

MELROSE PARK ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Joseph N. Adkins , 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)];
- Inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Centers (PIRC) in Florida, i.e., PIRC of Family Network on Disabilities in Florida (FND) and PIRC at University of South Florida (USF) [Section 1118(g)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].

| | |
|---|--------------------|
| Signature of Principal or Designee | Date Signed |
|---|--------------------|

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: To help parents understand the state's academic content standards, the state's academic achievement standards and local academic assessments. Opportunities will

be provided for parental input on the implementation of programs and activities that are supported by the Title 1 Program.

Involvement of Parents

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

Response: Parent information and opportunities to become involved is given to all parents throughout the school year. Melrose Park Elementary offers the following activities to all parents: Meet Your Teacher Day, Open House, Title I Annual Meeting, Parent-Teacher Conferences, Volunteer Orientation, SAC Meetings, and PTO meetings. Information concerning time, dates and activities will be available in newsletters, school marquee, take home flyers, and the school's website. Members will be voted on during the first SAC meeting. Parents will be encouraged to join and have the opportunity to participate in the decision making process for Melrose Park Elementary. SAC is the decision-making entity of the school. Parents are given a survey seeking input on activities, training and materials they need to help their child. The SAC Committee will review and discuss strategies and activities for the SIP and for the PIP. The SAC Committee will also be responsible for creating the School Involvement Plan and conducting a SIP midyear review. Use of Parental Involvement Funds will be discussed at SAC meetings and at the Annual Title 1 Meeting held no later than the first 6 weeks of school. Documentation of parent participation will include agendas, minutes of monthly SAC meetings,

participation logs, surveys and sign in sheets. The SAC Committee will review and report on parent attendance and evaluation for all activities at the SAC meetings.

Coordination and Integration

Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1118(e)(4)].

| count | Program | Coordination |
|-------|--|---|
| 1 | PIRC | Provide parents, parent organizations, and school staff the purpose and existence of the state's PIRC. Use PIRC's training and support services for families and educators. |
| 2 | Title IV | "Too Good For Drugs" curriculum is used |
| 3 | Suwannee Valley 4C's Head Start, Early Learning Coalition of Florida's Gateway and community daycare | Preschool children and their parents will be invited for a Kindergarten screening. |
| 4 | 21st Century Community Learning Center | Parent Involvement programs will be coordinated with 21st CCLC parent involvement nights. Data concerning parent nights will be shared between Title I and the 21st CCLC program. |
| 5 | District Parent Involvement Coordinator | The District Parent Involvement Coordinator will assist in providing information, materials, and training to parents that teach how to help their children at home. |

Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

| count | Activity/Tasks | Person Responsible | Timeline | Evidence of Effectiveness |
|-------|--|--|----------------|---|
| 1 | Plan Annual Parent meeting: Make agenda, handouts, and Power Point | Curriculum Resource Teacher, Principal | September 2011 | Copies of agenda and handouts, sign-in sheet, flyers, newsletters, and power point presentation |
| 2 | Annual Parent Involvement Meeting: Discuss requirements of Title 1 and rights of parents | Curriculum Resource Teacher, Principal | September 2011 | Parent comments and surveys |
| 3 | Maintain documentation of attendance at annual | Curriculum Resource | September 2011 | Sign-in Sheets, documentation will be |

| | | | | |
|--|---------|---------|--|---|
| | meeting | Teacher | | maintained in Curriculum Liaison's office |
|--|---------|---------|--|---|

Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

Response: SAC will make recommendations on parent involvement meetings and workshops for the school year. This input will include both workshop topics and scheduling issues, such as dates, days and times offered. At the end of each workshop, parent feedback will be requested and will be reviewed at the following SAC meeting. Using this feedback, topics and scheduling of future workshops will be adjusted if needed in order to address parental concerns.

Workshops and meetings will be offered during the school year, during a variety of times and days to help assure that parents have the opportunity to participate. During each of these opportunities, childcare and food will be provided, when allowable. Teachers will hold parent conferences before school or evening when needed.

Building Capacity

Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child's academic achievement [Section 1118(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

| count | Content and Type of Activity | Person Responsible | Correlation to Student Achievement | Timeline | Evidence of Effectiveness |
|-------|------------------------------|--------------------|------------------------------------|----------|---------------------------|
|-------|------------------------------|--------------------|------------------------------------|----------|---------------------------|

