

MYRTLE GROVE ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Robin Maloy, 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)].

Date Signed**Signature of Principal or Designee****Mission Statement**

Changes made



No changes made

Parental Involvement Mission Statement (Optional)

Response: The mission of Myrtle Grove School is to provide students with an academic foundation in which all students will effectively develop communication, cooperation, creativity, and critical thinking skills. Achievement of this goal will require parental, community, staff, and technological involvement. Myrtle Grove strives to develop a student well rounded in all developmental and academic areas, as well as, a student with the skills of self discipline.

Myrtle Grove Vision Statement:

Our staff will strive to provide experiences which will motivate the students to continue to seek knowledge and value the importance of education as they develop career and professional goals for their lives. In reading we will nurture the intrinsic love of reading and give our students the skills and strategies to obtain knowledge and know the JOY of reading as they become independent, life-long readers. To establish this vision, we nurture the intrinsic value of learning the skills and strategies to obtain knowledge in all content areas such as math, science, and social studies as well as in the arts. We strive to motivate students to understand the JOY of becoming independent life-long learners.

Involvement of Parents

☒ Changes made ☐ No changes made

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: Myrtle Grove school will involve parents through various avenues that will allow parents input into their child's and the school's educational journey towards success. School Advisory Council meetings (SAC) and communication from teachers and school administration are a few methods used at Myrtle Grove. Parents receive notification of all programs, meetings and activities in the form of newsletters, phone calls, flyers, parent/teacher conferences, marquee, school web page and the "School Messenger" which calls homes to give updates. These notification methods allow parents the opportunity to be aware of programs offered at the school, such as: after school tutoring, parent meetings, and Parent/Child Literacy Nights. Parents receive notification regarding student progress through frequent phone calls, student progress reports, report cards, teacher conferences, classroom newsletters and report cards. There is a shared home school connection that gives parents the tools to extend learning to the home by providing resources such as FCAT Explorer, FOCUS, Reading Eggs, and Study Island to support student learning in the home environment. A volunteer program is available for parents interested in supporting the school. Signs are posted in different locations promoting volunteerism. A volunteer coordinator is always available to ensure all volunteers are treated with respect, have answers to questions and placed in a comfortable location. A parent resource room has been established to ensure that parents have access to technology, curriculum, materials, teachers, and media services in a timely manner. A parent liaison has been hired to manage the resource room to ensure that this happens. Parents have a part in the decision making process through the School Advisory Council which meets 4-8 times a year. The Advisory Council members assist in evaluating, implementing, and developing policies for the school. Parents can provide input regarding budgets, and have the opportunity to discuss and give ideas on how Title 1 funds will be spent. After the budget is developed, parents, through SAC, review and approve it. All School Advisory Council meetings are open to the public. Parents represent a cross-section of the school's population taking into account grade levels, ethnic/racial backgrounds, parents of students with disabilities and parents with limited proficiency in English. Parent input is documented by surveys, minutes, and comments. Parents are also allowed to select their child's teacher for the upcoming school year by sending in a "parent request letter."

Coordination and Integration

☒ Changes made ☐ No changes made

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	Individuals with Disabilities Education Act (IDEA)	Supplemental instructional support provided by Title 1 will be discussed with parents during the development of the students IEP.
2	Meet and Greet	Teachers mail parents and students cards inviting them to select a convenient time prior to the start of school to come and meet their classmates and their new teacher. This allows parent and teacher to establish communication and become familiar with grade level standards and expectations.
3	Parent/Child Literacy Nights	Parents will have the opportunity to check out books to encourage family reading at home. Teachers model instructional strategies for parents.
4	Open House/Title One	Informs parents of expectations of their child and will help them better assess and assist in their child's learning. We also inform parents of services provided through Title One.
5	Parent Resource Room	Parents can check out educational materials, such as, games, flash cards, manipulatives, etc. to work with their child at home.
6	Curriculum Night	Parents will have the opportunity to collaborate and receive hard copy information on grade level expectations.
7	Pre-School Orientation	Parents and students of local daycare providers can tour the school and participate in storytime.

