

Calera Intermediate School

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Dear Parents,

An extremely important part of a child's education is the relationship between home and school. With this in mind, we want to share with you information about our school, which is a Title I school. This booklet is to help you better understand the Title I program.

We want you to feel welcome and happy as you walk into our doors. You are your child's first and most important teacher. Working together, we can accomplish great things!

After you read this booklet, we would like for you to sign and return the last sheet in this booklet to your child's teacher. If you have any questions or concerns, please contact your school principal or the Federal Programs staff at the Central Office (682-7000).

Thank you for sharing your child with us. We look forward to a great year!

Calera Intermediate School
Faculty and Staff

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What exactly is the Title I program?

Title I is a partnership between the federal government, the state educational agency and the local school district. It is the largest federal aid program for elementary and secondary schools. The federal government appropriates money to help schools that meet the criteria of having at least 35% of its students on the free or reduced lunch program. Each district must apply for these funds each year. The money is released to the state, and then to school districts. This money is used to:

- Identify students experiencing academic difficulties and to provide timely assistance to help these students meet the state's challenging content standards.
- Purchase/provide supplemental staff/programs/materials/supplies
- Conduct parental involvement meetings/trainings/activities
- Recruit/hire/retain Highly Qualified Teachers

There is also a 1% set-aside for parental involvement. This is a portion of the school system's allocation that is used specifically to involve parents in their child's education. You, as Title I parents, have the right to be involved in how this money is spent.

A school that qualifies for Title I can be a targeted assistance school or a schoolwide school. A targeted assistance school is one that identifies students most at-risk. The money provided to schools is then used for materials, programs, teachers, etc. for this "target" group of students.

A school can apply for schoolwide status if at least 40% of students are on free or reduced lunches. This allows schools to offer programs, teachers, and instructional materials for the entire school.

Each school that is included in the Title I program must complete a Continuous Improvement Plan (CIP) each year. This CIP must include input from parents, teachers, and other stakeholders, if applicable. Parent representatives are asked to serve on the CIP/Title I Committee each year. These parents have the responsibility to seek input from all parents, and be the liaison between parents and the committee.

The CIP consists of sections such as a needs assessment, teacher qualification, achievement goals, professional development needs, coordination of resources/comprehensive budget, and parental involvement. Each school makes this plan available to parents. We encourage you to review this

document. Simply ask the school office to see the CIP or search the school's website. If you have concerns after reading the plan, submit these to the school principal. He/she will then submit your concerns to the Title I Supervisor.

The Title I schools in Shelby County are given assistance by the Federal Programs Supervisors, Dana Martin and Dr. Linda Campanotta. They hold annual meetings at each school, as well as provide suggestions on how each school can comply with federal regulations. Mrs. Martin and Dr. Campanotta will review the school's CIP, and give input on instructional issues as appropriate.

What are other required components of Title I?

An annual meeting must be held to provide parents information on:

- Title I participation, its services, and parents' rights
- Requirements of Title I
- Ways in which parents can be involved
- School Compacts
- School Parent Involvement Plan
- How Title I funds are used by the local school
- Other important information

This is a stand-alone meeting to make sure that parents understand this important information. It allows you to receive information from the school principal about the entire school and is offered at least two times each fall to accommodate the schedule of working parents.

Each Local Education Association (LEA) develops a Title I Plan. Shelby County Schools has a plan in place that is evaluated and updated each year. This plan addresses student academic assessments, intervention programs, ways federal funds are used, and the system parental involvement plan. You, as a Title I Parent, have the right to be involved in the development and evaluation of the LEA Title I Plan. This plan can be viewed at

<http://www.shelbyed.k12.al.us/instruction/federalprograms/title1.htm>

Any suggestions, questions or concerns may be submitted to the Federal Programs Supervisor at mcooper@shelbyed.org

A very important part of Title I is parental involvement which includes parents' rights, by law, to be involved in decisions made at the school level and district level. There are parent representatives on both the school level and district level committees that may be contacted to give input on decisions that are being made. Every school has a parental involvement plan. This plan details how the school will involve parents in decision making and activities, how parent involvement funds are used, how information and training will be provided to

parents, and how the school will build capacity in parents and staff for strong parental involvement. This plan can be found on page 19.

