programs. ( Nassau County Department of Health, 4-H, Police, Fire/ Rescue, Blue Cross/Blue Shield)) |
| 4 | Open House | joint meeting with area community services programs. ( Family Support Services, 4-H, Boy and Girl Scouts,Communities in Schools,Callahan Library) |
| 5 | Early Learning Coalition | establishment of meetings with district staff, coordination of services and parent education |
| 6 | Child Find | establishment of meetings with district staff, coordination of services and parent education |
| 7 | Head Start/Episcopal Services | establishment of meetings with district staff on parental involvement components, inclusion of parent topics /issues on kindergarten readiness agenda, invitation to school family nights |
| 8 | Science Night | Preparing parents and students for science exploration of experiments |
| 9 | Reading Parent Night | Helping parents with homework and other learning tips |
| 10 | All Pro Dad Program | Monthly meetings that encourage fathers to become involved in their children's learning |
| 11 | Run 4 Fun | An activity to encourage family participation and involvement |

**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 | Title One Handbook, a parent resource guide, will be given to every student | Principal, Teacher | Aug. 9, 2017 | parent survey |
| 2 | Title One Orientation/develop an agenda, handouts and presentation materials. | Principal, Teacher | Aug. 25, 2017 | sign-in sheet,parent survey |
| 3 | Volunteer Orientation. Advertise and publicize event | Volunteer Coordinator | Aug. 25, 2017 | parent survey/evaluation/ powerpoint/parent sign-in |
| 4 | Teacher newsletters- weekly | Teachers | August 2017-May 2018 | parent survey/examples of newsletters |
| 5 | Fliers posted around school and on school billboard of Title One Meetings and Parent Nights | Principal, Asst. Principal | August 2017-May 2018 | parent survey/evaluation/sample flier |

**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 order to make it accessible to more parents, Callahan Elementary School's Title One Resources are available from 7:30 AM-3:00 PM every school day. In order to accommodate the varying schedules of parents, meetings with parents are planned for mornings and in the evenings. Parent involvement activities and meetings planned for this year include: Fall-Meet and Greet, Open House, Annual Title I Meeting, Family Fitness Night, Science Night, Connect 4 Reading. Child Care will be provided as needed with Title I funds, utilizing Callahan Middle and West Nassau High School students. |

**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 [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 | Science Night | L. Pittman | Provide Science and math reinforcement | January, 2018 | parent sign-in sheets, evaluation sheet |
| 2 | All Pro Dad | Julia Brown | Provide opportunity for dads to be involved in students school | September, 2017-May,2018 | parent sign-in sheets |
| 3 | Volunteer and Title One Orientation | D. Higginbotham | Provide adult mentorship to improve academic skills | Aug. 25, 2017 | parent survey, parent hours |
| 4 | Family Fitness Night | Alma Bailey | Provide opportunity for a healthy body/healthy mind | October 2017 | parent sign-in sheets |
| 5 | Fall Family Night | Teachers, Principal | Provide reading, math strategies for home |  | parent survey, sign-in sheets |
| 6 | Open House | Teachers, Principal, District | Provide opportunity for parents to understand promotion criteria and progress monitoring | Sept. 12, 2017 | parent survey, sign-in sheets |
| 7 | Meet and Greet | Teachers | Provide parents grading policies, classroom/school/district policies and procedures | August 9, 2017 | parent survey |
| 8 | Run 4 Fun | Alma Bailey | Provide opportunity for building healthy body/healthy mind | December 2017 | parent registration 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 | Faculty Meetings | Principal, Asst. Principal | Provide information for teachers to use to enhance classroom instruction | 2017-2018 | sign-in sheets, agendas |
| 2 | Summer PLCs | Principal, Asst. Principal | Provide data analysis to enhance classroom instruction | Summer, 2017 | teacher survey, agendas |
| 3 | School Advisory Council/School Improvement meetings | Ila Corbett | Provide information to all stakeholders in order to enhance classroom instruction | 2017-2018 | parent survey, teacher survey |
| 4 | Principals' meetings | K. Simpkins & K. Cubbal | Provide information for all stakeholders to enhance classroom instruction | 2017-2018 | parent volunteer hours, meeting agendas |
| 5 | Title One Meetings | S. Faircloth  T. Miller | Provide information to paraprofessionals and other stakeholders to enhance classroom instruction | 2017-2018 | parent survey, agendas, sign-in sheets |

