## MEADOW PARK ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Valerie Z. Haines , 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 schoolís 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)

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| **Response:** Meadow Park Elementary recognizes the importance of forming a strong partnership with parents and community members in order to positively impact the students in our school. To promote effective parent involvement, the staff at Meadow Park Elementary welcomes input from parents and community members and encourages them to join us in the activities outlined in this plan. We will work with parents as equal partners in the educational process. |

**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 [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

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| **Response:** Parents are encouraged to attend PTA, Parent Training events and SAC meetings to discuss and provide suggestions about the Title 1 budget, needs of the school, and student growth. At all of the above mentioned meetings an interpreter is present to translate and handouts are provided in the parents native language. Parent input is requested in developing the Title 1 School-Parent Compact as well as the Parent Involvement Plan.These input opportunities are open to any parent who wishes to attend. Minutes and notes from the meetings are documented. A written questionnaire is also provided in the native language so parents can make suggestions and provide feedback as to the types of events they would like, what time of day is best for participation, and what methods are best for communicating school information.  |

**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)].

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| **count** | **Program** | **Coordination** |
| 1 | Multicultural Department | Provides trainings monthly for parents to assist their children at home both academically and socially. |
| 2 | Chrysalis  | Provides counseling services for students and parents. |
| 3 | Multilingual Psychotherapy Community Partners | Provides counseling services for students and parents. |
| 4 | Children's Service Council | Provides training to parents on homework strategies. |
| 5 | Palm Beach County Library | Provides training on the use of their website, as well as assisting students/parents to become members of the library. |
| 6 | Family First | Provides training/counseling for grandparents raising their grandchildren. |
| 7 | Hearts & Hope Inc. | Provides grief counseling for students and parents. |
| 8 | Listening to Children Mentoring Program | Provides adults to come to the school to offer mentoring services to the students. |
| 9 | Rotary Club of West Palm Beach | Provides dictionaries for all third grade students, as well as food for families during the holidays, and two bicycles with helmets for deserving students. |
| 10 | McKenney-Vento Act | Provides resources to help homeless families with legal, academic, and social issues. |

**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 schoolís 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)].

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| **count** | **Activity/Tasks** | **Person Responsible**  | **Timeline** | **Evidence of Effectiveness** |
| 1 | Informational flyer sent home | Title 1 Contact | September 27, 2016 | Hard copy, sign-in sheets, evaluations |
| 2 | Parent Link call-out | Principal | October 3, 2016 | Transmission |
| 3 | School marquee | Custodian | September 23, 2016 | Sign-in sheets, evaluations |
| 4 | Prepare agenda | Title 1 Contact | September 30, 2016 | Hard copy, sign-in sheets, evaluations |
| 5 | Prepare parent evaluation | Title 1 Contact | September 30, 2016 | Hard copy, sign-in sheets, evaluations |
| 6 | Prepare sign-in sheets | Title 1 Contact | September 30, 2016 | Hard copy, sign-in sheets, evaluations |
| 7 | Review Title I vodcast | Title 1 Contact | September 30, 2016 | Hard copy, sign-in sheets, evaluations |
| 8 | Check technology in cafeteria | ITSA | October 3, 2016 | Sign-in sheets, evaluations |
| 9 | Conduct meeting | Title 1 Contact | October 4, 2016 | Hard copies, sign-in sheets, evaluations, verification form |

**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)].

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| **Response:** Meadow Park will accommodate our parents by providing flexible meeting dates and times based on their input. Most meetings are planned for after school and late enough to accommodate parents who work. We also alternate days of the week so that every opportunity is available for parents to attend. Interpreters are provided and child care is offered at parent training events. School information, invitations, and notices are translated and sent home to parents in the school-wide orange parent communication folders.  |

**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 childís 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)].

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Parent Technology Training (R-$75) | Title 1 Contact | To train parents on the technology available to them to work with their child at home | September 21, 2016 | Sign in sheets/evaulations |
| 2 | Parent Literacy Training (R-$200) | Literacy Committee & Title 1 Contact | To train parents on how to work with their child in reading and writing | December 14, 2016 | Sign in sheets/evaluations |
| 3 | Parent Math Training (R-$200) | Math Committee & Title 1 Contact | To train parents on how to work with their child in math at home | January 25, 2017 | Sign in sheets/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)].

