

I, Syreeta Jackson-Lee, 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.

Signature of Principal or Designee

Date Signed

Mission Statement

**Parental Involvement Mission Statement
Response:**

Melrose Park Elementary is a learning community where all students are encouraged to strive for excellence academically, socially, and emotionally in a safe, supportive atmosphere. Our goal is to work in a partnership with our parents and community to create an environment where students are empowered to discover their strengths and to achieve their maximum potential. We set high expectations for all students. Our entire school community shares the belief that all children can and will 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(b)(2), and 1118(a)(2)(B)].
Response:

Parent information and opportunities to become involved are given to all parents throughout the year. Melrose Park Elementary will offer the following activities to all parents: Meet the Teacher Day, Open House, two Title 1 Annual Meetings, School Wide Parent-Teacher Conferences held at least 2 times a year, Volunteer Orientation offered at least 2 times a year and on an as needed basis,, Parent Workshops, Open Media Center Nights, SAC Meetings, and PTO meetings. Information on times, dates, and activities will be available in newsletters, on the marquee, through take home flyers, on the school website, and through automated school messenger call outs .

Sign up sheets for SAC will begin at Volunteer Orientation at Open House in September,, highlighted in the school newsletter, through take home flyers, on the school website, and through automated school messenger call outs. Parents will be encouraged to join and have the opportunity to participate in the decision making process for Melrose Park Elementary. SAC representatives who participate on the School Advisory Council are our decision-making entity of the school. Parents are given a survey seeking input on activities, training, and materials they need to help their child. The SAC committee will review and discuss strategies and activities for the SIP and for the PFEP. The SAC committee will also be responsible for creating the School

involvement funds will be discussed at SAC meetings. Parental input and suggestions on allocation of funds will be discussed and taken into consideration. Funding will also be discussed at the Annual Title I meeting held no later than the first 6 weeks of school. Our documentation will be agendas and minutes of SAC monthly meetings, as well as participation logs, surveys and sign in sheets. The SAC committee will review and report on parent attendance and evaluations for all activities at the SAC meetings

Coordination and Integration

Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1118(e)(4)].

count	Program	Coordination
1	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	Public Library Literacy Program	Throughout the year the Curriculum Resource Teacher will distribute flyers and encourage families to attend literacy programs.
3	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.
4	Title VI	Provides funds to purchase web-based educational software that parents can use with their children at home.
5	Title IV	Too Good for Drugs curriculum is implemented in classrooms.
6	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.
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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	Plan Title I Annual Meetings: Set dates/times; advertise; create agenda, handouts, and PowerPoint	Curriculum Resource Teacher	August and September 2017	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 2017	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 2017	Sign-in Sheets of parents attending meetings will be maintained in CRT's office.
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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.

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 2017	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 (compacts) related to achievement on state and local assessments FSA, iReady, 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 2017-June 2018	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 2018	Program participation indicated by sign-in sheets.
4	Family Reading Nights	Media Specialist, Curriculum Resource Teacher	Increased student achievement on FSA, iReady, Performance Matters	September 2017-May 2018	Increase in student achievement in Reading as indicated by local and state assessments.
5	STEM Parent Nights	Instructional Coach, MTSS, and Curriculum Resource Teacher	Increased student achievement on FSA, iReady, Performance Matters	September 2017-May 2018	Increase in student achievement in Reading as indicated by local and state assessments.
6	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.
7	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 2017	Increased proficiency on the Writing FSA.

8	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.
9	State Assessment Workshop	Guidance Counselor, CRT, MTSS	Increase student achievement by providing materials and training on the FSA to parents	Second Semester 2018	Increase in student achievement as indicated by the FSA.
10	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 2017-2018 school year.
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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	Timeline	Evidence of Effectiveness
	Volunteering	Curriculum Resource Teacher	Increased student achievement	September 2017	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 2017-May 2018	Increased communication between parent and teachers indicated by increased parent/teacher contacts on sign-in sheets and Compacts.

3	and Working with Parents	Resource Teacher, Instructional Coach	achievement and behavior	2017-May 2018	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 2017-May 2018	Through the effective training of teachers, parent involvement will increase school-wide.
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Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

Response: 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**

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.

***Homework Help -Melrose will offer Homework Help to provide parents with assistance in helping their children with their homework as part of our Aftercare program.**

***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 iReady assessment scores and document these meetings on the Parent-School Compact.**

Describe how the school will provide full opportunities for participation in parental and family engagement 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 1116(e)(5) and 111f(f)].

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 iReady. Parents are informed of student progress, according to the assessments, at parent conferences. Parent reports are also sent home after each assessment is administered.

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

Discretionary School Level Parental and Family Engagement Policy Components

The school parent and family engagement policy may include additional discretionary activities that the school, in consultation with the parents, chooses to undertake to build parents' capacity for involvement in the school to support their children's academic achievement [Section 116(e)].

List 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 the 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 conferences at school. [Section 118(e)(10)]	Meetings/Workshops will be held at various times in the A.M. and/or P.M., bases in parent input.	Curriculum Resource Teacher	Parent/teacher meetings that are offered at various times will result in maximizing parent involvement as noted in yearly surveys.	2017-18 school year
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Supply Evidence of Input from Parents

Upload evidence of parent input in the development of the plan in the FA399 folder.

Supply 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 in the FASs system.

Supply 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 in the FA399 folder.

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.

[illegible]

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	30	Increased volunteer hours will help increase student achievement
2	The Importance of Parent Involvement	1	30	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.
	Transportation	Offer meetings and activities at different times and different days of the week to help with transportation issues.
	Childcare	Offer childcare with a staff member during events and activities.

Best Practices

Describe the parental involvement activity/strategy the school implemented during the previous school year that the school considers the most effective.

count	Content/Purpose	Description of the Activity
	Increase student achievement by providing parents with information on how to help their children at home with science. Families visit cafe and participate in	Increase student achievement by providing parents with information on how to help their children at home with science. Families visit in the cafeteria and participate in hands-on STEM activities. They also explore the state standards for each grade level creating a deeper understanding of expectations for parents.

	activities. They also explore the state standards for each grade level creating a deeper understanding of expectations for parents.	