You will also find a copy of the District Parental Involvement Plan in this booklet on page 11. Both the local and district plan must be reviewed each year, and must include input from parents. The district committee is comprised of at least two parent representatives from each Title I school. The district policy outlines how support will be provided to schools to build capacity for parental involvement.

The Shelby County Board of Education has adopted policies pertaining to parental involvement. Copies of these are included in this publication on pages 24-26.

Parents' Right-to-Know is another component of Title I. This document states that you have the right to ask questions about the qualifications of your child's teacher. If you would like to request this information, simply send a note to your school principal, and she/he will provide this information to you. This document can be found on pages 7 - 8. Pages 9 and 10 state the information that will be sent to you.

At the beginning of each school year, you will be asked to sign a parent compact. This compact outlines the expectations for parents, students, teachers and administrators so that maximum student achievement is reached. These compacts will be specific for your child's grade level, and may be referred to during parent-teacher conferences.

Shelby County Schools conducts an evaluation of the Parental Involvement Plan each spring. All Title I parents have the right to give input during this process. Contact a school parent representative to share your thoughts on the effectiveness of the plan. The parent survey that is conducted is also a way that you may give input.

Which schools are Title I schools in Shelby County?

Calera Elementary
Calera Intermediate
Elvin Hill Elementary
Montevallo Elementary
Shelby Elementary
Vincent Elementary
Wilsonville Elementary

Does Title I only support schools with elementary grades?

No. The district Title I committee, which includes parents, teachers, and central office representation, decide how to best use Title I funds given to the district. For the past few years, this committee has agreed to focus efforts on schools with elementary grades. If the elementary grade students are well prepared and able to meet the state's academic standards, this will alleviate the need for Title I programs at the secondary level.

What other opportunities will be provided for parents?

Parent workshops will be provided by your school throughout the year. Parents of kindergarten students will receive training on how to help their children at home with literacy activities. First through fifth grade parents will receive training in math. If you have a topic that you feel parents would like to know more about, please give this information to your school principal.

You will be asked to attend at least one parent teacher conference during the school year. During this conference, your child's teacher will discuss your child's academic progress, as well as other important information.

Parent surveys will be distributed each year to determine the needs of parents, and to understand the most effective parent involvement strategies. The school will use these results to plan activities for this school year.

What if I don't understand some parts of this booklet, or have other questions?

Please call your school principal or the Federal Programs Department at the Board of Education (682-7000). We want you to understand this important program that provides extra services for your child.

Notice to Parents

Dear Parents,

We are pleased to notify you that in accordance with the *No Child Left Behind Act of 2001*, you have the right to request information regarding the professional qualifications of your child's teacher. Specifically, you may request the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive this information, please complete the top portion of the enclosed form, and return the form to your child's school. Should you have any questions, feel free to contact me and I will be happy to assist you.

Sincerely,

Principal

Aviso a los Padres de familia

Estimados Padres:

Tenemos el placer de notificarle que de conformidad con la ley “No Child Left Behind Act” de 2001, usted tiene el derecho de solicitar información relativa a la capacidad profesional del maestro de su hijo. Específicamente, puede solicitar lo siguiente:

- Si el maestro ha cumplido con los requisitos y criterios de certificación para los grados y materias en las que el maestro proporciona la instrucción.
- Si el maestro está enseñando bajo el estatus de emergente u otro estatus provisional mediante el cual los criterios de calificación y concesión de licencias del Estado se han omitido.
- La materia principal del título de bachillerato del maestro y cualquier otro certificado de graduación o título obtenido por el maestro, y el área de la disciplina de la certificación o título.
- Si el niño recibe servicios de parte de asistentes de maestros y de ser así, su capacidad profesional.

Si desea recibir esta información, por favor completar la parte superior del formulario que se adjunta, y devolverlo a la escuela de su hijo. Si tiene alguna pregunta, no dude en ponerse en contacto conmigo al [\(número de teléfono\)](#), y estaré encantado de ayudarle.

Atentamente

Director/a

Shelby County Schools
Parents Right-To-Know • Request Teacher Qualifications

Title I, Part A, Section 1111(h)(6), No Child Left Behind Act of 2001, Public Law 107-110

I am requesting the professional qualifications of _____

who teaches my child, _____ at _____
Child's Name (Please Print) School

My mailing address is _____
Street (Please Print) City Zip

My telephone number is _____.

