

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

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

### Assurances

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

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Signature of Principal or Designee

Date Signed

### Mission Statement

Parental Involvement Mission Statement (Optional)

**Response:**

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### 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:** Our School Advisory/Title I Council is made up of parents, community members, teachers, support staff, and administrators. Monthly meetings are open to all parents and community members and advertised through our newsletters. Special reminder notices are sent to members. Parents share along with others on the council and are part of the decision making. In addition, parental input is gathered through Climate Surveys (Parent, Students, and Staff), Title I Surveys, and Parental Involvement Activities' evaluations.

## 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	Annual Title I Parent Night	MES administrators and teachers will provide information about Title I - what is it, what it provides in the school, provide information to parents to help them make well informed choices for their children, and ensure that parents are aware of how to be a part of the SAC.
2	Grade Level and Schoolwide Parent Nights	These meetings are held at various times during the school year on a variety of topics, such as, Utilizing Online Programs (Harcourt ThinkCentral, NG Science, World Book, Renaissance Place, Focus), How to Help Your Child with Writing, Reading, Math, and Science.
3	Parent Resources on School Website	Ongoing update of helpful websites and activities for parents to implement at home
4	School parent newsletter	Sent out monthly to all parents with school activities as well as suggested activities to do 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	Title I Parent Night Planning Meeting	School Level Administrators - Belinda McElroy and Kimberly Dutton	Sept. 17, 2015	Completion of Organization and Meeting
2	Title I Parent Night Invitations	School Level Administrator - Belinda McElroy	Sept. 25, 2015	Number of parents' participation replies
3	Title I Parent Night Invitation Reminder to Parents	School Level Administrator - Belinda McElroy	Sept. 30, 2015	Number of parents' participation replies
4	Title I Parent Night	School Level Administrators	Oct. 1, 2015	Number of parents attending and evaluations by parents
5	Review of Parents' Evaluations of Title I Parent Night	School Level Administrator - Kimberly Dutton	Oct. 2, 2015	Parents' responses
6	Title I Parent Night	School Level Administrator	Feb. 18,	Completion of Organization

	Planning Meeting		2016	and Meeting
7	Title I Parent Night Invitations	School Level Administrator	March 1, 2016	Number of parents' participation replies
8	Title I Parent Night Invitation Reminder to Parent	School Level Administrator	March 9, 2016	Number of parents' participation replies
9	Title I Parent Night	School Level Administrator	March 10, 2016	Number of parents attending and evaluations by parents
10	Review of Parents' Evaluations of Title I Parent Night	School Level Administrator - Kimberly Dutton	March 11, 2016	Parents' responses

## 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:** Parent Trainings/Workshops, Open House, Book Fairs, Leadership Days, Science Fairs, Assemblies, SAC meetings, Awards Programs, PTO meetings, and Title I meetings are held throughout the school year. Some of these are early in the morning, at various times during the school day, immediately after the school day ends, and in the evening. Some programs involve the students and their parents participating together. During some evening programs, students will participate in activities led by some teachers while parents will attend presentations led by other teachers. Parent training in the use of the Focus Parent Portal will be ongoing throughout the school year scheduled on an individual basis.

## 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	School Advisory/Title I Meetings	SAC Chair	Goals are data driven for specific academic areas	Monthly – SAC	Sign in Sheets and Minutes
2	Title I Science Night: Student Led Science Demonstrations with data collection and problem solving focus	School Level Administrator	Parents will understand the rigor and relevance of Florida Science, mathematics, and Reading standards and explore ways to help their children experience success in school.	March 10, 2016	Parent participation and Evaluations
3	Volunteer Orientation/Training	Volunteer Coordinator	Volunteers tutor students individually	October, 2015	Conversations with volunteers

			and in small groups		and students' responsiveness
4	PTO Meetings	PTO Officers/School Personnel	Students' talents and achievements are showcased through performances, awards programs, and displays of student work	Throughout the school year	Parent Participation
5	Bingo for Books/Academic Tips for Parents to Use with Children	School Level Administrator with Grade Level Teachers	Strengthen students' academic achievement and collaboration between teachers and parents	One time per semester	Parent & Student Climate Surveys
6	Leadership Day: Parents' Understanding of State Standards and the methods used to ensure engagement by all students	School Level Administrator with Grade Level Teachers	Students and Parents will understand how students are taking ownership of their learning by sharing Leadership Notebooks with academic goals and data	May 12-13, 2016	Parent Participation and Evaluations
7	Title I Literacy Night: Parents and Students Participate in a Literacy Fair	School Level Administrators Grade Level Teachers	Students' talents and achievements are showcased through performances and displays of student writing samples	Oct. 1, 2015	Parent Participation and Evaluations

