

## MERRIAM CHERRY STREET ELEM. Title I, Part A Parental Involvement Plan

I, Blythe A. Carpenter, 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)].

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Signature of Principal or Designee

Date Signed

### Mission Statement

Parental Involvement Mission Statement (Optional)

**Response:** Merriam Cherry Street is a family centered school that welcomes input, feedback and participation in our children's education. We are dedicated to forming and sustaining family and community partnerships that will enhance learning opportunities for our diverse and unique students.

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### 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:** Cherry Street Elementary School believes in involving parents in all aspects of its Title I programs. The SAC has the responsibility for providing input into the development, implementation and evaluation of the various school level plans, including the SIP and the PIP. SAC members are elected as voting members following SAC guidelines as directed by the State. SAC members are notified a week before the meeting of the date and time. All parents are given the opportunity to review the plans and to offer their input prior to approval. For the PIP, Spring surveys were sent to parents seeking their input on activities, training, and materials they needed to help their child. Parental input was also given by parents at SAC meetings. Results of the parent Spring survey, along with additional parent suggestions, were reviewed by the SAC to determine needed changes. During SAC meetings when PIP and SIP are discussed, the committee will decide, with input from parents, how the parental involvement funds will be used. Mrs. Ashley Smith, the school Parent Liaison will collect and maintain documentation on the input from parents.

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## 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	Homeless Education and other community agencies	Agencies will be invited to provide information to both teachers and parents as appropriate throughout the school year. A Spanish-speaking translator will be provided by the district where applicable.
2	Exceptional Student Education	ESE provides parent workshops and newsletters to assist parents in working with their children both at home and within the school system. Supplemental instructional support provided by Title I will be discussed with parents during the development of IEPs.
3	VPK and area Pre-schools	Invite VPK and area Pre-schools to transition day activities
4	Title III, Part A	ELL will coordinate with Title I, Part A for parent involvement meetings. A translator will be provided as needed.

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## 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	Maintain documentation	Principal and Title I Parent Liaison	September	Title I documentation kept in front office with a copy given to District Title I RT
2	Develop/Maintain sign-in sheets and parent evaluation forms for annual meeting	Principal and/or Title I Parent Liaison	September	Sign-in sheets for meeting and individual classrooms; evaluations

3	Publicize annual meeting	Principal and/or Title I Parent Liaison	September	Copies of publicity (flyers, newsletter, announcement sent to district office, etc.)
4	Develop and disseminate invitations to Annual Meeting	Principal and/or Title I Parent Liaison	August/September	Copies of flyer/invitation with date of dissemination, telephone message
5	Develop agenda, handouts and/or presentation materials to address required components	Principal and/or Title I Parent Liaison	August/September	Copies of agenda, handouts, presentations

## 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 Cherry Street Elementary School have a strong belief in the importance of parental involvement and so offer meetings at a variety of times to accommodate the schedules of parents. Parent survey data indicated this was a need and survey data was used to help determine the most convenient times for parents to attend meetings. SAC meetings will be held in the late afternoon to facilitate involvement of working parents. Workshops and other parent meetings will be scheduled during the evening hours. Cherry Street will also offer parents opportunities to attend either day or evening events to accommodate their schedules. A specific example being Cherry Street offering two annual meetings so that parents can attend. In an effort to offer access of information to parents who cannot attend any of these meetings, Cherry Street will include information and handouts from these meetings on their website when possible. Additionally, the school newsletter will contain information about the meetings and hard copies of handouts will be available in the school front office in the Title I notebook.

## 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	Reading Nights	ELA Committee	An increase in student achievement in reading..	November/March	Sign-in sheets and evaluation data
2	Math/science nights	Math/Science Committee	An increase in student achievement in all subjects.	March	Sign-in sheets
3	Art Nights/Writing Nights	ELA Committee/ART Teacher	An increase in student achievement in all subjects.	Twice Annually	Copies of newsletters/sign-in sheets

4	Open House – Each teacher provides expectations of student achievement and how parents can support at home	Classroom Teachers	An increase in student achievement in all subjects.	September 2016	Sign In Sheets/ Evaluations
5	Title I Annual Meeting – State developed PowerPoint presentation, Title I school specific financial information	Parent Liaison	An increase in student achievement in all subjects.	Twice Annually	Sign In Sheets/ Evaluations
6	Pre-K to K Transition	Parent Liaison & K teachers	An increase in student achievement in all subjects.	April/May	Sign-In Sheets

## 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	Pre-Service training on communication with Title I families	Principal, teacher leaders, faculty and staff	An increase in student achievement in all subjects.	Pre-School inservice	Sign-in Sheets

## 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:** Additional activities to support parents include informational brochures and fliers that are available throughout the year in the guidance department. A notebook containing information distributed at meetings or workshops will be available throughout the year in the front office. This is an effort to ensure parents who cannot attend meetings/workshops or access the internet have information available to them in a format they can both access and understand. Additional school-wide information is shared via social media and parent newsletters. A Haney Vocational representative will attend various parent nights throughout the school year to offer adult educational services to families who are in need.

