

W. A. METCALFE ELEMENTARY SCHOOL

Title I, Part A Parental Involvement Plan

2016-2017

I, James Kuhn, 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 school wide program plan under section 1114(b)(2) [Section 1118(c)(3)];
- Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1118(a)(E)];
- Inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Centers (PIRC) in Florida, i.e., PIRC of Family Network on Disabilities in Florida (FND) and PIRC at University of South Florida (USF) [Section 1118(g)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111 (h)(6)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111 (h)(6)(B)(ii)]; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].



Signature of Principal or Designee

7/20/16

Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: The faculty and staff at Metcalfe Elementary school believe that parent/family involvement is essential to student achievement. The purpose of this Parent Involvement Plan is to provide a guide that staff and parents can use to provide a strong educational setting for children to grow and learn.

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(b2), and 1118(a)(2B)].

Response: The principal, leadership team, and Title 1 team are responsible for the development, monitoring, and implementation of the Title 1 Parent Involvement program and expenditure of parent involvement funds.

Parents and SAC members provide input for the Parent Involvement Plan during the second semester of the year. Parents are also asked for input throughout the year. Once a list of suggestions is generated, parents are asked to review and provide input/comments. We use a variety of ways to gain/give this information including, but not limited to, Title 1 Parent Workshops, surveys, Extended Day Enrichment Program (EDEP), School Advisory Council, and Parent Teacher Organization (PTO).

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	Headstart	Invite Headstart and promote Kindergarten Roundup at the Early Learning Academy at Duval.

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 (school wide 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 Time line	Timeline	Evidence of Effectiveness
1	Develop agenda, handouts, and/or presentation materials that address the required components.	Principal, FCIM/Lead Title 1	Pre-planning through September	Copies of agendas, PowerPoint presentation and handouts. Sign-in sheets and evaluations.
2	Develop and disseminate invitations.	FCIM/Lead Title 1	Pre-planning	Flyer with date of dissemination. Posting on school website.
3	Implement use of the phone system to call parents.	Principal	1 day before event	Phone home log.
4	Advertise/publicize event.	Principal, staff	1 week prior to event	Posting on school marquee and school web-site
5	Develop sign-in sheets.	FCIM/Lead Title 1	Pre-planning	Sign-in sheets for meeting and individual classrooms
6	Maintain documentation and minutes of meeting.	FCIM/Lead Title 1	Pre-planning through event	Title 1 documentation file housed in Title 1 Lead Teacher's office to be shared with Title 1 office for monitoring purposes.

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: The leadership and staff of Metcalfe Elementary School have a strong belief in the importance of parental involvement and therefore have put measures in place to offer parent meetings on a flexible schedule. Our Annual Meeting for parents will be offered during the evening as most of our parents have indicated from prior evaluations that this is the best time for their attendance.

Hard copies of all meeting/training materials will be available to parents who are unable to attend meetings.

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	Time line	Evidence of Effectiveness
1	Parent Planner Training	FCIM/Lead Title 1	Encourage a home-school daily communication tool for 3 rd -5 th graders	September	Sign-in sheets, planners, agendas, presentation materials, and parent evaluation sheets
2	Open House	Principal; Grade level leaders and teachers	Encourages parent-student-school partnerships which are key in increasing student achievement and grade level expectations will be outlined for parents.	September	Sign-in sheets, handouts, agendas, presentation materials, and parent evaluation sheets
3	Title 1 Annual Meeting	Principal, FCIM Facilitator, Title 1 Lead Teacher	Inform parents of Title 1 budget requirements, parental rights, and to increase parent involvement which all ultimately lead to higher student achievement	September	Sign-in sheets, handouts, agendas, presentation materials, and parent evaluation sheets
4	Parent Workshop: Student Organization	Title 1 Team, FCIM	To provide parents with strategies that promote a learning environment at home the will positively impact student achievement.	October	Sign-in sheets, handouts, agendas, presentation materials, and parent evaluation sheets
5	Summer Reading Workshop	Title 1 Team, FCIM	To help parents and students overcome the "summer slide" and make summer reading fun.	April	Sign-in sheets, handouts, agendas, presentation materials, and parent evaluation sheets
6	Preparing for FSA	Title 1 Team, FCIM	Inform parents about state assessment expectations and how to better prepare children for the FSA.	January	Sign-in sheets, handouts, agendas, presentation materials, and parent evaluation sheets
7	Preparing for the state writing assessment	Title 1 Team, FCIM	Parents will be trained on how to best help children achieve success on the state writing assessment.	January	Sign-in sheets, handouts, agendas, presentation materials and parent evaluation sheets
8	Parent Workshop: Science	Title 1 Team, FCIM	To provide parents with strategies to increase their students' achievement and engagement in science	November	Sign-in sheets, handouts, agendas, presentation materials, and parent

