

MEDULLA ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Jill Cheatham, 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)].

Date Signed 9/18/14

Signature of Principal or Designee Jill Cheatham

Mission Statement

Parental Involvement Mission Statement

Response: District and Medulla Elementary Title I Parent Involvement Programs in Polk County will strive to BUILD RELATIONSHIPS to create real family engagement for every child, every family, every teacher, every day.

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: At Medulla, we hold an annual Title 1 Meeting to involve parents and give them the most current, up to date information available. Evaluations and surveys are conducted to receive feedback from our parents concerning past, present and future events/activities. DPAT, PIP and SIP meetings are held with parents to receive their valuable input concerning Title 1. Election of our School Advisory Council team members occurs in September. Each member is elected by their stakeholder group. Fifty percent of SAC team members are parents. During a review of a School Improvement Plan draft, our SAC team will make activity recommendations that will be added prior to final approval. Parent suggestions are documented in our SAC minutes. The SAC team also makes suggestions to direct portions of Parental Involvement funds to providing support materials for selected activities. The SAC team examines the results of the School Climate Perception Survey for Parents in order to continually make improvements at our school. All documentation is stored in our Title I task box.

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 | Public Preschool (VPK), ESE Pre-K, and Headstart | Under the guidance of the district Pre-K program, parents will be provided with information on how to assist their child's transition to Kindergarten. Kindergarten Roundup will also be held in Spring 2015. |
| 2 | IDEA | Under the guidance of the District IDEA Program, supplemental instructional support will be provided by Title I and will be discussed with parents during the development of the students IEP. |
| 3 | ESOL Paraprofessional | Under the guidance of the District ESOL Program, parents will receive assistance with parent-teacher conferences and translation services at Medulla Elementary. |
| 4 | Title 1 | Funds school wide services to Medulla Elementary. The Title 1 funds provide supplemental instructional resources and interventions for students with academic achievement needs. Title 1, Part A, supports after school and summer instructional programs, supplemental instructional materials, resource teachers, technology for students, professional development for the staff, and resources for parents. |
| 5 | Title II | The district coordinates with the school to ensure that staff development needs are addressed accordingly. School Technology Services provide technical support, technology training, and licenses for software programs and web-based access. |
| 6 | Title 1, Part C | Migrant students enrolled in Medulla Elementary will be assisted by the school and by the District Migrant Education Program. Students will receive supplemental services based on need and migrant status. MEP teacher advocates monitor the progress of high need migrant students and their families. Support to both students and their parents is provided in locating services necessary to ensure the academic success of these students whose education has been interrupted by numerous moves. |
| 7 | Title III | Provides supplemental resources for English Language Learners (ELL) and their teachers in Title I schools, as well as professional learning opportunities for school staff. |
| 8 | Title X | The Hearth program provides support for identified homeless students. Many programs implemented by Hearth are carried out in cooperation with the Migrant Education Program. |

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 | Interventionist | September- on going | Title I documentation task box housed in Title I Facilitator's office for monitoring purposes |
| 2 | Develop sign in sheets, agendas, evaluations | Interventionist | September-October 2014 | sign in sheets, evaluation results |
| 3 | Create, have approved and printed the compact, summary and PIP for school | Interventionist | August-October 2014 | final compact, summary/brochure, PIP |
| 4 | Having met with SAC, gather all input to develop compact, summary and PIP | Interventionist | March-August 2014 | sign in sheets, agendas, minutes |
| 5 | Develop and disseminate advertisements, flyers, connect ed message, marquee, agenda labels | Leadership Team, secretary | September-October 2014 | flyers, connect ed script, agenda labels |
| 6 | Plan flexible dates, times, presentation for Annual Title I meeting | Leadership Team, Interventionist | September 2014 | presentation production |
| 7 | Conduct Annual Title I meeting in the morning and in the evening | Interventionist | October 2014 | evaluations, agenda, sign in sheets |
| 8 | Make presentation and information available | Interventionist, Technology Coach | on going 2014-2015 school year | school website |

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: In addition to the annual meeting, Medulla Elementary will provide meetings at a variety of times and dates. Based upon parent feedback from evaluations, surveys and SAC members, most family events will be held in the evenings with refreshments and/or a light supper offered. Academic events will be held in conjunction with other student-led/highlighted activities, such as musical presentations or art exhibits, when possible. The Annual Meeting will be held in the morning and in the evening to give families an option for convenience. FCAT Parent Nights will be offered in the early evening hours with a morning alternate time offered, as well. Translation services, child care, and transportation services will always be offered, as needed. Parents will receive an academic take-home packet at most meetings. Additional take-home packets will be available to those families not able to be in attendance. Also, families not able to be in attendance at the evening events will be given, upon request, an option to schedule a time to receive the missed information. Parent resources and support are made readily available to parents via the Title I Facilitator every school day from 7:30-3:15.

