

MELROSE PARK ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Todd Widergren , 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: Melrose Park Elementary is dedicated to working with parents in supporting their child's learning and success in education. We are committed to helping parents understand the Florida State Standards and ways they can assist their child(ren) at home to achieve mastery of these standards.

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: Parent information and opportunities to become involved will be provided to all parents throughout the school year with the following activities: Meet Your Teacher Day, Open House, Title I Annual Meeting, Parent-Teacher Conferences, Volunteer Orientation, SAC Meetings, PTO meetings and other school events. Parents will be given opportunities, at these meetings, to provide input on the improvement of the Title I programs.

Information concerning time, dates and activities will be disseminated through newsletters, the school marquee, flyers, SchoolMessenger calls, planners and school/district websites.

The School Advisory Council (SAC) is the decision-making entity of the school that includes at least fifty-one percent parent members. Parents will be encouraged to join SAC and have the opportunity to participate in preparing, reviewing and approving the Parent Involvement Plan and School Improvement Plan for Melrose Park Elementary.

Use of Parental Involvement Funds will be discussed at School Advisory Council meetings and at the Annual Title I Meeting held no later than the first nine weeks of school. Documentation of parent participation in these events will include agendas, minutes of monthly SAC meetings, surveys and sign in sheets.

The SAC Committee will review and report on parent attendance and evaluation for all activities at monthly SAC meetings.

All Melrose Park Elementary parents will be given a survey at least once a year seeking input on Title I programs and ways to improve parental involvement including what activities, training and materials they need to help their child. The School Advisory Council reviews, discusses, and outlines the findings of the parent surveys.

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	Suwannee Valley 4C's Head Start, Early Learning Coalition of Florida and community daycares	Preschool children and their parents will be invited for a school tour and Kindergarten screening. Flyers are provided to community businesses, churches, daycares, the Public Library, and the local TV station with information regarding what to expect, as well as, how to assist their child in preparing for school.
2	District Parent Involvement Coordinator	The District Parent Involvement Coordinator will assist in providing information, materials, and training to parents that teach how to help their children at home.
3	Public Library Literacy Program	Throughout the year the Curriculum Resource Teacher will distribute flyers and encourage families to attend literacy programs.
4	Title I-Science Night, Math Night, Literacy Night, and FSA Workshop	Through Title I the school will provide workshops for parents to build capacity to help their children at home.
5	Title II	Provides funds for teachers to attend trainings on increasing parental involvement and providing effective activities that teach parents how to help their children at home.
6	Title VI	Provides funds to purchase web-based educational software that parents can use with their children at home.
7	Title IV	Too Good for Drugs curriculum is implemented in classrooms.
8	Parent Resource Room and Curriculum Resource Teacher	The Curriculum Resource Teacher will coordinate and disseminate information to parents regarding the availability and use of materials for home and school support. Teachers will be trained on the use of the Parent Resource Room.
9	Early Learning Coalition	Age appropriate children and their parents will be encouraged to register for our VPK Program. Flyers with information regarding this program and registration requirements are provided to families, community businesses, churches, daycares, and via automated callouts.

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	Plan Title I Annual Meetings: Set dates/times; advertise; create agenda, handouts, and PowerPoint	Curriculum Resource Teacher	August and September 2016	Copies of agenda and handouts, sign-in sheet, flyers, newsletters, and PowerPoint presentation
2	Hold Title I Annual Meeting: Explain Title I, Title II, Title VI, and SIG and Rights of Parents	Curriculum Resource Teacher	August and September 2016	Increase in knowledge of Title I programs on survey responses.
3	Maintain documentation of attendance at Title I Annual Meeting	Curriculum Resource Teacher	August and September 2016	Sign-in Sheets of parents attending meetings will be maintained in CRT's office.

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: All Melrose Park Elementary parents will be given a survey twice a year seeking input on activities, training and materials they need to help their child and which days and time of day best suits their schedule.

At the end of each workshop, parent feedback will be requested and will be reviewed at the following SAC meeting. Using this feedback, topics and scheduling of future workshops will be adjusted if needed in order to address parental concerns.

Workshops and meetings will be offered throughout the school year, during a variety of times and days to help assure that parents have the opportunity to participate. During each of these opportunities, childcare and food will be provided, when allowable.

Teachers will hold parent conferences before school or evenings, when available, to accommodate parents' schedules. Child care will be provided for parent conferences, when allowable.

