

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

I, Nanette Grasso, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures, administrative and programmatic requirements, and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

### Assurances

- The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA,
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)],
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)],
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
- Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1118(a)(E)],
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)],
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)], and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)]



Signature of Principal or Designee



Date Signed

### Mission Statement

#### Parental Involvement Mission Statement (Optional)

**Response:** The mission for the Melrose Center for Journalism and Multimedia is to educate and prepare each student for college, career and life by teaching them to be safe, respectful, and responsible learners.

### 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:** Melrose Elementary School believes in involving parents in all aspects of its Title I programs. The School Advisory Council (SAC) has the responsibility for reviewing the School Improvement Plan (SIP) and are able to give input on the different areas such as goals, objectives, strategies and budget. They are also responsible to review and provide input into the Parent Involvement Policy/Plan (PIP), the Parent/Student/Teacher Pledge (Compact). All parents are given surveys in the spring to provide information and suggestions on our school climate and academics to assist in the development of our plans. The results are shared with SAC and made available with all parents. SAC approves all the plans.

## 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	VPK	The Title I office and the VPK office will work together to coordinate transition programs for students entering our Melrose School program. Activities may include coordinating meetings with parents, VPK teachers, and the kindergarten teachers to discuss the specific learning needs of students, join parent meetings to discuss transitioning, etc.
2	Individuals with Disabilities Education Act (IDEA)	Supplemental instructional support provided by Title I will be discussed with parents during the development of the student's IEP.
3	Head Start	We invite Head Start teachers to visit our school for observing our Kindergarten classrooms. Head Start teachers and Kindergarten teachers participate in articulation meetings. We also invite the pre-kindergarten children to tour our school and visit the kindergarten classrooms. We also invite pre-kindergarten.
4	Kindergarten transition	Our incoming kindergarten students are invited to our school to tour the classrooms, get at home materials, a book and supplies, meet staff and receive information about the school such as uniforms, expectations, PTA and volunteering.

## 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	Develop agenda and powerpoint presentation for annual meeting that address the required components	Assistant Principal	September 2015	Copy of agenda, powerpoint, taking points notes
2	Advertise event on marquee	Assistant Principal	September 2015	Picture of marquee

3	Use School Messenger to send message to parents	Principal	September 2015	Copy of message
4	Create sign in sheets	Assistant Principal	September 2015	Copy of individual classroom sign-in sheets
5	Provide space for Supplemental Service Providers (SES)	Assisant Principal and Guidance Counselor	September 2015	Provide list of providers attended
6	Maintain documentation	Assitant Principal/MTSS Coach	September 2015	Title I documentation files housed in SWIC's office Documentation will be uploaded to the electronic audit box.
7	agenda labels	Assistant Principal	September 2015	Copy of labels

## 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:** In order to provide our families at Melrose Elementary School choices, we offer flexible parental involvement meeting times that encourage our parents to attend. We offer programs and events before school, during the school day, right after school and during the evening. For example, Meet the Teacher Day, Open House, Walk to School Day, tours of the school, parent conferences, Principal Chats, curriculum events such as reading, math and science workshops and tours of the school occur right after school and during the evening. We offer other social events and curriculum events during various evenings. These activities and flexible times help increase participation by parents.

## Building Capacity

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

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Parent Advisory Council (PAC)/Advisory leadership and sharing at SAC	PAC representative and SWIC	Improve high student achievement	September 2015, January, May 2016	SAC minutes and PAC meeting documentation
2	Parent University	Grade Level Teams	Improve high student achievement in reading, math and writing	January 2016	Parent evaluation form and sign in sheets
3	Title I Annual Meeting	Assistant Principal	Improve high student achievement with parent involvement	September 2015	Sign-In Sheets, Parent evaluation forms

4	Scale Up for Success Parent Workshops	Principal and Assistant Principal	Improve parent participation and increase student achievement	September 2015- May 2016	Sign-In sheets
---	---------------------------------------	-----------------------------------	---	--------------------------	----------------

## Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)]