| | | | | | |
|---|---|--|--|------------------------------|---|
| 1 | State's academic standards, grade level expectations, and state & local assessments. Open House- Distribution of material concerning state standards, grade level expectations, and assessments | Curriculum Resource Teacher, Grade level teachers | Provide information to parents on content of standards, grade level expectations, and state & local assessments and impact on student progress | September 2011 | Parent Sign-in Sheets, Evaluation forms |
| 2 | Family Technology Night. Workshop- To expose parents to all of the on-line technology available for them to access with their children from home. | Curriculum Resource Teacher, Technology Teacher | Students utilizing on-line resources at home will display an increase in academic performance. | September 2011 ñ May 2012 | Parent Sign-in Sheets, Evaluation forms |
| 3 | Parent College Reading. Workshop- To provide parents with strategies and activities to use with their children at home to promote student achievement. | Curriculum Resource Teacher, Reading Coach, Instru | Student achievement due to parent involvement | October 2011 - March 2012 | Parent Sign-in Sheets, Evaluation forms |
| 4 | Parent College Math. Workshop- To provide parents with strategies and activities to use with their children at home to promote student achievement. | Curriculum Resource Teacher, Math CIT, Instruction | Student achievement due to parent involvement | October 2011 - March 2012 | Parent Sign-in Sheets, Evaluation forms |
| 5 | Science. Workshop- To provide parents with information, strategies and activities to use with their children at home to promote student achievement. | Curriculum Resource Teacher, Science CIT | Student achievement due to parent involvement | October 2011 ñ November 2011 | Parent Sign-in Sheets, Evaluation forms |
| 6 | Parent College Writing. Workshop - To provide parents with information, strategies, and activities to use with their children at home to promote student achievement in writing. | Curriculum Resource Teacher | Student achievement in writing due to parent involvement | October 2011 - March 2012 | Parent Sign-in Sheets, Evaluation forms |

Staff Training

Describe the training the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as

equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

| count | Content and Type of Activity | Person Responsible | Correlation to Student Achievement | Timeline | Evidence of Effectiveness |
|-------|---|-------------------------------|---|--------------------------|--------------------------------|
| 1 | Title I Information Training for School Staff | Curriculum Resource Teacher | Provide information to staff on Title I requirements | September 2011 | Sign-in sheets |
| 2 | Volunteering | Curriculum Resource Teacher | Provide teachers with volunteer guidelines | September 2011 | Sign in sheets, staff feedback |
| 3 | Parent Communication and Conferences | Reading Coach | Provide teachers info. on how to build positive communication with parents. | September 2011 | Sign in sheets |
| 4 | Truancy | Guidance Counselor, Principal | Provide teachers with tips to help with truancy. | September - October 2011 | 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)].

Response: -Parent Resource Room available to provide material such as leveled books, books on tape, reading & math games, science activities, for parents to checkout for home use.

-Family Reading Night- the Media Center is open once a month to provide parents the opportunity to read with their child. A guest reader reads to families. Students may take AR quizzes.

-Provide parents with a bi-monthly newsletter highlighting activities occurring on campus.

-Science Fair Night- To provide parents and students with materials and support during the preparation of science fair projects.

-Kindergarten Orientation- To inform parents of upcoming kindergarten students what to expect as their children enter.

-Morning Mile - Students may arrive early two days a week to walk with the PE Coach. Encourages students to arrive to school early and promotes exercise.

Communication

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

- 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 also submit the parents' comments on the plan that will be available to the local education agency [Section 1118(c)(5)].

Response: At the beginning of the year, parents are invited to Open House. Teachers meet with parents and students to provide information specific to their grade level. The information provided includes: the Next Generation Sunshine State Standards, the classroom curriculum, assessments, school and classroom expectations, how parents can help at home, how parents can communicate with the teacher and how to set up conference, and opportunities for participation in decisions related to the education of their child.

At the Annual Title I Parent Meeting, information will be provided for parents about Title I

programs, our curriculum, academic assessments, and school expectations. All of this information is available on our school website. Information about Title I is also distributed through the district composed letters sent home with students at the beginning of the school year.

A Student-Teacher-Parent Compact is discussed and signed at the beginning of school. The Compact includes the school's expectations for students, teachers, and parents. The compact is reviewed and used during the course of the year as needed.

Various information is provided in school newsletters, teacher notes, district curriculum grade level expectations, parent flyers, and student data reports are sent home regularly to inform parents of student progress.

Student progress is monitored through district-wide progress monitoring tools, such as FAIR, Think Gate, and STAR. Parents are informed of student progress, according to the assessments, at parent conferences. Progress reports are sent home the middle of each reporting period to inform parents of the student's classroom grades, conduct, and work habits.

School and district websites offer information to parents concerning state assessments, parent trainings, in addition to providing resources for parents

wanting to assist their children at home.

Accessibility

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

Response: All mailings, Title I information, and school documents will be made available to parents in English. Other languages are available upon request. Parent conferences and meetings will be translated as needed. Family workshops will be translated as needed. The Parent Involvement Plan will be posted on the school's website. American Sign Language and Braille translations can be provided for those families who would benefit from the services.