**Other Activities**  
  
Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

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| **Response:** Callahan Elementary School has a Parent Resource Center that is open to parents and teachers 7:30 AM-3:00 PM during the school year and additional times with an appointment. The room is staffed and maintained by the Title I paraprofessionals. The effectiveness of this strategy is gauged by the materials sign-out log. Our school website, monthly school calendars, and weekly teacher classroom newsletters have parent links to help parents with their child's homework and reinforce academic skills such as parenting tips, Parent Institute materials, Title One Resources, and PTO. Our school counselor has a vast array of teaching experience and serves as an excellent parent resource regarding both academic and social emotional concerns. Additionally, Nassau County School District has numerous parent services available that teachers and parents can access. |

**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:** At the annual meeting (Aug. 25, 2017), Callahan Elementary School held a general meeting where information was presented about the Title One program, volunteerism, the core curriculum standards, and academic assessments. Sabrina Faircloth, Principal, gave an overview of the federal program and what it can do to enhance the education of our parents' children. Parents were invited to visit their child's classrooms, visit the parent resource room, and met with Title One, grade-level paraprofessionals. Presentations were made to parents concerning the schoolwide Title One program, how to schedule parent-teacher conferences, and opportunties for participation in decisions related to the education of their child. Curriculum, academic, assessment, and Title One information were given out at our Meet and Greet (August 8, 2016), Open House (August 23, 2016)School Advisory Council Meetings,PTO meetings,school and teacher newsletters. The Title One Handbook was given to every student to take home. This guide gives more detailed information on these topics. The Parent Involvement Plan was approved by our School Advisory Council, September 1, 2016 and made available to all parents on September 13, 2016. Sign-in sheets and head counts will provide documentation of increased parental involvement. |

**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 schools in Nassau County are handicap acccessible. All district forms are available in Spanish and can be translated in other languages as requested. The district's Office of Intervention and Prevention and Student Services offer numerous services to parents. All Callahan Elementary School teachers are required to send home a weekly newsletter via student backpack. Computers are available for parent use in the media center. |

**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)] | Parent survey, SAC meetings, and PTO, Title One Council | Principal, SAC Chair, Title One Coordinator | Increase student academic success | 8/2017-5/2018 |
| 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 | Parent Nights, Title One Parent Resource Room Make & Takes, Parent Workshops, Volunteer Workshops | Faculty, Title One Team, Principal, Asst. Principal, District Resource teachers | Increase of student achievement | 8/2017-5/2018 |
| 3 | 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)]; | Meetings will be held at various times | Principal, PTO, Title One Council | Increase in student academic success | 8/2017-5/2018 |
| 4 | Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and | Faculty meeting presentations | Principal, Asst. Principal, Volunteer Coordinator | Increase in student achievement | 8/2017-5/2018 |
| 5 | Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | Out Reach to area churches, district, and community services | Principal, Asst. Principal | Increase in student achievement | 8/2017-5/2018 |

**Upload Evidence of Input from Parents**  
  
Upload evidence of parent input in the development of the plan.

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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.

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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.

## 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 | Camp Learn a Lot Parent Night | 1 | 230 | increase in student achievement |
| 2 | Title One Parent Meeting | 1 | 37 | increase in student achievement |
| 3 | Connect 4 Reading Parent Night | 1 | 356 | increase in student achievement |
| 4 | Science Night Parent Night | 1 | 319 | increase in student achievement |
| 5 | All Pro Dad | 7 | 70 | increase in student achievement |
| 6 | Family Fitness Night | 1 | 176 | increase in 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 | Faculty Meetings | 10 | 70 | Increase student achievment |
| 2 | Summer PLC | 2 | 50 | Increase student achievment |
| 3 | Leadership Council meetings | 6 | 16 | Increase student achievment |

**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 | Other community events scheduled for the same evenings as school activities | Calling all churches, schools, and student association contacts to ensure there will not be conflicts |
| 2 | Work schedules of parents | Schedule activities during the day and evening hours |
| 3 | Activities not seen as family oriented | Design activities that the entire family can participate in. Ages 1-99. |

**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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