My name is _____.
Name (Please Print)

Signature Date

This Section to be Completed by School/Central Office

Date Form Received: _____ Received by: _____

Teacher's Name: _____ Subject: _____

Has the teacher met state qualifications and licensing criteria for the grade levels and subject areas in which he/she teaches? Yes No

Is the teacher teaching under emergency or other provisional status? Yes No

Undergraduate Degree _____ (University/College)

Major Discipline _____

Graduate Degree _____ (University/College)

Major Discipline _____

Does a paraprofessional provide instructional services to the student? Yes No
If yes, what are the qualifications of the paraprofessional?

High School Graduate _____ (Year)
Undergraduate Degree _____ (University/College)
Major/Discipline _____
College/University Credit _____ (Hours)
Major/Discipline _____

Signature of Person Completing Form

Date Returned to Parent

Escuelas del Condado de Shelby
Derecho de los Padres a Saber • Petición de Información sobre la
Capacidad Profesional del Maestro

Title I, Part A, Section 1111(h)(6), *No Child Left Behind Act of 2001*, Public Law 107-110

Estoy solicitando información sobre la capacidad profesional de _____

quien educa a mi hijo, _____ en _____
Nombre Completo del Niño (letra de molde) Escuela

Mi dirección postal es _____
Numero y Calle (letra de molde) Ciudad Código Postal

Mi número telefónico es _____.

Mi nombre completo es _____.
Nombre y Apellido (letra de molde)

Firma

Fecha

Esta Sección debe ser Completada por la Escuela y/o la Oficina Central

Fecha de Recibo del Formulario: _____ Recibido por: _____
Nombre del Maestro: _____ Materia: _____

¿El profesor/a ha cumplido con los requisitos estatales y los criterios de concesión de licencias para los grados y materias en las que él/ella enseña? Sí No

¿Está el profesor enseñando bajo el estatus de emergente u otro estatus provisional? Sí No

Título sin Licenciatura _____ (Universidad/Colegio)
Disciplina Principal _____

Título de Graduación _____ (Universidad/Colegio)
Disciplina Principal _____

¿Un asistente de maestro ofrece servicios educativos al estudiante? Sí No

¿Si la respuesta es afirmativa, cual es la capacidad profesional del asistente de maestro?

Escuela Secundaria (HS) _____ (Año de Graduación)

Título sin Licenciatura _____ (Universidad/Colegio)

Disciplina Principal _____

Créditos de Colegio/Universitarios _____ (Horas)

Disciplina Principal _____

Firma de la Persona que Completa este Formulario

Fecha de Devolución a los Padr

Shelby County Schools
Shelby County Schools
District-Wide Parental Involvement Plan
2018-2019

PART I General Expectations

The Shelby County Board of Education agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district-wide parental involvement policy into its Local Education Agency (LEA) plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school

district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.

- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the one percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title Schools will carry out programs, activities and procedures in accordance with this definition:
Parental involvement means the participation of parents in regular, two-way and meaningful communication involving student academic learning and other school activities, including ensuring –
 - (A) that parents play an integral role in assisting their child's learning;
 - (B) that parents are encouraged to be actively involved in their child's education at school;
 - (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
 - (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.

**PART II Description of How District Will Implement Required
District-wide Parental Involvement Policy Components**

1. The Shelby County Board of Education will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:

The district parental involvement liaison will develop a committee comprised of two parent representatives from each of the Title I schools. Parents will sign a sheet stating attendance, an agenda will be given to each parent, and minutes of the meeting will be kept by a member of the committee. The previous year's policy will be disseminated to parents for review before the committee meets. At the meeting, the plan will be reviewed, discussed and evaluated. Changes will be made according to the committee's recommendations, including parent surveys, each year.

2. The Shelby County Board of Education will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

Every Title I school has a Parent Advisory Committee. Each year, this committee meets to evaluate, make recommendations, and approve the local Title I Parent Involvement Plan. When preparing the local Title I Plan each year, at least one parent is included on every local school team. This parent(s) is given the opportunity to provide information and suggestions representing parents. All meetings are documented by sign in sheets, agendas, and meeting notes.

