

MEMORIAL ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Laura Waldon , 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: At Memorial Elementary School, we accept the responsibility for providing educational experiences that will promote the wholesome growth and development of each of our students. We believe that instruction should be meaningful and functional, involving more than just the acquisition of facts and ideas. Mindful of the tremendous influence we have on our children, we will strive to set a proper example for them to emulate.

We recognize and respect the worth and dignity of every child. Understanding that the

child faces developmental tasks that may vary according to his/her environment, culture, and ability, we strive to fit our curriculum to meet the child's individual needs. Helping the child to become a fully functioning individual in his/her family, as well as a productive citizen, is our responsibility. Our aim is for the realization of each child's best self, and we realize he/she will need assistance with mental, social, physical, and emotional growth. We also know it is our task to help each child acquire the compassion, communication skills, and understanding necessary to live successfully in a multicultural world.

We are committed to establishing a warm, open, and respectful environment where parents, students, and faculty can join hands to help all students reach their maximum potential.

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: Parents will be provided and encouraged to be involved in the planning, review, and improvement of Title I programs through participation in our School Advisory Council (SAC). Our SAC meets the second Tuesday of each month. Each year a Title I Annual Parent meeting is held to review the Title I program and the Parent Involvement Plan. This meeting is separate from the School Advisory Council meetings held each month. The communication at this meeting, as well as at PTO and SAC meetings, is that any questions, concerns or suggestions regarding Title I/Parent Involvement are always welcome. Notes, including comments and suggestions, will be kept from these meetings and will be housed in the front office. Also, an annual parent and student survey will be distributed and collected that includes an evaluation of the content and effectiveness of the Parent Involvement program. The feedback from the meeting and the results from the survey help Memorial Elementary modify the content and structure of Parent Involvement events to better meet the needs of our families. Some examples include varying day and/or time, size of workshops, content and grade level specific mini-workshops. Parents and staff have input in designing the format each school year. Parents, students, and teachers will also sign a home-school compact. Parents will be informed in an ongoing and timely manner of meetings and events through the use of Connect Ed messages and flyers which will be sent home in both English and Spanish and meetings will be displayed on our school marquee.

At Orientation each year, parents volunteer to be on the ballot for SAC. Staff members also recommend parents to be contacted to see if they would be willing to be on the SAC ballot. After the ballot is composed, the ballot is sent home for parents to vote on. When the ballots are returned a SAC committee is selected with various diversity.

The Title I Plan and the Parent Involvement Plan are shared with stakeholders at faculty meetings, School Advisory Council meetings and the Title I Parent Meeting. Parent input is incorporated into the School Improvement Plan and Parent Involvement Plan. The Title I Budget is also shared at SAC and the Title I Parent 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	ELL	The ELL Parent Advisory Council is actively involved in reviewing parent

		education activities and strategies, as well as student instructional programs and strategies. Title I, Part A, Title I, Part C and Title III staff collaborate to provide quarterly parent education activities. Topics covered include, but are not limited to, acculturation, helping your child in school, English language acquisition, FCAT standards, graduation requirements and post secondary career opportunities.
2	Title 1, Part C, Migrant	Provides services to migrant students (PreK-12) and their families. The primary goal of the Migrant program is to improve academic performance of migrant students, and provide health and guidance to them. The Migrant Early Childhood Program serves 4 year old children in a full time preschool program, focusing on readiness activities. Parent involvement and education is an integral part of the Migrant Program.
3	Title 1, Part A	Will provide funds to all district Title 1 schools, in a school wide project format, to target academic assistance to all students, professional development for teachers and parent involvement activities. This grant is also the funding source for implementing the requirements of NCLB which have not been waived by the FLDOE's waiver.
4	Title II	Provides for teacher professional development and supports all teachers and paraprofessionals to be highly qualified.
5	Title III	Supports activities to assist students become proficient in English, supports teacher professional development in ELL strategies, parent involvement, and education.
6	SAI	SAI funds will be coordinated with Title I funds to provide summer school for Level 1 readers.
7	Nutrition Programs	LEA participates in the federal Free/Reduced lunch program and the free breakfast for all students program. A snack is provided for afterschool care and afterschool tutoring programs. Summer food programs are provided at various school sites and community locations. The USDA fruit and vegetable grant will also be provided at Fred Wild Elementary School.
8	Adult Education	Adult Education programs are provided at South Florida State College. Numerous vocational programs, college level courses, and community interest workshops are available.
9	Title VI	Title VI provides for our Career Academy at South Florida State College which gives students vocational opportunities as well as academic education.
10	VPK	These programs are provided and facilitated through the district each summer at a school location in each community for families of all eligible incoming kindergarten students not previously served in the private sector.
11	Homeless	Students Services coordinates with Title 1 Part A to provide resources (school supplies, social services referrals) for students identified as homeless under the McKinney-Vento Act to eliminate barriers for a free and appropriate education(FAPE).
12	Migrant Parent Advisory	The Migrant Parent Advisory is actively involved in reviewing parent educational activities and strategies, as well as student instructional programs.
13	Exceptional Student Education	This District Parent Advisory Council is actively involved in reviewing parent educational activities and strategies.
14	IDEA	Supplemental instructional support provided by Federal funds will be discussed with parents during the development of the Students' IEP.
15	District Parent Advisory for Advanced Academics	This Parent Advisory Council is actively involved in the support and increasing the advanced academic program
16	District School Advisory Council	This Parent Advisory Council represents each school in the District. The DSAC reviews Code Of Conduct, Student Progression Plans, Parent Involvement Plans, and other items of concern.