## 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:** Cherry Street employs a Title I Parent Liaison, paid by the District Title I Department to assist parents in more fully participating in the education of their child. At the annual meeting of parents in September, Cherry Street Elementary School will hold a general meeting where information will be presented about the Title I program, curriculum and academic assessment. Parents will learn about the school-wide program and about opportunities to participate in decisions related to the education of their child. Parents will be given information including websites and ways to assist their child at home. During classroom visits, teachers will provide additional information relating to their classroom and subject matter. Teachers will maintain sign-in sheets and provide a copy to the Principal for documentation. Informational packets for parents who were unable to attend the annual meeting will be available in the school office and the Title I notebook with viewing log will be maintained in the front office to document when parents requested and received information. Additionally, throughout the year, parents receive information through a variety of media such as the school newsletter, school and district websites, teacher communication, distribution of report cards, other assessment data, and a variety of parent workshops and parent conferences.

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## 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:** Cherry Street Elementary School will take the necessary steps to ensure that communications for all parents are in a format and user-friendly language parents can understand. Materials will be translated when feasible and/or requested by parents to ensure all parents have the opportunity to participate in the education of their child. Should interpreters be needed at workshops or meetings, one will be provided if available. The District employs Spanish speaking personal who are available to translate and Title III offers additional translation services. Spanish, Vietnamese, Russian, and Chinese are predominant requests for translations, although other languages are available. Sign language is also available. All buildings are handicap accessible. All parents may request auxiliary aids and services of their choice such as sign language, Braille, etc. to ensure meaningful participation by informing the school of this need when enrolling a student or by phone call, e-mail or letter to the AP or Principal. Additionally, parents can request services on any workshop evaluation form. All requests for services will be kept by the Principal and/or designee for documentation purposes.

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## 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

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## Upload Evidence of Input from Parents

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

[Uploaded Document](#)

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## **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](#)

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## **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](#)

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## **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.

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	Title 1 Meeting - State developed PowerPoint presentation, Title 1 school specific financial informa	2	8	An increase in student achievement in all subjects.
2	Open House - Each teacher provides expectations of student achievement and how parents can support a	1	200	An increase in student achievement in all subjects.
3	Provide Parent Leadership opportunities through SAC and PTO	8	30	An increase in student achievement in all subjects.
4	Publish Newsletter - provide information to parents regarding strategies for success, assessment inf	7	400	An increase in student achievement in all subjects.
5	Distribute FCAT and other assessment results, report cards, and parent portal available daily	4	400	An increase in student achievement in all subjects.
6	Student planners/agendas containing pertinent school information	176	400	An increase in student achievement in all subjects.
7	Parent/Teacher conferences to discuss student performances and behavior data and how parents can ass	350	400	An increase in student achievement in all subjects.
8	Art Nights/Writing Nights	2	120	An increase in student achievement in all subjects.
9	Reading Nights	2	300	An increase in student achievement in reading.
10	Social Media used daily to inform parents of school info, events, testing dates, & safety	176	400	An increase in student achievement in all subjects.

### **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)].

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	Writing Plan for Bay District Schools	1	4	Increased student achievement with better trained and informed teachers
2	What's New in Focus	1	4	Increased student achievement with better trained and informed teachers
3	Kagan/Win Win Discipline	1	4	Increased student achievement with better trained and informed teachers

4	Classroom Websites	1	4	Informed parents contribute to student success
5	MTSS Training	1	4	Provide information on student's current achievement level
6	Teacher Training Session for Data Reports from SM6, DEA, and FOCUS	1	4	Increased student achievement with better trained and informed teachers
7	Voki Training	1	4	Voki is a digital storytelling tool that is a great way to enhance students' reading skills. Training is provided to teachers through our media services teacher
8	Para Professional Development	1	4	Involvement & support from para's will lead to a better understanding of school & families' needs
9	Twitter Training with Rhonda Sumpter	1	4	A better use of technology will increase academic engagement for students & a better understanding for parents

## 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	Correct Contact Information for Parents (all subgroups)	Make parents aware that staff is trained in Focus and can help input correct contact information, offer use of designated parent computer to update contact information, offer reminders in the newsletter to keep contact information updated
2	Childcare (all subgroups)	Plan events where all children are welcome, flexible meeting times so that parents may find childcare, advance notices for events so that parents have adequate time to plan for childcare

## 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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