3. The Shelby County Board of Education will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

The local parent liaison will assist each school with implementing quality parent involvement programs by:

- Meeting with the local Title I committee annually and Parent Advisory Committees as needed.
- Providing workshops on assessment data as requested.
- Providing resources to increase family engagement in the local schools
- Coordinating a district wide Title I family literacy education training and family math education training. Parents attending literacy/math times will be given resources to take home listing specific activities they can do with their child.
- Distribute a parent survey for each school, and calculate the results. These results will be used by both local committees and the District Advisory Committee. Parents will also be notified of these results. Information will be provided to parents based on these surveys.

4. The Shelby County Board of Education will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs: School Based Preschoolers and Head Start, by:

- Providing the same opportunities for parents of School Based pre-schoolers that are given to other parents in the local school.
- Coordinating a county wide registration day in the spring for incoming students and parents to visit and tour the school, as well as register for the upcoming year.

5. The Shelby County Board of Education will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of their parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (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). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and revise, if necessary (and with the involvement of parents) its parental involvement policies.

- Each year the District Parent Involvement Liaison will form a committee comprised of two parent representatives from each Title I school to form the District Parent Advisory Committee.
- Contact by mail, email, or phone will be made to secure the participants of the committee.
- An invitation will be sent, along with a copy of the current District Parent Involvement Plan, to each member before the annual meeting.
- In the meeting, sign in sheets, an agenda and meeting notes will be kept.
- The Plan will be reviewed by all members of the committee during the meeting, and suggestions for revisions will be discussed.
- The revisions will be made and a copy of the Plan will be sent to each committee member.
- The local District Parental Involvement Plan will be available on the Shelby County Schools website.
- A listing of possible barriers for parent involvement will be generated by the committee. The district liaison's role will be a facilitator in this discussion.
- This committee will convene before the first semester break of each year.
- An additional District Parent Advisory Committee meeting will take place before the end of the second semester. At this time, further revisions will be made to the district Parent Involvement Plan for the next school year as needed.
- Parent surveys will be revised during the annual fall meeting for the upcoming year. Surveys will be sent in a language parents can understand.

1. The Shelby County Board of Education will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the schools involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

- A. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph - -**
- **The State's College and Career Readiness Standards (CCRS)**
 - **The State and local academic assessments including alternate assessments,**
 - **The requirements of Part A**
 - **How to monitor their child's progress, and**
 - **How to work with educators**

The aforementioned information will be disseminated through:

- An annual meeting of parents of Title I students
- Workshops will be provided for parents throughout the year on various topics.
- In October, Shelby County holds a Parent Involvement Day. Local schools offer various workshops associated with Scantron and/or helping your child with homework, etc. These workshops are based on specific school needs and parent surveys.
- Schools offer a Meet the Teacher Night or Open House to discuss classroom policies, teacher conferences and strategies to help their children at home.
- Progress updates will be sent home to parents. These updates will give information related to the CCRS for every subject for the designated period of time.
- All parents of Title I students will participate in a parent-teacher conference at least once annually. These conferences will be provided at differing times, according to needs of the parents. Before school, afternoon and late afternoon conferences will be offered as necessary to accommodate parents' schedules.
- Information will be given on how progress monitoring is occurring throughout the year.

- B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy**

training, and using technology, as appropriate, to foster parental involvement, by:

During the 2018-19 school year, parents of Title I schools will be given the opportunity to participate in literacy and math events. Beginning literacy resources will align with the Alabama College and Career Ready Standards. Literacy resources will have activities for the parent and child to do together at home. The math resources will align with concepts found in the State College and Career Ready Standards and taught through AMSTI and will provide school-home extensions as well. The district provides a link on the Shelby County Schools web page under Student and Parent Resources to the Parent Institute newsletters, *Helping Children Learn* and *Firm, Fair and Consistent* which includes parenting tips and strategies. Links to other web sites for parents are also included on the district web page under the Technology Home Page. Local schools will offer workshops at various times on literacy, math and technology as needed and appropriate.

The district began a Family Engagement Academy (FEA) in the fall of 2015-2016. The academy will be held every other year. Each FEA session will focus on a topic to support family engagement and student success. Additionally each session will provide opportunities for families to talk with other families about topic issues and ways to take the information back to their school community. Because of the emersion of technology in the classroom, experiences will be provided for participants involving technology that will help them assist their child with school work. A service project will be a part of the FEA in which teacher leaders will facilitate the process of implementation at the local school.