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	Orientation	Administration	August 15,2013	Agenda
2	School Advisory Council Meeting	Administration	September 10, 2013	Sign In; Agenda
3	Title I Parent Meeting - Revision of PIP	Administration	September 10, 2013	Sign In Sheet; Agenda, Minutes
4	School Advisory Council Meeting	Administration	Second Tuesday of each month	Sign In Sheet, Agenda, Meeting Minutes
5	Planning	Administration	Spring 2013-August 2013	Title I Budget
6	Development of Title 1 Plan	Administration, DO Finance, Parents, SAC	August 2013	Title 1 Plan

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 involvement activities at Memorial Elementary will be provided in the morning and/or evening in order to encourage active parent participation. Each year we begin with an Orientation, Back to School night. Parents have the opportunity and are encouraged to sign up for SAC, PTO, meet with teachers and administrators. Parents who are unable to attend set up an individual time to meet with teachers and/or staff. In addition, a social worker can make a home visit if the parents are unable to meet on the school campus. On report card conferences, teachers develop a schedule which includes before and after school hours and are flexible to with dates and times to accommodate parents. Class coverage will be made available if a parent needs to meet with the teacher throughout the school day. Transportation will be made available with advanced notice to the school. Daycare and translators will be provided as needed. Parents will have the opportunity to participate in the following ways:

*Parent meetings *Field Trips

*Parent Conferences *Classroom Volunteers and Tutors

*Fundraising Activities *School Carnival

*Open House/Orientation *PTO

*SAC *Grade Level Curriculum Nights

*Veterans' Day Program

*Awards Days *Thanksgiving Lunch

*Orlando Science Center (Stem night)

*Annual "Spring Fling"

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 Conferences	Classroom Teacher	Teachers will conduct individual conferences to discuss each child's assessment results, expectations and goals for the school year.	2 Times a Year Fall and Spring	Conference Logs
2	Parent Teacher Organization	Administration	A school report is given providing members with information on school accountability, events and curriculum.	Monthly	Sign In Sheets, Agendas
3	School Advisory Council	Administration	A school report is given providing members with information on school accountability, events and curriculum.	Monthly	Sign In Sheets, Agendas
4	Curriculum Nights	Administration; Classroom Teacher	Content specific sessions will be provided for parents. Information will include grade level proficiency, strategies parents can use at home, and assessment methods.	2 Times a Year-One Primary and One Intermediate	Sign In Sheets, handouts, agendas
5	Orientation	Administration; Classroom Teacher	Each teacher provides expectations of student achievement. Teachers will provide parents with strategies to help their child at home.	August 15, 2013	Sign In Sheets, handouts, agendas
6	Connect Ed Messages	Administration	Increase communication with parents.	On-going	The system keeps a log of all out
7	School Marquee informing parents of upcoming parent involvement events	Administration	Provide parents information on curriculum and how they can help their child at home.	Daily	Parent Surveys
8	Comments in student agendas	Classroom Teacher	Increase communication with parents.	Daily	Student agendas
9	Newsletters containing grade specific curriculum and strategies	Administration; Classroom Teacher	Provide parents information on curriculum and how they can help their child at home.	Monthly	Parent Surveys
10	Phone calls home	Administration; Classroom Teacher	Increase communication with parents.	As needed	Phone Logs
11	School Web Site	Administration/Tech 1	Provide updated and ongoing information to parents and the community regarding events, important dates and links to additional educational sites	Ongoing	Web Site
12	Class Web Sites	Classroom Teachers	Provide updated and	Ongoing	Web Site

			ongoing information to parents and the community regarding events, important dates and links to additional educational sites		
13	Book Fair	Media Clerk, Administration	Provide parents opportunities to acquire appropriate literature, establish home-school relationship	November, April	Attendance, parent feedback, student academic achievement in language arts.

