

W. A. METCALFE ELEMENTARY SCHOOL

Title I, Part A Parental Involvement Plan

2014-2015

I, Patricia Phillips, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Assurances

- The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school wide program plan under section 1114(b)(2) [Section 1118(c)(3)];
- Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1118(a)(E)];
- Inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Centers (PIRC) in Florida, i.e., PIRC of Family Network on Disabilities in Florida (FND) and PIRC at University of South Florida (USF) [Section 1118(g)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].

Patricia Phillips

Signature of Principal or Designee

5/15/14

Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: Metcalfe Elementary School believes that positive parent/family involvement is essential to student achievement and thus encourages such involvement in all school activities.

Involvement of Parents

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections 1118(c)(3), 1114(b2), and 1118(a)(2B)].

Response: The principal, leadership team and parents will oversee the planning, review, and improvement of Title I programs regarding how funds for parent involvement will be used. Parents will be involved through the Annual Title I Meeting at the beginning of the year, parent involvement activities, SAC, and a parent in-put meeting at the end of the year. Metcalfe Elementary will ensure that related information is distributed through school-wide and classroom newsletters, phone home, marquee, PTA/SAC meetings, minutes from meetings posted on web-site, front office and in parent resource area. Parents will be selected for committees through school wide nominations/vote.

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	Pre-Kindergarten	Include PreK in all communications regarding Title 1 events and coordinate transition to kindergarten.
2	Head Start	Include Head Start in all communications regarding Title 1 events and coordinate transition to kindergarten.
3	Kindergarten Round-up	District and school provide families with information about Kindergarten Round-up meetings and invite parents and families to attend. Metcalfe teachers provide parents with information about expectations for Kindergarten and ways that parents can help prepare their children to be successful students.

Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (school wide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop agenda, handouts, and/or presentation materials that address the required components.	Principal, CRT, CIMS Facilitator, Title 1 Lead Teacher	Pre-planning through September	Copies of agendas, PowerPoint presentation and handouts. Sign-in sheets and evaluations.
2	Develop and disseminate invitations.	Title 1 Lead, CRT, CIMS Facilitator,	Pre-planning	Flyer with date of dissemination. Posting on school website.
3	Implement use of the phone system to call parents.	Principal	1 day before event	Phone home log.
4	Advertise/publicize event.	Principal, staff	1 week prior to event	Posting on school marquee and school web-site
5	Develop sign-in sheets.	Title 1 Lead, Parent Involvement Coordinator	Pre-planning	Sign-in sheets for meeting and individual classrooms

6	Maintain documentation and minutes of meeting.	Title 1 Lead, CRT, CIMS Facilitator,	Pre-planning through event	Title 1 documentation file housed in Title 1 Lead Teacher's office to be shared with Title 1 office for monitoring purposes.
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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: The leadership and staff of Metcalfe Elementary School have a strong belief in the importance of parental involvement and therefore have put measures in place to offer parent meetings on a flexible schedule. Our Annual Meeting for parents will be offered during the evening as most of our parents have indicated from prior evaluations that this is the best time for their attendance. Those who are unable to attend will be receiving a packet of all materials along with notification that they can request an appointment to review the materials with someone from leadership/staff.

In addition, our parent resource area will offer classes at varying times to include morning and evening sessions. The parent resource area will be open every school day during school hours for parents to pick up materials and/or meet with the parent involvement coordinator. The principal will work with the parent involvement coordinator to create a flexible schedule to ensure that the center is open at times convenient for parents. The parent involvement coordinator will maintain records of parent participation. The schedule may be modified as needed based on parents' participation.

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	Meet-the-Teacher	Teachers	Encourages parent-student-school partnerships which are key in increasing student achievement	August	Sign-in sheet, parent evaluation sheets
2	Parent Planner Training	FCIM	Encourage a home-school daily communication tool for 3 rd -5 th graders	September	Sign-in sheets, planners, agendas, presentation materials, and parent evaluation sheets
3	Open House	Principal; Grade level leaders and teachers	Encourages parent-student-school partnerships which are key in increasing student achievement	September	Sign-in sheets, handouts, agendas, presentation materials, and parent evaluation sheets
4	Title 1 Annual Meeting	Principal, CRT, FCIM Facilitator, Title 1 Lead Teacher	Inform parents of Title 1 budget requirements, parental rights, and to increase parent involvement which all ultimately leads to higher student achievement	September	Sign-in sheets, handouts, agendas, presentation materials, and parent evaluation sheets