C. The school district will, with the assistance of its schools and parents, educate its 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, by:

- Each year, Title I schools will distribute a survey for parents. This survey will include a space in which parents can write in workshop topics that they would like to see offered. It will also provide a way for parents to indicate the time of day that is best for them to participate in workshops, and indicate how the system can effectively plan parent involvement activities.

- Two monthly newsletters will be posted on Shelby County School's website under Student and Parent Resources, *Helping Your Child Learn and Firm, Fair, and Consistent*. These subscriptions are purchased by Shelby County Schools from the Parent Institute.
- New teacher orientation will include a segment on how to effectively communicate with parents.
- Materials will be provided to principals by the district liaison on various parent topics.
- Materials/resources/information will be provided to PTOs or other parent groups as requested

D. The school district will, to the extent reasonable and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

- Each school will make available parent resources in a location that can be utilized by all parents. Materials provided in this area can include pamphlets, books, videos, and other media on parenting topics such as appropriate discipline, ADHD, the needs of various learners such as gifted and special education, and other topics that parents list of interest on the parent survey.
- Preschool students housed in local school buildings will be included in all activities involving parents as other students are.
- There are Head Start sites in some of our Title I communities in our county. The local schools close to these sites will include students and parents, to the extent feasible, in parent involvement activities.

E. The school district will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- Parent surveys are made available in both English and Spanish.
- Information may be translated as needed by the Shelby County ELL Department.

- Interpreters are provided for meetings as needed for parents that do not speak English.
- Materials will be provided in an understandable format.
- Local schools hold ESL parent information sessions. Information is given to parents on various topics, and parents are given an opportunity to ask questions.

PART IV Adoption

The District-wide Parental Involvement Plan has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by meeting agenda and sign in sheets.

This plan was adopted by the Shelby County District Advisory Committee on April 4, 2006 and will be in effect until such policy is amended by this Committee. The school district will distribute this policy to all parents of participating Title I, Part A children during the fall of the 2018-2019 school year, and will also be included on the Shelby County Schools' website.

Amended 11-15-06
 Amended 5-14-08
 Amended 5-15-09
 Amended 5-18-10
 Amended 10-26-10
 Amended 5-12-11
 Amended 11-8-11
 Amended 5-2-12
 Amended 5-9-13
 Amended 5-15-14
 Amended 4-28-15
 Amended 4-26-16
 Amended 5-2-17

Calera Intermediate School Parental Involvement Plan 2018-2019

PARENTAL INVOLVEMENT:

Describe how the school will convene an annual meeting to inform parents of the school's participation in Title I and explain Title I requirements, including the 1% set-aside, and the right of parents to be involved.

Calera Intermediate School will provide two Annual Title I meetings in September or October. Parents will be informed of the meetings through email/listserv, marquee outside of the school, television in the front lobby, and flyers sent home in student weekly folders. A PowerPoint presentation provided by the State Department of Education will be used to educate parents on aspects of the Title I program with an emphasis on parental rights.

The purpose of the annual meeting of parents of Title I students is to:

- Inform parents of the school's participation in Title I
- Explain the requirements of Title I
- Explain the rights of parents to be involved

The topics covered in the PowerPoint are as follows:

- What does it mean to be a Title I school?
- What is the 1% Set-Aside for parental involvement?
- What is the LEA Title I Plan?
- What is the LEA Parental Involvement Plan?
- What is a CIP?
- What is the School-Parent Compact?
- How do I request the qualifications of my child's teacher(s)?
- How will I be notified if my child is taught by a teacher who is not Highly Qualified?
- How is the Annual Evaluation of Parental Involvement Plan conducted?
- How can I be involved in all of the things I'm learning about?

Describe: 1) How there will be a flexible number and format of parent meetings offered; 2) How parents will be involved in the planning, review and improvement of the Title I Program (Note: State the school's process for how all Title I parents have the opportunity for involvement in decision-making.); and 3) How funds allocated for parent involvement are being used in the school.