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	Open House and Annual Title I Meeting- Distribution of material concerning state standards, grade level expectations, and state and local assessments	All grade level teachers, Curriculum Resource Teacher	By providing expectations of grade level mastery to parents, student achievement will increase	August-September 2016	Increase in parental knowledge of grade level expectations and Title I Programs by responses on parent survey.
2	Parent Conferences- Discuss and distribute hard copy documents related to achievement on state and local assessments FSA, STAR, and Performance Matters	All grade level teachers, Curriculum Resource Teacher	Provide information to parents on state and local assessments and child's progress; increase student achievement through parental involvement and monitoring	September 2016-June 2017	Sign-in sheets and Compacts will show that 100% of parents received information about their child's progress.
3	Kindergarten Orientation	Kindergarten Teachers, Curriculum Resource Teacher	Increase student readiness and achievement in Kindergarten by providing information to parents on what is expected and what is assessed in Kindergarten	April 2017	Program participation indicated by sign-in sheets.
4	Family Reading Nights	Media Specialist, Curriculum Resource Teacher	Increased student achievement on FSA, STAR, Performance Matters	September 2016-May 2017	Increase in student achievement in Reading as indicated by local and state assessments.
5	Parent Portal (Computer)	Curriculum Resource Teacher	1 computer/printer for parent access to increase parental knowledge of grade level expectations for promotion	Ongoing	Log of usage of parent portal will show an increase in parent use by the end of the 2015-2016 school year.
6	Produce and distribute school newsletter which will increase parents' knowledge of the curriculum, instruction, and assessment used at the school to improve academic achievement	Curriculum Resource Teacher	Increase student achievement by providing parents with effective strategies that include: communicating with families about school programs and student progress through effective school-to-home and home-to-school communication	September 2016-May 2017	Include curriculum/instruction/assessment information in a minimum of 4 newsletters sent home
7	Parent Involvement Paraprofessional	Parent Involvement Paraprofessional	The Parent Involvement paraprofessional will be available to assist parents with receiving materials from the Parent Resource Room and providing training on how to use the materials with students at home to increase student achievement	Ongoing	Increase in parent contact through activities such as school newsletter, parent resource checkout, and use of the parent portal.
8	Parent Resource Room	Curriculum Resource Teacher, All grade level teachers	Increase student achievement with resources at home	Ongoing	Parent Resource Room log will show an increase of usage by the end of the 2014-2015 school year.
9	Writing/Literacy Workshop	Instructional Coach, CRT	Increased student achievement on writing assessment by providing parents with strategies on how to help their children at home	January 2016	Increased proficiency on the Writing FSA.
10	Volunteer Orientations	CRT	Increased student achievement by increasing hours that parents volunteer at the school	Ongoing	Increase in volunteer hours indicated by sign-in sheets.
11	State Assessment Workshop	Guidance Counselor, CRT	Increase student achievement by providing materials and training on the FSA to parents	First Semester 2016	Increase in student achievement as indicated by the FSA.

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	Volunteering	Curriculum Resource Teacher	Increased student achievement	September 2016	Increase in number of volunteers and volunteer hours as indicated by sign-in sheets.
2	The Importance of Parent Involvement	Curriculum Resource Teacher	Increased student achievement and attendance at school	September 2016-May 2017	Increased communication between parent and teachers indicated by increased parent/teacher contacts on sign-in sheets and Compacts.
3	Communicating and Working with Parents	Curriculum Resource Teacher, Instructional Coach	Increased student achievement and behavior	September 2016-May 2017	Increased communication between parent and teachers indicated by increased parent/teacher contacts on sign-in sheets and Compacts.
4	Implementation and Coordination of Parental Involvement	Curriculum Resource Teacher	Increased student achievement and attitude toward school	September 2016-May 2017	Through the effective training of teachers, parent involvement will increase school-wide.

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: Melrose Park Elementary will provide the following to encourage, support and engage parents to increase participation in the education of their children:

*Promote school's website that provides useful information to parents and educational links for students by advertising in the newsletter.

*Provide rewards for parent/student participation in events such as: books, math manipulatives, science boards, free homework passes, and drawings for gift cards.

*Parent Resource Room/Curriculum Resource Teacher and Parent Involvement Paraprofessional are available to provide materials such as: books, audio books, reading & math games, science activities, and online resources for parents to use at home.

*Family Reading Nights- the Media Specialist will hold Family Reading Nights to provide parents the opportunity to learn literacy strategies and read with their child. Students may take Accelerated Reader quizzes during this time. The Parent Computer is also available for parent use.

*Provide parents with a monthly newsletter that highlights activities occurring on campus, includes information about Title I programs, and offers strategies on how parents can help their students at home.

*Morning Mile - Students may arrive early on Wednesdays to walk with the PE Coach. Encourages parents to participate/volunteer, encourages students to arrive to school early, and promotes exercise.

*PTO Meetings - Parents have the opportunity to participate in these monthly meetings where information is provided about activities that are occurring on campus and ways that parents can become more involved at the school. PTO meetings also provide opportunities for parents to receive information and strategies on how to help their students at home with academics.