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	During teacher staff development days teachers will be provided strategies on how to effectively communicate with parents. Teachers are expected to communicate daily through the student agenda, weekly through classroom newsletters and through individual conferences,	Administration	Improve the ability of staff to work effectively with parents.	August 2013	Sign In, Agenda
2	The Leader In Me	Administration/Teachers	Teachers will be able to implement the 7 Habits of Highly Effective People in their own lives as well as educate our students and families on how to be a successful leader	August 2013	Sign In, discipline results.
3	Presentation of Parent Involvement Plan	Administration	Set clear goals if parental involvement with faculty	October 2013	Increase in student achievement.
4	Orientation to Report Card Conferences	Administration/CLT	Parent Awareness; home school communication, increase student speaking skills and all academic areas	October 2013	Parent feedback, survey results, increase in student achievement.
5	SAC Orientation	Administration/SAC Chair	Parent awareness; home school communication, increase in student achievement	September 2013	Parent feedback, home-school survey results.
6	PTO Orientation	Administration/PTO	Parent awareness,	September	Parent

		Board	home/school communication, increase in student achievement	2013	feedback, home/school survey results, increase in student achievement.
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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: Other activities Memorial Elementary will conduct to encourage and support parents in more fully participating in the education of their child is our yearly Spring Fling, yearly Thanksgiving and Christmas lunch, science night/fair, specific class presentations, Tropicana Speech Contest, and the 5th grade talent show. We will use parent sign in sheets to determine the effectiveness/completion of each activity. The classroom teacher will be responsible for the sign in sheet for classroom activities such as Grandparent's Day. The front office will be responsible for having all parents sign in who attend our annual Thanksgiving lunch and the administration will provide a sign in sheet for parents. Parents can request individual assistance if needed for their struggling students (Resource teacher, guidance, ESOL).

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: Effective communication is vital in building strong parent involvement. We foster a positive relationship with our parents by maintaining an "Open Door" policy. We encourage parents to stop by anytime if they have comments, suggestions or concerns. We also communicate with our parents by sending home flyers, monthly newsletters, student agendas, phone calls, letters home, the school marquee, Connect Ed messages, Parent Nights, parent conferences, the Title I Parent meeting, and the School Advisory Council meetings. The reasonable and realistic timelines for the specific notifications are: daily, weekly, monthly, annually, and as needed. We use a colored system of red, yellow, and green. Approximately a week before the event we send home a green flyer. A few days before the event, we send home a yellow flyer, and the day before a red notice. The effectiveness of the processes used to communicate with parents will be determined by parent comment/feedback. Samples of written communication will be stored in the Title 1 notebook in the front office. The notebook of correspondence is available for parent review. The principal or assistant principal will monitor that the information was provided. The Connect Ed call-out system records the results of each communication made through the system. Newsletters, flyers, and Connect Ed messages are disseminated to parents in both English and Spanish.

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 parents are encouraged to attend all parent involvement activities. Translators are available upon request for conferences and parent meetings for parents with limited English proficiency. Baby sitting services are provided as needed during parent involvement activities. Notification of events are disseminated via school newsletters, school web-site, grade level newsletters, local newspapers, and ConnectEd phone messages. School generated information is sent home in both English and Spanish. All parent requests for reasonable accommodations will be provided. Accommodations will be made for parents of students with disabilities which includes parent/student rights and meetings to explain and receive parent input in developing Individual Educational Plans (IEP). Sound systems will be used in large areas to ensure all will be able to hear the presentation. The administration with the help of the ESOL paraprofessional will monitor the home language and provide additional language when the population percentage increases to a level that is necessary and feasible.

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 2012-2013 Parental Involvement Plan

Building Capacity Summary

Provide a summary of activities provided during the 2012-2013 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 Conferences	2	300	Teachers will conduct individual conferences to discuss each child's assessment results, expectations and goals for the school year.
2	Parent Teacher Organization	6	25	A school report is given providing members with information on school accountability, events and curriculum.
3	School Advisory Council	8	15	A school report is given providing members with information on school accountability, events and curriculum.
4	Parent Nights	2	300	Content specific sessions will be provided for parents. Information will include grade level proficiency, strategies parents can use at home, and assessment methods.
5	Open House	1	500	Each teacher provides expectations of student achievement. Teachers will provide parents with strategies to help their child at home.
6	Connect Ed Messages	58	560	Increase communication with parents.
7	School Marquee informing parents of upcoming parent involvement events	12	560	Provide parents information on curriculum and how they can help their child at home.
8	Comments in student agendas	180	560	Increase communication with parents.
9	Newsletters containing grade specific curriculum and strategies	36	560	Provide parents information on curriculum and how they can help their child at home.
10	Phone calls home	300	500	Increase communication with parents.

Staff Training Summary

Provide a summary of the professional development activities provided by the school during the 2012-2013 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	During teacher staff development days teachers will be provided strategies on how to effectively communicate with parents. Teachers are expected to communicate daily through the student agenda, weekly through classroom newsletters and through individual conferences,	20	85	Improve the ability of staff to work effectively with parents.

Barriers

Describe the barriers that hindered participation by parents during the 2012-2013 school year in parental

involvement activities. Include the steps the school will take during the 2012-2013 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	Parents are unable to attend due to work schedules/small children	Provide child care for those in need, make dates and times flexible for parents
2	Parents may have a first language other than English.	Interpreters will be available at parent involvement activities and/ or conferences.

Best Practices (Optional)

Describe the parental involvement activity/strategy the school implemented during the 2011-2012 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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