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Book Study Engaging Students with Poverty in Mind	MTSS Coach	Improving high student achievement with parent involvement, helping teachers understand barriers that parents face when raising children in high poverty neighborhood, when teachers understand barriers, they can help parents to overcome educational obstacles.	Summer 2015	sign in sheets
2	TNTP Protocols	TNTP	Improving high student achievement with parent involvement, helping teachers understand barriers that parents face when raising children in high poverty neighborhood, when teachers understand barriers, they can help parents to overcome educational obstacles	August 2015- June 2016	Sign-in Sheets
3	Cultural Competency	Dr Kevin Gordon	Improving high student achievement with parent involvement; helping teachers understand barriers that parents face when raising children in high poverty neighborhood, when teachers understand barriers, they can help parents to overcome educational obstacles	August 2015	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:** The school's monthly newsletter will include fliers to advertise the resources available to families We will also include in the monthly newsletter math/science and reading activities for families to do together at home

PreK 4 year old class will participate in the "Read to Me" Initiative

Parents will participate in the "Scale up for Success" Initiative which will host various parent training sessions on how to support student learning at home once a month

---

## Communication

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

- Timely information about the Title I programs [Section 1118(c)(4)(A)];
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)];
- If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children [Section 1118(c)(4)(C)], and
- If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents' comments with the plan that will be made available to the local education agency [Section 1118(c)(5)]

**Response:** At the Annual Title I parent meeting, Melrose Elementary will hold a general meeting where information is be presented about Title I programs Parents learn about our schoolwide program, how our Title I funds are used, parent involvement opportunities such as conferences and compacts and opportunities for participation in decisions related to the education of their child Our Annual meeting is offered along with our open house The principal and PTA share ways for parents to participate in the school Parents are told that a copy of the school's PIP is available in the front office After the annual meeting teachers share information about curriculum, standards and academic assessments They share information about the subjects they teach, assessment plans, and how parents can help at home Teacher's maintain a sign-in sheet and provide a copy to the Assistant Principal who maintains the documentation on the dissemination of information, distribution methods, and timelines Parents that are unable to attend the Annual Meeting are given a missed meeting sheet to share the important information with them

Other events are held throughout the year to provide opportunities for parents to understand the state assessments and ways to increase student achievement We offer evening parent/teacher conferences that discuss expectations for each grade level Other information to inform parents are our monthly newsletters, Early years, Home School, and Building Better Readers monthly newsletters, Title I updates in the newsletters, and academic meetings with parents

---

## 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:** District personnel are available to translate school information, brochures, newsletter etc District policies and forms can request to be translated in other languages as needed. We can request assistance for a translator for parent teacher conferences and meetings The District has parent advocates and parent groups that are available to

assist parents as needed Accommodations will be made for any/all parents with disabilities

## Discretionary Activities

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

## 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 previous year's Parental Involvement Plan

### Building Capacity Summary

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

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	SAC/Leadership and decision making	10	20	Improving high student achievement with parent involvement
2	District Advisory Council (DAC)/Advisory leadership and sharing with SAC	0	0	Improve high student achievement
3	Parent University	1	97	Improving high student achievement and increased parent participation
4	General PTA Meeting/Training Session	10	60	Improve high student achievement with parent involvement
5	Home/School Connection Computers	1	40	improving high student achievement
6	Title I Annual Meeting	1	90	Improve parent participation and increase student achievement

### Staff Training Summary

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

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Haberman Star Teacher Book Study	1	56	Improving high student achievement with parent involvement
2	True Colors Training	1	75	Improving high student achievement with parent involvement
3	SBLT Teacher Training	1	56	Increase Student Achievement and improve parent participation
4	Diversity Training with Mr Oliver	1	75	Improve high student achievement with parent involvement

### Barriers

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

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
-------	---	--

1	working parents (economically disadvantaged)	hold trainings at various times
---	--	---------------------------------

## Best Practices (Optional)

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

count	Content/Purpose	Description of the Activity
-------	-----------------	-----------------------------