Various parent meetings will be offered at Calera Intermediate during the 2018-2019 school year. In addition to the mandated Title I Parent Meeting, monthly parent workshops will be offered with topics ranging from internet safety, discipline, helping with homework, math instruction, reading/language arts instruction, transitional meetings for upcoming 3rd graders, Parenting Day, Open House, Math Night, etc. The Parental Involvement Committee will oversee the implementation of these parent meetings, as well as the marketing, and communication needed for their success. A Parent Advisory Committee meets every other month to review test scores and issues related to programs and procedures at Calera Intermediate School. All Title I parents are given the

opportunity to provide feedback through an annual survey. Parents receive communication through classroom weekly folders, ListServe, social media, and newsletters. Title I funds are used for the cost of printing and postage, parent workshop speakers, and resources and materials.

Describe how the school provides parents of participating children timely information in a uniform format and, to the extent practicable in a language they can understand, about programs under Title I, a description and explanation of the curriculum in use, forms of academic assessments, and achievement expectations used, and, if requested by parents, opportunities for regular meetings to formulate suggestions and participate as appropriate in decisions related to the education of their children.

Parent compacts, lunch menus, newsletters, and the Code of Conduct will be sent home in the native language to Spanish speaking students. Weekly newsletters are provided to communicate all aspects of the school program keeping parents informed. Our Continuous Improvement Plan is linked to our website so parents can easily access our yearly goals and better understand the improvement process. Title I Handbooks provide parents an extensive view of parenting within our school and district. Curriculum details are shared through weekly newsletters, the Title I Annual Meeting, parent/teacher conferences, and Parenting Day. In addition, parent conferences, including Student-Led Parent Conferences, will be conducted by teachers in an effort to make appropriate decisions related to the education of students.

Describe how parents, the school staff, and students share responsibility for improved student academic achievement for participating students (How the School-Parent Compact is jointly developed with Title I parents; how it is used, reviewed, and updated).

Calera Intermediate School provides grade specific parent compacts. Each compact has a component for teacher, student, and parent. The compact was developed by teachers, administrators, and the Parent Advisory Committee. These are updated annually. All parents will be given a copy of the new compact. The compacts will be housed in the teachers' classroom to be used during parent/teacher or student/ teacher conferences. In addition, the compact may be discussed in yearly conferences.

Describe procedures to allow parents to submit comments of dissatisfaction with the Continuous Improvement Plan.

- Parents that are in disagreement with the Continuous Improvement Plan may state their position to the local Title I Committee, Continuous School Improvement Leadership Team, and/or Parent Involvement Committee for review.
- If no amicable solution is reached, the parent may state their dissatisfaction, in writing, to the school principal.
- The principal will attach the statement to the Continuous Improvement Plan and present it to the Federal Programs Supervisor.
- The LEA parent liaison will contact the parent for further information if necessary.
- The Federal Programs Supervisor will review all steps in the process and make a determination based on NCLB and the best interest of students.
- The parent will be contacted by the Federal Programs Program Area Specialist and notified of the decisions reached. This will be provided in writing, as well as by telephone or conference.

Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See NCLB Section 1118, requirements for building capacity in parental involvement.)

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:

(1) Shall provide training for parents of participating children in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I, and how to monitor their child's progress and work with teachers to improve the achievement of their children. (Describe)

To ensure effective involvement of parents, support a partnership among the school, parents, and the community, and to improve academic achievement, Calera Intermediate School will provide assistance in understanding the State's academic content standards, how to monitor student progress, and how to work with educators to improve student achievement. The math coach and reading coach will conduct parenting workshops, printed communication will be sent home in the form of newsletters, student handbooks, and teacher communication. Parent conferences will be conducted.

(2) Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. (Describe)

Calera Intermediate School will conduct regular informational meetings on a number of parenting issues: safe use of technology, homework assistance, understanding academic standards, etc., and located in our Parent Center are various parent resources available for check-out. Over the past few years as math standards have changed, parents have requested workshops and instructions particularly in the area of math. Therefore, throughout the year, training for parents will occur in this content area. Through the efforts of our teachers and consultation with AMSTI specialists, we will provide math workshops and materials to support parents in understanding math strategies presented in the classroom. Calera Intermediate will partner with PTO this year to encourage more parental involvement in activities and events, as well as establishing shared goals related to academic success.