Annual Parent Meeting

☒ Changes made ☐ No changes made

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, handouts, sign-in sheets	Principal	September 2014	Copy of Agenda
2	Send invite to parents	Teachers	September 2014	Copy of flyer/open house flyer
3	Develop sign-in sheet	Principal	September 2014	Open House Agenda
4	Facilitate Event	Principal	September 2014	Copy of sign-in sheet
5	Maintain documentation	Secretary	On-going	Copy on file

Flexible Parent Meetings

☒ Changes made ☐ No changes made

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: Myrtle Grove believes in the importance of parental involvement and gives careful consideration to family schedules and outside commitments when determining the days and times for meetings.

Parent meetings and workshops are held:

- * After school in the afternoon or evening
- * Before school
- * During the school day
- * During the day on a teacher inservice day

Myrtle Grove offers varying times for workshops/meetings to allow for greater participation by parents. We try to accommodate all times of availability for our parents by holding workshops both in the a.m. and p.m.

Parent conferences for each teacher are provided at the parents' convenience. Principal, guidance counselor, and teachers conduct home visits when the parent cannot come to the school. The visiting teacher conducts home visits when the parent cannot be contacted.

Building Capacity

☒ Changes made ☐ No changes made

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 Volunteer Orientation - Instrumental in building strong parental support and effective involvement for all students and their families.	Anita Gantt	The orientation will provide information that will help in performing the services at Myrtle Grove. It is designed to help parents feel more comfortable in the role of volunteer and provide additional information.	October	Sign-In sheet

2	Reading Nights	Christine Kozik	Content specific sessions will be provided for parents. Information will include grade level proficiency, strategies parents can use at home, and assessment methods.	On-going	Sign-In sheet
3	Open House/Title 1 - This event gives parents the opportunity to visit classrooms, learn more about Title One, induct the PTA board, listen to the treasury report, and visit our parent resource room.	Robin Maloy	Informs parents of expectations of their child and will help them better assess and assist in their child's learning and sign up for conferences.	September 11, 2014	Sign-In Sheet/Agenda
4	School Advisory Council - Composed of appointed members of the school, home, and community. The purpose of the council is to assist in formulating and defining school policy, and to serve as the liaison between the school and community.	Robin Maloy	Myrtle Grove's School Advisory Council is a consultative body which advises the principal on policy-related school issues.	4x's a year	Sign-In Sheet
5	Volunteers	Anita Gantt	Parents have the opportunity to participate in their child's learning through volunteer activities.	On-going throughout year	Volunteer form
6	Parent/Teacher Conference - Funded through Title 1 to involve parents instruction in the classroom and at home. Teachers will offer a variety of times to meet the needs of the parents. Home visits can be arranged to extend learning and communication.	Teachers	Teachers inform parents on the progress of their child and offer strategies and solutions to promote high achievement. Parents have the opportunity to share their concerns with the teacher.	On-going	Sign-In sheet
7	Boys Scouts of America	Michelle Pinney	Development of social skills	Monthly	Sign-In sheet
8	Girl Scouts of America	Michelle Pinney	Development of social skills	Monthly	Sign-In sheet
9	Parent/Child Literacy and Academic Nights	Teachers	Promote awareness of curriculum requirements	On-going	Sign-in sheet

10	Title I Parent Meeting - This event gives parents an opportunity to provide input into our parent involvement activities.	Robin Maloy	Informs parents of ways to assist in their child's learning and inform parents of services provided through Title I.	September 11, 2014	Sign-in sheet/ agenda
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Staff Training

☐ Changes made ☐ No changes made

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	Teacher Training on Volunteer Guidelines and Responsibilities	Anita Gantt	Forms a collaboration and understanding of the guidelines and responsibilities both the teacher and parent volunteer must have to ensure a cohesive bond for success of all children.	October	Sign-In Sheet
2	Training on Parent Portal	District / Teachers	Parent Access to academic information and grades	On-going	Implementation