					evaluation sheets
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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	Time line	Evidence of Effectiveness
1	Review Home-School Compact, District Parent Involvement Plan, and School Parent Involvement Plan	Title 1 Lead Teacher	Improve communication between parents and staff and re-establish expectations.	August 2016	Sign-in sheet, home-school compact returned with signatures, and evidence that it has been reviewed in parent meetings.
2	7 Habits Planner Training	FCIM/Lead Tile 1	Improve communication between home and school to increase student achievement.	August 2016	Agendas, sign-in sheets, evaluations sheets
3	Parent Academy Staff Training	Director and Specialists	Empowering parents and increase family engagement	September 2016	Agenda and Sign-in sheets
4	Four (4) Modules of Parent Involvement (Modified)	Title 1 Lead Teacher	Improve the ability of staff to work effectively with parents.	School Year 2016-2017	Agendas, sign-In sheets, evaluation sheets, follow-up work
5	Book Study: <i>Working with Parents; Building Relationships for Student Success</i> By Ruby Payne, Ph.D.	Principal	Improve communication between teachers and parents in order to build lasting relationships for student success.	School Year 2016-2017	Sign-in sheets, evaluation sheets, implementation, follow-up work

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: Title 1 Lead Teacher will maintain existing Parent Resource Area and add/update parent resources. Parents will sign in when they enter the Parent Resource Area. Parents will use a check-out system to take materials out of the Parent Resource Area. Sign-in sheets, check-out sheets, parent surveys and parent evaluation sheets will be used to monitor effectiveness of the Parent Resource Area.

Communication

Describe how the school will provide parents of participating children the following [Section 111 B(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 school wide 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: Information on all Title 1 services and programs is sent home with children at the beginning of the school year and reviewed at the Annual Title 1 Meeting. The "Beginning of School" packet's cover letter is signed by the parent and kept as documentation that families received the information pertaining to the school-wide Title 1 program.

Parents are asked to attend multiple meetings for their child throughout the school year and especially encouraged to attend three meetings for the development of a Progress Monitoring Plan for those children being monitored. Parents of any child being monitored through RTI are also invited to attend all conferences and participate in data review meetings. Parents receive four report cards per year in addition to four interim reports concerning academic progress. Parents are able to give input into development and review of final drafts of the following:

- School Improvement Plan
- Parent Involvement Plan
- Parent Compact. Parents are required to attend one parent conference during the school year. The Title 1 Home School compact will be referenced at this time.
- Parents of ESE Students will be invited to annual IEP meetings.
- Parents are also provided information through the school website, phone home, and classroom/grade-level newsletters.

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: Metcalfe Elementary will provide opportunities for all parents to be involved in school activities by communicating these opportunities in a variety of ways including, but not limited to, the school website, Blackboard phone home system, newsletters, and teacher-parent communication. Every reasonable attempt will be made to provide information in a language parents understand. Quarterly reports of ELL enrollment will document fluctuations in school population and ensure that information is being communicated and made available to parents of English Language Learners. When needed, resources/organizations such as the Center for Independent Living may be used for parents/families needing vision or hearing assistance.

Discretionary Activities

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

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Maximizing parental Involvement and participation In their children's education by arranging school	Parents will be provided with opportunities to request additional	FCIM/ Title 1 Lead	By enabling more involvement from families, more	September-May

	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)];	meetings		students will be served.	
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