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Soluciones Follow-up Training | PD Team & ESOL Teachers | Increase explicit vocabulary instruction for ELL students | October 21, 2016 | Sign-in sheets/evaluations |
| 2 | Edline Training | PD Team | Increase access to online learning resources for reading, math, and science | November 3, 2016 | Sign-in sheets/evaluations |

**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)].

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| **Response:** Meadow Park currently has a Resource Room for parents which is open during the day. Parents can check out educational games, interactive activities and manipulatives that they can use with their children at home. Some of the other activities that we host throughout the year to engage and increase community involvement are: Activity Person Responsible Date EvidenceMeet and Greet Administration August 12, 2016 Sign-in sheets/evaluationsCurriculum Night Administration&Teachers September 14, 2016 Sign-in sheets/evaluationsBook Fair Night Media Specialist September 27, 2016 Sign-in sheets/evaluationsFall Festival PTA October 28, 2016 Sign-in sheets/evaluationsSTEM Night STEM Teacher November 16, 2016 Sign-in sheets/evaluationsScience Fair Science Committee April 2017 Sign-in sheets/evaluationsSummer Slide Literacy Committee June/July 2017 Sign-in sheets/evaluations |

**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 parentsí comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

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| **Response:** Process for Providing InformationCurriculum Night - September 14, 2016 from 5:30 to 8:00 PM. Information on the curriculum being taught at each grade level is shared with families. Orange Parent Communication Folders - each student is given a folder to bring home flyers, newsletters, and other school communication as well as work from the classroom and teacher notesCall Outs - used to update parents with events and informationEdline - important notices and dates are posted for parents to accessSchool Newsletter - published and is sent home monthlySchool Marquee - updated at least bi-weekly advertising important datesAnnual Title 1 Meeting - October 4, 2016 at 5:15 PM Information on the School-Parent Compact, the Title 1 Program, the PIP, and the SIP will be shared. Parents will Communication to parents will be monitored by printing Edline reports on use of parent activation codes, Parent link call out data reports, sign-in sheets and evaluations from events, and hard copies will be kept and archived. |

**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)].

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| **Response:** In order to meet the needs of ALL parents, Meadow Park provides the following:1. A CLF is present to translate at all parent conferences as well as school meetings such as SAC, parent training events, and Curriculum Night.2. All notices sent home that communicate with parents are translated.3. A CLF is present at IEP meetings where parents need translating.4. Parent Link Call Outs are translated. 5. When possible, translation headphone sets will be used to facilitate meetings.6. We are an ADA approved facility and disabled individuals are able to navigate throughout the school. Meadow Park will continue to monitor accessibility by collecting sign-in sheets and evaluations from various events.  |

**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:

X Not Applicable

**Upload Evidence of Input from Parents**

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

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| [Uploaded Document](fileUploads/500591_2016-2017_uploadEvidenceParentInput.pdf%22%20%5Ct%20%22_blank) |

**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.

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| [Uploaded Document](fileUploads/500591_2016-2017_uploadCompact.pdf%22%20%5Ct%20%22_blank) |

**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.

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| [Uploaded Document](fileUploads/500591_2016-2017_uploadCompactEvidence.pdf%22%20%5Ct%20%22_blank) |

## 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.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Math and Science Parent Training Night | 1 | 300 | To prepare parents to help increase math and science skills for student |
| 2 | Literacy Parent Training Night | 3 | 109 | To prepare parents to help increase reading skills for student |
| 3 | FCAT Writing Night | 1 | 24 | To prepare parents to help increase writing skills for students |
| 4 | Trunk and Treat | 1 | 400 | To increase parent involvement in our school |
| 5 | PLC | 2 | 215 | To increase parent involvement and skills that will be used during the school year |
| 6 | PTA Events | 1 | 50 | To increase parental involvement and provide activities for students throughout the school year |
| 7 | MPES Spring Fling | 0 | 0 | To increase community involvement for our school |
| 8 | Parent Resource Room | 1 | 1 | To increase parental involvement and skills that will be used during the school year |

**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)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Family Resource Room Training for Teachers | 1 | 60 | Materials for parents to reinforce skills at home |
| 2 | Parent Liaison Training for Teachers | 1 | 60 | Materials needed for parent trainings |
| 3 | Parent Liaison/CLF Training on computers to help parents | 1 | 3 | Parent involvement with technology |

**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)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Parents understanding the math curriculum | Dedicated Math Training scheduled for January where parents will walk away with strategies to implement at home |
| 2 | Parents monitoring their child's progress | Parent Communication Folder sent home daily |
| 3 | Parents having knowledge of digital resources to use at home | Parent Technology Training in September |
| 4 | Parents having knowledge of how to work with their child in reading and writing | Parent Literacy Night scheduled for December |
| 5 | Parents engaged in the trainings | Use hands-on activities and make and takes for parents at the sessions |

**Best Practices (Optional)**

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

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| **count** | **Content/Purpose** | **Description of the Activity** |