(3) Shall educate teachers, office personnel, and other school staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school. (Describe)

Calera Intermediate School provides a mentoring program for first year teachers, designed to discuss strategies which aide them in working with parents and actively involving parents in their child's educational journey. All teachers are expected to welcome parents to the school, as appropriate, and to work with parents to meet the needs of students. Our school welcomes parents on a daily basis and on special events such as book fairs, Parenting Day, Parenting Meetings, and conferences.

(4) Shall to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children. (Describe)

Calera Intermediate School's Parenting Center is open during regular school hours and may also be used from 3:00-4:00 p.m. Monday-Friday. Calera Intermediate encourages parents to utilize the parenting literature, academic games, and computer access provided in the center. The Calera Intermediate Parent Involvement Committee plans and implements monthly activities to enhance the education experience and increase parental involvement in the education process.

(5) Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a

format and, to the extent practicable, in a language the parents can understand. (Describe)

Information is translated into Spanish and an ELL teacher is available to aide in conversation as needed. Shelby County also provides interpreters as needed for meetings. Parent surveys are conducted yearly. The committee reviews survey results to better meet the needs of the parents.

(6) Shall provide such other reasonable support for parental involvement activities as parents may request. (Describe)

Parent surveys are conducted yearly. The Parental Involvement Committee will review survey results and create plans and activities to meet the needs of parents. Parents may request a conference with the teacher at any time throughout the year.

Describe how the school will ensure the provision for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory students; including providing information and school reports in a format and, to the extent practicable, in a language that parents can understand.

Calera Intermediate School currently has limited English proficiency students, therefore all notices of parent meetings are sent to parents of these children in their native language when possible. In addition, we have an ELL teacher at our school and engage the services of a translator when needed.

The institution has a Parent Involvement policy and plan as required in NCLB Section 1118, and ensures that all requirements in Section 1118 and 1111(h)(6), Parents' Right-to-Know, are implemented systematically

Haley Franks, Principal

PARENTAL INVOLVEMENT

The Shelby County Board of Education believes that in order to achieve the maximum educational growth for students, there must be a conscious, collaborative partnership between the parents of students and the schools. The active involvement of parents in their child's education significantly increases the effectiveness of the programs offered by the Shelby County Board of Education and therefore significantly contributes to the success of the child.

Parents of students in Shelby County schools are encouraged to learn as much as possible about the educational programs, goals, objectives and activities at their child's school. The Board encourages parents to actively participate in all the activities designed by the schools to involve and inform parents.

The Shelby County Board of Education further encourages parents to work with both the local schools and the school system in assuring that the programs presented meet or exceed the parents' expectations for their students.

In order to effectuate these beliefs and desires the Superintendent and his staff shall work with each school in developing a Parental Involvement Policy for each school. Each local school policy must incorporate, at a minimum, how the local school will (a) involve parents in the joint development of and updates of the Parental Involvement Policy; (b) involve parents in the process of the school review and improvement; (c) provide for the coordination, technical assistance and other support necessary to assist in planning and implementing the Parental Involvement Policy; (d) conduct with the involvement of the parents, an annual evaluation of the content and effectiveness of the Parental Involvement Policy; (e) periodically provide information to parents on the opportunity for involvement at the school; (f) offer flexible, unique opportunities for parental involvement; and (g) offer effective and timely notifications to parents of their child's progress.

The Shelby County Board of Education acknowledges that further and additional requirements for parental involvement and/or parental notification may exist by state and/or federal law, such as with Title I schools. The Superintendent shall prepare such written directives as may be necessary to meet state and federal mandates, and such directives shall be considered policy of this Board. The Superintendent shall provide copies of such directives to the Board for review and input before implementation.

PARENTAL KNOWLEDGE OF TEACHER QUALIFICATION

The Shelby County Board of Education is committed to hiring highly qualified teachers to provide the best educational opportunities possible for the students of Shelby County. Parents have the right to request, and the schools shall provide in a timely manner, information regarding the professional qualifications of each student's teacher(s).

The information the parents are entitled to shall include, but is not limited to: whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived; the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher; the field of discipline of the certification or degree of the teacher; and, whether the child is provided services by paraprofessionals and, if so, their qualification.

