## CALLAHAN INTERMEDIATE SCHOOL Title I, Part A Parental Involvement Plan

I, Rhonda Devereaux , 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:** Callahan Intermediate School believes that positive parent/involvement is essential to student achievement and success; therefore, we promote parental involvement in all 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 Intermediate School believes in involving our parents in all aspects of our Title I programs. The School Advisory Council has the responsibility for developing, implementing and evaluating the various school level plans, including the School Improvement Plan and the Parent Involvement Plan. More than 50% of the School Advisory Council is composed of non-school employees (parents and community members)who are elected by their peers. Parents were given the opportunity to review the plans and offer their input prior to approval of the plans. Parents gave input about the entire Title I program on parent surveys and climate surveys at the end of the year, particularly with regard to parent involvement and training needed to help their children. Results of the parent surveys are reviewed by the SAC to explore needed changes. The SAC will decide what changes are needed and how parent involvement funds will be expended. |

**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 | Liaison for intervention services, Title I,D and Title X,C | Guidance counselor maintain continuous verbal and written communication with liaison to address students' needs |
| 2 | Child Find, CARRT, Family Matters of Nassau County | Guidance counselors will maintain continuous verbal and written communication with the aforementioned agencies |
| 3 | Informational Parent Nights | School curriculum committees will advertise and conduct meetings to provide information to parents in the fall 2015. Parents will be informed of expectations for student progress and how they can help their child be successful. This is a continuation from last year and will address all major curriculum areas. |

**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 (school wide 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 | Annual Title I Meeting/ School Community Fair and Meet the Teacher  | Rhonda Devereaux, Jill Williams, Terri Bryant  | August 10, 2015 1:00 p.m. - 3:00 p.m. | Advertisement, Agenda of Events, Sign-In sheets, PowerPoint, Pictures |

**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:** Callahan Intermediate School will host numerous events and meetings that promote parental and family involvement. Meals/snacks are provided as appropriate. Activities are provided for all age groups to promote family involvement. Activities are held at a variety of times and days to improve parent participation. |

**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 | Volunteer Orientation | Avis Kemp / Mary Bates | Increased quality parent involvement through focus on the value of parental involvement | September 2015 | Parent Feedback; Sign-in of participants |
| 2 | Positive Home/School Contact | Teachers | Promotes quality positive relationship between parent and teacher | Ongoing | Parent Feedback |
| 3 | School /Home School Communication Folder & Students organizational binders | Teachers | Keeps parents informed in a timely manner regarding student progress | Ongoing | Parent Feedback / Parent Signatures denote receipt |
| 4 | School / Class Newsletter | Asst. Principal/ Teachers | Keeps parents informed of school and class activities. Classroom newsletters provide instructional assistance to parents on current curriculum. | Ongoing | Copies filed in office |
| 5 | Math Family Game Night | Math Curriculum Committee | Informs parents of state and local expectations. Provides parents with meaningful activities to reinforce learning. | Fall 2015 | Invitation, sign in, agenda handouts, minutes of Math Curriculum Committee, evaluations |
| 6 | Science Family Night | Science Curriculum Committee | Informs parents of state and local expectations. Provides parents with meaningful activities to reinforce learning. | September 2015 | Invitation, Sign-in sheet, school calendars and newsletters, evaluations |
| 7 | Title I Annual Meeting/ School Community Fair | Guidance Counselor / Principal | Provides parents with basic information about the Title I Program including their rights as a Title I parent and alerts parents to vital community services that are available | August 10, 2015 | Invitation, Agenda, Sign-in sheets, PowerPoint, pictures, evaluations |
| 8 | BINGO for Books Family Book Fair Nights | Reading Curriculum Committee | Promotes literacy for the entire family | January 2016 | Invitation, ticket sales, brochures, pictures, check-in sheet, evaluations |
| 9 | Parent/Teacher Conferences on an ongoing basis | Teachers | Keeps open the line of communication between parents and teachers regarding student progress | Ongoing | Conference Book, Teacher notes and records |
| 10 | School Reach | Assistant Principal | Alerts parents to relevant school activities and news | Ongoing | Log of successful contacts for specific events |
| 11 | ELA Reading and Writing Parental Workshop | Reading/Writing Curriculum Committee | Informs parents of state and local expectations. Provides parents with meaningful activities to reinforce learning.  | October 2015 | Invitation, sign in, agenda, handouts, minutes of Reading/Writing Curriculum Committee evaluations |
| 12 | Second Grade Parent Orientation | 3rd Grade Teachers/Administration | Promote positive relationships with parents. Inform parents of third grade expectations | May 2016 | Invitation, Agenda, 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)].