## Staff Training

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

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Faculty/Staff Training – How to Work with a Volunteer	Volunteer Coordinator	Volunteers tutor students individually and in small groups and prepare materials for student use	Sept. 17, 2015	Number of volunteer hours
2	Conferencing with Parents	School Administrators	Prepares school personnel with skills to communicate information effectively with parents	October 8, 2015	Climate Surveys and Training Evaluations
3	Parent Involvement Staff Training	School Administrators	Ensures that the school is involving parents in the six forms of parent involvement which supports collaboration and support between parents and school personnel	October 22, 2015	Climate Surveys

## 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:** Our Parent Resource Center is housed in the Media Center with books for check out and free materials for parents to use in helping their children in all academic areas and with developing good work habits and citizenship.

Summer activity packets specific to each grade level are sent home with students at the close of the school year filled with activities, ideas, and websites designed to review and strengthen concepts and skills

Student Led Conferences- With guidance from the classroom teacher, students share their Reading, Math, and Writing data with parents during a face to face conference at school. Students also share the following with parents: Their WIGs (Wildly Important Goals), their action steps for meeting their WIGs, and their progress monitoring scoreboard.

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## 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:** The benefits of our status as a Title I school shared with parents

during the following: Title I Annual Meeting, PTO Meetings, SAC/Title I Monthly Meetings, and Parent Involvement Activities

PIRC Flyers and Brochures are sent home

Parent activities put on school marquee

Review of the Title I Parent-Student-Teacher Compact during Parent/Teacher Conferences

Parent/Student Handbook Online

Curriculum Guides Online

Florida State Standards Online

Student Progression Plan Online

Response to Intervention Plan Online

District Reading Plan Online

## Elementary Code of Student Conduct and Attendance Policy Online

(Note: Parents receive a hardcopy notice in the first day packet that states that they may request hardcopies of any of these online documents.)

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### 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:** Monthly calendars and special flyers are sent home with all students informing parents of all parental involvement activities. Currently, MES has no ELL students where at least one parent speaks English. School will utilize TDD services for parents who are hearing impaired. School will use ConnectED as well to invite all parents as well as assist those parents with reading difficulties.

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### 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

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### Upload Evidence of Input from Parents

Upload evidence of parent input in the development of the plan.  
[Uploaded Document](#)

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### Upload Parent-School Compact

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

Upload an electronic version of the Parent-School Compact.  
[Uploaded Document](#)

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

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

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

[Uploaded Document](#)

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## Evaluation of the previous year's Parental Involvement Plan

### Building Capacity Summary

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

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	School Advisory Council Meetings	5	50	Goals are data driven for specific academic areas
2	Title 1 Meetings	2	600	Informed parents who feel connected with school initiatives will make positive impact on students academic success
3	Volunteer Orientation/Training	1	15	Volunteers work effectively with students and teachers
4	PTO Meetings	2	600	Parents and teachers collaborate on methods for improving our school
5	Bingo for Books/Academic Tips for Parents to use with Children	2	600	Strengthen students' academic skills with collaboration between teachers and parents

### 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	Faculty/Staff Training-How to work with a volunteer	1	45	Faculty members understand how to access volunteers and give example of acceptable and effective use of volunteers
2	Conferencing with Parents	1	35	Prepares school personnel with skills to communicate information effectively and build rapport with parents

### 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	Assurance that parents receive Parent Involvement Activity invitations	Send home invitations on colored paper; send reminders; Post activity on school website and on the FOCUS Parent Portal
2	Child Care	Provide supervised activities for children while parents

		attend training
3	Parent Training/Events conflict with other community events	Consult with other community group schedules prior to planning

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### 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
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