*Fall Festival- PTO will sponsor a fall festival partnered with community and business members along with parents. The event invites families into the school to participate in fun activities and will foster a positive school to home connection.

*Book Fairs- The Media Specialist will host Book Fairs for students, parents and teachers to attend. Each Book Fair will include an after hours event for parents and students.

*Parent Conferences/Parent-School Compact- Each parent will be required to attend a parent-teacher conference at the end of the 1st nine weeks and at the end of January to discuss their child's academic progress. At these meetings, the teacher will discuss STAR assessment scores and document these meetings on the Parent-School Compact.

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: At the beginning of the year, parents are invited to Open House. Teachers meet with parents and students to provide information specific to their grade level. The information provided includes: the Florida State Standards, the classroom curriculum, assessments, school and classroom expectations, how parents can help at home, how parents can communicate with the teacher and schedule a conference, and opportunities for participation in decisions related to the education of their child.

At the Annual Title I Parent Meeting, information will be provided for parents about Title I, Title II, Title VI, and SIG, our curriculum, academic assessments, and grade level expectations. All of this information is available in the Title I Notebook in the Front Office and on our school website. Information about Title I is also distributed through the district composed letters sent home with students at the beginning of the school year.

A Student-Teacher-Parent Compact is discussed and signed at the beginning of school. The Compact includes the school's expectations for students, teachers, and parents. The compact is reviewed and used during the course of the school year.

Various Title I information is provided in school newsletters. Teacher notes, district curriculum grade

level expectations, parent flyers, and student data reports are sent home regularly to inform parents of student progress.

Student progress is monitored through district-wide progress monitoring tools, such as Performance Matters and STAR. Parents are informed of student progress, according to the assessments, at parent conferences. Parent reports are also sent home after each assessment is administered.

Progress reports are sent home the middle of each reporting period. Report cards are sent home at the end of each nine weeks grading period to inform parents of the student's classroom grades, conduct, and work habits.

School and district websites offer information to parents concerning state assessments, parent trainings, in addition to providing resources for parents wanting to assist their children at home.

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 mailings, Title I, Title II, Title VI, SIG information, and school documents will be made available to parents in English. Many documents sent home from the District are printed in both English and Spanish. Braille translations can be provided for those families who would benefit from the services. Parent conferences, meetings and workshops will be translated as requested.

Parent involvement opportunities will take place both during and after school to encourage participation by as many families as possible.

Activities will be advertised on the school marquee, in the local newspaper, through notes or flyers sent home with students and written in the student planners.

The SchoolMessenger phone call out system will be used to promote family involvement activities. SchoolMessenger can translate messages into Spanish, if needed.

A monthly newsletter will go home with all students, listing opportunities for parent involvement, as well as a monthly calendar of activities occurring on campus.

Parents are also encouraged to utilize the school website where activities and parent resources are available. There is a calendar of upcoming events also located on the website.

The Parent Involvement Plan will be placed in the Title I Parent Notebook in the Front Office and posted on the school's website. Parents will have web access at each school through their parent portals (computer).

School planners or agendas will also be used to keep parents informed of activities and promote home - school communication.

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 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)];	Workshops, school activities, and conferences are scheduled at a variety of times to meet the needs of parents.	Principal, Curriculum Resource Teacher, and all grade level teachers	Increased student achievement due to parent involvement.	September 2016 - May 2017
2	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	The school is partnering with Parkview Baptist Church, to bring volunteers into all aspects of the school, including parent involvement activities.	Principal and Curriculum Resource Teacher	Increased student achievement due to support from volunteers and parent involvement.	September 2016 - May 2017

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.

Evaluation of the previous year's Parental Involvement Plan

Building Capacity Summary

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

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Meet the Teacher	1	429	Increase student achievement by building capacity of parents
2	Open House	1	409	Increase student achievement by building the capacity of parents to help their children
3	Title I Annual Meeting	1	409	Increase student achievement by providing information to parents on how to help their children through Title I programs and parental involvement
4	Volunteer Orientation	16	73	Increase student achievement by having parents volunteer in classrooms
5	Family Reading Night	9	166	Increase student achievement by building the capacity of parents to help their children with literacy
6	Science Night	1	48	Increase student achievement in Science by providing parents with information on how to help their students at home with Science
7	Kindergarten Orientation	1	25	Increase student achievement by building the capacity of parents to help their children

Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118 (e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Parents as Volunteers	2	40	Increased volunteer hours will help increase student achievement
2	The Importance of Parent Involvement	1	38	Increased parent involvement will increase student achievement

Barriers

Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Work/Schedule Conflicts	Offer flexible meeting times to help with work and schedule conflicts.
2	Transportation	Offer meetings and activities at different times and different days of the week to help with transportation issues.
3	Childcare	Offer childcare with a staff member during events and activities.

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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