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | New Teacher Orientation | Joyce Menz | Provides new teachers with a basic understanding of expectations, county policies & procedures, and curriculum | August 2015 | Sign-in sheets, invitations & Agenda |
| 2 | Back to School Faculty Meeting | Principal / Assistant Principal | Provides overview of school policies, procedures and expectations; emphasizes value of parental involvement | August 3, 2015 | Agenda, Roster, PowerPoint, Handouts |
| 3 | Annual Required Training | Assistant Principal | Promotes safe learning environment for all students | August 2015 | PowerPoint, Sign-off |
| 4 | Mentor Teachers for new teachers to CIS | Principal / Mentor Teachers | Supports and instructs new teachers on school / county procedures and policies, as well as how to communicate with parents to build strong ties between home and school | August 20145- ongoing | Assignment list, Beginning Teacher Check off List |
| 5 | Continued PD for Florida ELA Standards  | Teachers, Administration | Teachers will utilize information derived from PLC to more effectively address student needs | Fall 2015 - ongoing | Agenda, Sign-in, classroom observation |
| 6 | Continued PD of Florida Math Standards  | Teachers, Administration | Teachers will utilize information derived from PLC to more effectively address student needs | Fall 2015- ongoing | Agenda, Sign-in, classroom observation |
| 7 | Using Informational Text  | Linda Hoyt, Teachers, Administration | Teachers will utilize information derived from PD experience and continued learning in PLCs to more effectively address student needs | August 4 & 5,2015 - ongoing | Agenda, Sign-in, classroom observation |
| 8 | Team Planning Math Stations | Teachers, Administration | Teachers will utilize information derived from PLC to more effectively address student needs | Fall 2015- ongoing | Agenda, Sign-in, classroom observation |
| 9 | Vocabulary Instruction Workshop | Teachers, Administration | Teachers will utilize information to target standards based vocabulary needs and implement strategies to enhance classroom instruction | May 2015 - ongoing | Agenda, Sign-in, classroom observation |
| 10 | Continued I-Ready Training in Reading | Teachers, Administration, I-Ready Professional Development Team | Teachers will utilize information derived from training to more effectively address student needs | Fall 2015 - ongoing | Agenda, Sign-in, classroom observation |
| 11 | Continued I-Ready Training in Math | Teachers, Administration, I-Ready Professional Development Team | Teachers will utilize information derived from training to more effectively address student needs | Fall 2015 - ongoing | Agenda, Sign-in, classroom observation |
| 12 | STAR reading and math training | Teachers, Administration, STAR representatives | Teachers will utilize information derived from training to more effectively address student needs | Fall 2015- ongoing | Agenda, Sign-in, classroom observation |
| 13 | Ebeam technology training | Teachers, district office technology contacts | Equip teachers to enhance instruction by meaningful technology integration in the classroom daily | July 28- ongoing | Agenda, Sign-in, classroom observation |

**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:** CIS will utilize our school Edline page, School Info App, and School Messenger to support and encourage parents to participate more fully in the education of their child.  |

**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:** CIS will hold its annual Title I Annual Meeting / School Community Fair on August 10, 2015. Parents will receive important information about Title 1 and how it works at Callahan Intermediate School. They will also be made aware of the issuance of the Parent Desk Reference which will include information on their rights as Title I parents, as well as state academic standards. Information will also be given about the SAC where parents are encouraged to give input, suggestions and help make decisions regarding their child's education. This information is also available on the school Edline webpage. Teachers provide class expectations, the grading process and assessments in the School/Home Communication Folder. Student progress information is also made available to parents in multiple formats on a regular basis (every two weeks at a minimum) |