Other Activities

☐ Changes made ☐ No changes made

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 Parent Resource and Title I Parent Involvement Center was created by Myrtle Grove to be a source of support and information for parents and families, to offer parents encouragement and support, and to share ways to work as a team with the child's school so the child can be prepared for his or her future. The Parent Resource Center builds strong family-school-community partnerships in both regular and special education. Parent educator provides workshops for parents to increase their knowledge and skills to empower them to interact proactively with the school and their child's educational program. Workshops are offered based on the results of parent surveys. A lending library is available with videos, books, discipline strategies, technologies and other materials to enrich parenting skills.

Communication

☐ Changes made ☐ No changes made

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: Timely information will be sent to parents within the first six weeks of school. Information will be sent home by students, posted on the web site, newsletters, marquee, phone calls and parent conferences. The Parent Portal will be utilized to give parents access to information without coming directly to the school. Conferences, meetings and activities will be available during school and after school hours.

Information will be in a language that is understandable, to the extent that is feasible. Myrtle Grove Elementary uses "School Messenger" as a vehicle to disseminate information regarding events and activities at the school. The School Messenger phone system allows Myrtle Grove to have the ability to dispense concise, on-time messaging to notify parents, within minutes, from any location. We provide interpreters for parents speaking other languages as well as deaf parents.

The School Advisory Council allows parents the opportunity to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children. The School Advisory Council is required to meet four (4) times a year. Myrtle Grove meets at least four times to allow parents the opportunity to be apart of every aspect of their child's education.

Regarding the "Parents' Right to Know" provisions in the law, a letter is sent out with information on the child's level of achievement on state assessments, along with a timely notice that the child has been assigned to or has been taught by a teacher who does not meet the highly qualified teacher requirements for four or more consecutive weeks. All teachers at Myrtle Grove are highly qualified.

Upon the request of parents, Myrtle Grove provides opportunities for

parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. Myrtle Grove will respond to any such suggestions as soon as practicably possible.

Accessibility



Changes made



No changes made

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: Myrtle Grove will provide full opportunities for participation in parental involvement activities by: website, voice mail, newsletters, phone, marquee, word of mouth (other parents), flyers, letters, school messenger, and parent conferences for all students. Hard copies of school activities are written in English and Spanish. We have used translation programs to improve

communication with Spanish speaking student's families when necessary and an interpreter for deaf parents. Due to the integration of general education and ESE, all forms of communication are provided for all students. We welcome parents phone calls and visits to the school for clarification or information on school activities.

Discretionary Activities

☒ Changes made ☐ No changes made

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	Anticipated Impact on 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)];	Myrtle Grove maximizes parental involvement and participation in their children's education by arranging meetings at various times during the day and evening. Childcare is provided by the staff for parents at this time. We also use the visiting teacher to extend our communications with the home.	Principal	Parents are able to participate in activities and meetings that strengthen their knowledge of academic strategies that can be used at home to ensure high academic achievement.	On-going

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

☐ Changes made ☐ No changes made

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	Parent/Teacher conferences	3	500	Parent input on student achievement
2	Open House	1	400	Increased student achievement
3	School Advisory Council	4	20	Parent input on student achievement
4	Science Night	1	150	Parents learn science standards
5	Math and science activities	2	150	Parents learn mathematics and science standards
6	Reading nights	2	150	Parents learn ELA standards
7	Volunteers	100	200	Parents have the opportunity to participate in their child's learning through volunteer activities
8	Title I meeting	1	400	Parent input on student achievement

Staff Training Summary

☐ Changes made ☐ No changes made

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	Teacher training on Volunteer Guidelines and Responsibilities	1	50	Teachers can assist parents with activities that promote parents school connection
2	Training on Parent Portal	1	150	Parents can monitor student progress on a daily basis

Barriers

☐ Changes made ☐ No changes made

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 current 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
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1	Time of day each activity is held	Vary the meeting times
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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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