The requested information is to be collected and disseminated in a manner that assures parents of the information they have requested while protecting, to the extent possible, the privacy of the teachers.

The Shelby County Board of Education acknowledges that further and additional requirements for parental knowledge and/or parental notification may exist by state and/or federal law, such as with Title I schools. The Superintendent shall prepare such written directives as may be necessary to meet state and federal mandates, and such directives shall be considered policy of this Board. The Superintendent shall provide copies of such directives to the Board for review and input before implementation.

Ref: No Child Left Behind Act 2001 (P.L. 107-110)

TITLE I SCHOOLS - SPECIAL PROVISIONS

The Shelby County Board of Education recognizes the unique federal laws applicable to Title I schools. The Superintendent shall draft such written directives as may be necessary for Title I schools to be consistent with federal

law. Such directives shall be considered policy of the Board. The Superintendent shall provide copies of such directives to the Board for review and input before implementation.

Calera Intermediate School Parent Survey Results

The following responses were given in the Spring 2018 Parent Survey as a part of the Parent Involvement Evaluation.

1. Do you feel welcome in your child's school? 49 Yes 4 No
2. Does your school encourage you to be involved in your child's education?
48 Yes 5 No
3. Do you know your school's academic goals and how you can be involved?

42 Yes 11 No

4. Did you participate in any of the following activities offered this year?

<p><u>11</u> Annual Meeting of Title I Parents <u>1</u> Title I Program Planning/Evaluation <u>1</u> Explanation of State Standards/Curriculum <u>3</u> Development of Parent Involvement Plan <u>32</u> Family Reading/Math Nights <u>0</u> Development of School-Parent Compact <u>13</u> Observing/Volunteering in the Classroom <u>0</u> Explanation of AYP, School Improvement <u>48</u> Parent-teacher Conferences <u>4</u> Parent Advisory Committees/Councils</p>

5. Do you know about volunteer work you can do at school? 44 Yes 9 No

6. Do you know what it means to be a Title I School and what your rights are?
44 Yes 9 No

7. Do you know how additional help with reading and/or mathematics is given to students through the Title I program? 43 Yes 10 No

8. Do you know what your child should know and be able to do in reading and/or mathematics for the grade he/she is in? (Academic Content Standards)
45 Yes 7 No

9. Do you understand your child's report cards and test scores?
50 Yes 3 No

10. Does the Title I School-Parent Compact help to remind you about things you can do to help your child do better in school? 45 Yes 7 No

11. Title I, of the No Child Left Behind Act of 2001 asks that priority be given to extra help beyond the regular school day. If free instruction were provided, would you want your child to attend Title I services after school, before school, weekend school, or summer school?

After-School	<u>41</u> Yes	<u>9</u> No
Before School	<u>17</u> Yes	<u>28</u> No
Weekends	<u>7</u> Yes	<u>36</u> No
Summer School	<u>28</u> Yes	<u>21</u> No

12. What is the best way for the school to share information about your child and school activities? Check the best way:

22 Telephone Call 49 e-Mail

19 Written Notices 2 Other (Text, Remind App, Face to Face conference)

13. Can you reach your child's classroom teacher(s) to discuss your child?
49 Yes 3 No

14. Check any of the following items that would help you attend Title I Activities:

29 Evening Meetings

0 Transportation Provided

14 Child Care Provided

31 Calendar of Events Sent Home Regularly

30 Reminders Sent Home One Week Before Event

1 Different location other Than School (Location in "Other" field)

15. Did you receive a copy of the following three documents this year:

• The District's Parental Involvement Plan 49 Yes 3 No

• Your School's Parental Involvement Plan 48 Yes 4 No

• The School-Parent Compact 49 Yes 2 No

16. Do you have comments/concerns about the Title I Program or the Parental Involvement Program in your school?

(1) More money would help.

(2) Communication about how funds are spent for those that are unable to attend the meeting.

The following data requested is for statistical purposes only:

Grades of children:

0 Pre K 2 K 4 1st 4 2nd 19 3rd 13 4th 19 5th 0 6th

**Calera Intermediate School
2018-2019**

My signature below affirms that I have read this booklet concerning my child's school and the Title I program. If I have any questions, I can contact the school principal or the Federal Programs office at the Board of Education at 205-682-7000.

Child's Name

Parent Signature

Date