**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:** Information is sent to every child in the student's primary language. Forms are available in multiple languages. The school will communicate with the parents in parent friendly language as much as possible with the education ease. Our district also has an ESL coordinator who secures curriculum and supplies for ESL students and monitors their progress carefully. This coordinator also provides for any translation as needed. Information is also posted in multiple languages at the Nassau County District website. All schools in the Nassau County School District are handicapped accessible.  |

**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%3A%5CUsers%5Cdeverearh%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.IE5%5CEIRL3RN1%5CfileUploads%5C450261_2015-2016_uploadEvidenceParentInput.doc) |

**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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## 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 | Volunteer Orientation | 2 | 65 | Increased parental involvement |
| 2 | Math Night | 1 | 100 | Increased parental knowledge and understanding of the FSA math standards |
| 3 | Science Family Nights | 1 | 200 | Increased parental knowledge and understanding of NGSS science standards |
| 4 | Title I Annual Meeting/ School Community Fair | 1 | 600 | Increased awareness of the Title I policies and procedures |
| 5 | Reading Family Night | 2 | 300 | Promote Family Literacy. Increased parental knowledge and understanding of the FSA ELA reading and writing standards |
| 6 | Positive Home/School Contact | 1 | 600 | Promotes quality positive relationships between parents/students and teachers |
| 7 | School/Home Communication Folders | 1 | 600 | Keeps parents informed in a timely manner regarding student progress |
| 8 | School/Class Newsletter | 1 | 600 | Keeps parents informed of school and class activities. Classroom newsletters provide instructional assistance to parents on current curriculum studies |
| 9 | School Reach/School Messenger | 1 | 600 | Alerts parents to relevant school activities and news |
| 10 | School Info App | 1 | 600 | Alerts parents to relevant school activities and news. |

**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 | New Teacher Orientation | 8 | 8 | Provides new teachers with basic understanding of expectations, county policies, procedures, and curriculum |
| 2 | Back to School Faculty Meeting | 1 | 38 | Provides overview of district/school policies, procedures and expectations; emphasized value of parental involvement |
| 3 | Annual Required Training | 1 | 62 | Promotes safe learning environment for all stakeholders |
| 4 | Mentor Teachers for new CIS teachers | 1 | 8 | Supports and instructs new teachers on school/county procedures and policies, as well as how to communicate with parents to build strong ties between home and school |
| 5 | IReady Reading and Math  | 1 | 38 | Teachers will utilize information derived from training to provide quality instruction. Teachers will utilize reports to provide parents with detailed information concerning their child's progress. |
| 6 | Small group math stations | 1 | 38 | Teachers will utilize information derived from training to provide quality instruction |
| 7 | Melissa Forney Writing Training | 1 | 14 | Teachers will utilize information derived from training to provide quality 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 | It is difficult for working parents to be involved in school activities | We will continue to offer a variety of activities at various times and days to maximize opportunities for parents and families to become involved. We also will continue to include snacks and meals as necessary. |
| 2 | Teachers are continuing to learn and increase their knowledge and understanding of the new Florida Standards and assessments | Require teachers/grade levels to complete data analysis of 2014-2015 FSA test data for grades 3-5. Provide planning time for teachers to align their instructional focus calendar with assessment standards. Provide quality professional development for teachers to better understand, unpack and effectively teach new standards for ELA and Math. Provide continued education for parents on new standards and new testing requirements. |
| 3 | Tardiness and Absenteeism rates are increasing | Educate parents on pupil progression plans and state/district attendance requirements. Communicate in a timely manner concerning habitual tardiness and absenteeism. Celebrate/reward students with perfect attendance. |
| 4 | Evidence of increasing numbers of students who lack support for school at home | Provide resources within the classroom to set up students with little to no support at home with success. Teachers will plan academic lessons and activities with those students in mind. Provide those students additional time within the school day to use school resources to accomplish school district initiatives. (Example: access to technology, library, and instructional resources.  |

**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** |