5	KG Make It or Take It	KG Grade Team	To provide parents with strategies to increase reading comprehension over the summer.	March	Sign-in sheets, handouts, agendas, presentation materials, and parent evaluation sheets
6	1 st Summer Reading Strategies	1 st Grade Team	To provide parents with strategies to increase reading comprehension over the summer.	March	Sign-in sheets, handouts, agendas, presentation materials, and parent evaluation sheets
7	2 nd Math Workshop	2 nd Grade Team	To inform and provide resources for parents to help prepare their child for third grade.	March	Sign-in sheets, handouts, agendas, presentation materials, and parent evaluation sheets
8	3rd Grade Preparing for AIR	3rd Grade Team	Inform parents about state assessment expectations and how to better prepare their child for the AIR.	November	Sign-in sheets, handouts, agendas, presentation materials, and parent evaluation sheets
9	4 th Grade Preparing for state writing assessment	4 th Grade Team	Parents will be trained how to best help their children achieve success on the state writing assessment.	November	Sign-in sheets, handouts, agendas, presentation materials and parent evaluation sheets
10	5 th Grade Fun with Science	5 th Grade Team	To inform and provide strategies parents can use at home to help prepare their child for the AIR.	November	Sign-in sheets, handouts, agendas, presentation materials, and parent evaluation 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	Home-School Communication Planner Training	FCIM	Improve communication between home and school to increase student achievement	August 2014-2015	Agendas, sign-in sheets, evaluations sheets
2	Four (4) Modules of Parent Involvement (Modified)	Title 1 Lead Teacher	Improve the ability of staff to work effectively with parents	School Year 2014-2015	Agendas, sign-In Sheets, evaluation sheets, follow-up work
3	Book Study: A Framework Understanding Poverty By: Ruby Payne	Principal	Improve teachers working with parents	School Year 2014-2015	Sign-in sheets, evaluation sheets, implementation, follow-up work

Other Activities

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

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

Communication

Describe how the school will provide parents of participating children the following [Section 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 school wide program plan under Section 1114 (b) (2) is not satisfactory to the parents of participating children, the school will include submit the parents' comments with the plan that will be made available to the local education agency [Section 1118(c) (5)].

Response:

a. Beginning of school packets will go home in September. This packet will include the district and school level parent involvement plan, parent rights, Title 1 Home-School Compact, and other resources for parents. Parents will sign a cover letter that accompanies this packet and return to school to indicate that they have received these documents.

b. School-wide monthly newsletters, weekly school newsletters (per class) and school-wide monthly Parent-Involvement newsletters will be distributed to students to take home in their folders/backpacks. Before any Title I meetings, a flyer and a reminder (phone home) will be sent home with students in folders/backpacks.

c. Open House, Meet-the-Teacher, Annual Title 1 Meeting, grade level parent meetings, and parent-teacher conferences will be conducted to explain and describe the curricula utilized at the school. Parents are expected to attend at least one conference per year. At this time the Title 1 Home-School Compact will be referenced. At these same meetings, parents will be informed about the state, district and school-based academic assessments that will used to measure student progress. Furthermore, parents will be informed about the proficiency levels students are expected to meet for each subject area and informed about Title 1 programs.

d. If requested by parents, additional meetings will be held on a monthly basis as a forum for which parents will be able to provide input and be involved in decisions about their children. In addition, each grade level team will send home an information packet that includes proficiency levels students must achieve by the end of the year (and if appropriate, very specific information such as the sight words students are expected to know and the fluency level they should achieve), how students will be assessed, what curriculum will be used, and how parents can help their children at home. This will include websites parents and students can use to find academic assistance, and will all be in language that is easy to understand. Parents will be requested to sign a form stating that they have received this information, and if they have questions or comments they may be listed at the bottom. The team leaders/homeroom teachers will provide the CRT and FCIMS facilitator with a copy of what was sent home, and the returned forms. If parents request a meeting for any of the opportunities they have to do so (e.g. responding to questionnaires, presence at other meetings), the CRT and FCIM facilitator will schedule one with those parents.

e. In the event that the school-wide plan is less than satisfactory to parents of participating students, the school will submit parents' comments and suggestions on the plan to be available for the local education agency.

f. Sign-in sheets, signed cover letters, signed Title 1 Home-School Compacts, and other documentation of the distribution of information will be maintained by the school.

Accessibility

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

Response: Metcalfe Elementary will provide opportunities for all parents to be involved in school activities by communicating these opportunities in a variety of ways, including (but not limited to): website, phone home, newsletters, and teacher -parent communication. In addition, these communications will be provided in students' native language for families of students with limited English proficiency through TRANSACT. Quarterly reports of ELL enrollment will document fluctuations in school population and ensure that information is being communicated and made available to parents of English Language Learners. When appropriate, we will also utilize the Center for Independent Living as a resource for parent/families needing vision or hearing assistance for school/home communications.

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)];	Parents will be provided with opportunities to request additional meetings	CRT, CIMS Facilitator, Parent Involvement Coordinator, Lead Teacher	By enabling more involvement from families, more students will be served	September-May
2	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Invite community-based organizations and business partners to a meeting in September	Principal, CRT, CIMS Facilitator, Parent Involvement Coordinator, Lead Teacher	Strengthen student achievement through links with community partners	August-June