Parent involvement opportunities will take place both during and after school to encourage participation by as many families as possible. Activities will be advertised on the school marquee, in the local newspaper, through flyers sent home with students and posted in local businesses. A monthly newsletter will go home with all students, listing opportunities for parent involvement, as well as activities occurring on campus. Parents are also encouraged to utilize the school website where activities and parent resources are available. School planners or agendas will also be used to keep parents informed of activities and promote home - school communication.

Discretionary Activities

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

| count | Activity | Description of Implementation Strategy | Person Responsible | Correlation to Student Achievement | Timeline |
|-------|--|---|---|--|---------------------------|
| 1 | Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)]; | Workshops, school activities, and conferences are scheduled at variety of times to meet the needs of parents. | Principal and Curriculum Resource Teacher | Increased student achievement due to parent involvement. | September 2011 - May 2012 |
| 2 | Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | The school is partnering with Parkview Baptist Church to bring volunteers into all aspects of the school includinn parent involvement activities. | Principal and Curriculum Resource Teacher | Increased Student achievement due to support from volunteers and parent involvement. | September 2011 - May 2012 |

Upload Evidence of Input from Parents

Upload evidence of parent input in the development of the plan.

[Uploaded Document](#)

Upload Parent-School Compact

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload an electronic version of the Parent-School Compact.

[Uploaded Document](#)

Upload Evidence of Parent Involvement in Development of Parent-School Compact

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload evidence of parent input in the development of the compact.

[Uploaded Document](#)

Evaluation of the 2010-2011 Parental Involvement Plan

Building Capacity Summary

Provide a summary of activities provided during the 2010-2011 school year that were designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

| count | Content and Type of Activity | Number of Activities | Number of Participants | Correlation to Student Achievement |
|--------------|---|-----------------------------|-------------------------------|--|
| 1 | State's academic standards, grade level expectations, and state & local assessments. Workshop- Distribution of material concerning state standards, grade level expectations, and assessments | 1 | 84 | Provide information to parents on content of standards, grade level expectations, and state & local assessments and impact on student progress |
| 2 | Family Technology Night. Workshop- To expose parents to all of the on-line technology available for them to access with their children from home. | 3 | 10 | Students utilizing on-line resources at home will display an increase in academic performance. |
| 3 | Reading. Workshop- To provide parents with strategies and activities to use with their children at home to promote student achievement. | 2 | 26 | Student achievement due to parent involvement |
| 4 | Math. Workshop- To provide parents with strategies and activities to use with their children at home to promote student achievement. | 2 | 13 | Student achievement due to parent involvement |
| 5 | Science. Workshop- To provide parents with information, strategies and activities to use with their children at home to promote student achievement. | 1 | 80 | Student achievement due to parent involvement |

Staff Training Summary

Provide a summary of the professional development activities provided by the school during the 2010-2011 school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118 (e)(3)].

| count | Content and Type of Activity | Number of Activities | Number of Participants | Correlation to Student Achievement |
|--------------|---|-----------------------------|-------------------------------|---|
| 1 | Title I Information Training for School Staff | 1 | 45 | September 2010 |
| 2 | Volunteering | 1 | 45 | August 2010 |
| 3 | Successful Parent ñ Teacher Conferences | 1 | 45 | Fall 2010 |

| | | | | |
|---|-------------------------------|---|----|---------------------------|
| 4 | Positive Parent Communication | 1 | 45 | September 2010 ñ May 2011 |
| 5 | Truancy | 1 | 45 | Fall 2010 |

Barriers

Describe the barriers that hindered participation by parents during the 2010-2011 school year in parental involvement activities. Include the steps the school will take during the 2011-2012 school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(E)].

| count | Barrier (Including the Specific Subgroup) | Steps the School will Take to Overcome |
|-------|---|--|
| 1 | Time of events | Offer meetings and activities at different times and different days of the week to help with transportation and work schedules. |
| 2 | Transportation | Offer meetings and activities at different times and different days of the week to help with transportation and work schedules. |
| 3 | Knowing when workshops are scheduled | Send home multiple fliers advertising workshops and school activities. Include workshop information in bi-monthly newsletters. Use IRIS call-outs as a reminder before workshops and activities. |
| 4 | Lack of incentives | Provide a snack or dinner when Title I funds allow. Provide take home materials for parents and students when Title I or other grant funding allow. |

Best Practices (Optional)

Describe the parental involvement activity/strategy the school implemented during the 2010-2011 school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

| count | Content/Purpose | Description of the Activity |
|-------|------------------------------|---|
| 1 | Building Capacity of Parents | We held four Writing Workshops for parents. The parents attended along with their child. The idea was for parents to be able to understand what their child is doing in writing and how they can help at home. One of our 4th grade teachers taught the parents writing the same way she teaches her students. The feedback from parents was excellent. 98% of our 4th grade students were proficient in writing last year. |