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 | Title I Annual Meeting /Information Night | Administration, Program Facilitator, Leadership Team and other selected staff | Increase parent involvement and understanding of compact and curriculum and school's programs resulting in increased student academic achievement | October 2014 | Parent Evaluations |
| 2 | K-2 Academic Family Events | Program Facilitator, Leadership Team, Kindergarten, First and Second Grade Classroom Teachers | Increase parent involvement awareness and understanding of assessments and progress monitoring resulting in increased student academic achievement | November-April 2014-2015 | Parent Evaluations |
| 3 | Fine Arts Evenings | Facilitator, Administration, Art and Music Teachers | Increase parent involvement and music/art awareness resulting in increased student academic achievement | October, November and May 2014-2015 | Parent Surveys/Evaluations |
| 4 | FCAT Nights- 3rd, 4th, 5th | Interventionist, Leadership Team, 3-5 teachers | Increase parent involvement, awareness, and understanding of curriculum and progress monitoring resulting in increased student academic achievement | November-April 2014-2015 | Parent Evaluations |
| 5 | Parent Portal, Monthly Newsletter, School web site and online resources | Program Facilitator, Leadership Team, Technology Coach | Providing parents and families with a variety of school related information to keep them well informed and able to assist their child, academically, at home | on going | Parent surveys |

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 | Attendance Policies and Procedures | Social Worker | Increase student attendance thus raising academic achievement | September 2014 | attendance records |
| 2 | Professional Learning Communities will be conducted to improve the ability of staff to work effectively with parents | Administrators, Interventionist | Increased student academic achievement due to effective parent-staff communication | October-on going | on going progress monitoring and parent-teacher conference logs |
| 3 | Monthly Newsletters | Interventionist | increased student achievement as a result of providing parents, staff, and students information | monthly beginning in October | staff and parent feedback through survey |
| 4 | Teacher Training and School Resource binder | Administration, Resource Teachers | increase in student achievement due to increased teacher/content pedagogy | September - on going | on going progress monitoring |

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: Family Involvement Educational Resources, including parent brochures and parent materials to assist their children with their academics, will be available for parents as needed/requested. An Interventionist will be available to assist parents. In addition, there are four Parent Informational Resource Centers available for parents M-F. Sleepy Hill Elementary houses the PIRC zoned for Medulla's parents. The center offers materials for check out, homework help, computers, brochures and pamphlets, bilingual materials, parent resource library, test prep materials, family games and workshops on a variety of topics.

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: Letters, flyers, invitations, and School Message information will be delivered to our parents to encourage them to attend all informational meetings at least two weeks prior to the events. Information will also be provided in Spanish for our Hispanic parents. Our school website will be a resource for parents, as well. Teachers will keep parents informed of tutoring opportunities for students. The Title I Facilitator will create a monthly school newsletter to keep families 'in the know' about upcoming events. Our Leadership Team will develop activities and information to share with parents. Parent surveys/evaluations will be distributed at the end of parent events to receive feedback concerning how well we are working to make our school a Family Friendly School. Parents will be informed through informational meetings about all assessments that our students take. Our school marquee will continuously display information about important dates, events, information and announcements. Information about the School Parent Compact will be presented at the Title I Annual Meeting/Parent Information Night. It will be revisited during parent-teacher conferences. The School Parent Involvement Plan and the Title I Annual Meeting are explained within this document.

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: Medulla Elementary is stroller and wheelchair accessible. Our school will provide full opportunities for participation using multiple facets of communication. Spanish translators are available upon request at parent involvement activities as well as parent-teacher conferences. Such requests can be made known by contacting our school office. Monthly newsletters are sent out with information for parents. Flyers, announcing upcoming events, will be sent to parents well in advance. An ELL paraprofessional will work with our Guidance Counselor to provide important information to our Hispanic parents.

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 | provide parent workshops at a variety of times | Interventionist/Support Staff | increased parental involvement results in greater student academic achievement | October 2014-May 2015 |

| | | | | | |
|---|---|---|--------------------------------------|--|-----------------------|
| | work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)]; | | | | |
| 2 | Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and | providing a variety of events for parents to attend. | Interventionist/Support staff | parents' involvement and their gained knowledge will result in their students' increased academic achievement | October 2014-May 2015 |
| 3 | Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | Community members, businesses and other organizations will be invited to become involved in the implementation of school improvement strategies through membership on our SAC | SAC, Administration, Leadership Team | Fostering and building relationships with community based organizations and businesses will lead to increased student academic achievement | October 2014-May 2015 |

Upload Evidence of Input from Parents

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

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 | Title I Annual Meeting /Information Night | 1 | 119 | Increase parent involvement and understanding of compact and curriculum and school's programs resulting in increased student academic achievement |
| 2 | K-Night Swimming Information and Musical | 1 | 41 | Increase parent involvement and understanding of compact and curriculum and school's programs resulting in increased student academic achievement |
| 3 | 2nd Grade Information for Parents and Musical | 1 | 52 | Increase parent involvement awareness and understanding of assessments and progress monitoring resulting in increased student academic achievement |
| 4 | Fine Arts Evening | 2 | 220 | Increase parent involvement and music/art awareness resulting in increased student academic achievement |
| 5 | FCAT Nights- 3rd, 4th, 5th | 3 | 104 | Increase parent involvement, awareness, and understanding of curriculum and progress monitoring resulting in increased student academic achievement |

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 | Attendance Policies and Procedures | 1 | 42 | Increase student attendance thus raising academic achievement |
| 2 | Professional Learning Communities will be conducted to improve the ability of staff to work effectively | 1 | 41 | Increased student academic achievement due to effective parent-staff communication |
| 3 | Monthly Newsletters | 7 | 600 | increased student achievement as a result of providing parents, staff, and students information |
| 4 | PD: Understanding Diversity and Building Strategies to Teach Diverse Learners | 1 | 44 | increase awareness of faculty and staff concerning diversity and strategies to work with families |
| 5 | PD: Raising Student Achievement for our ELL population | 1 | 36 | increase awareness of faculty and staff concerning raising student achievement for our ELL population |

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 current 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 | language (Hispanic) | provide literature that has been translated as often as possible, provide translator at family events |
| 2 | lack of technology at home | provide 'open media center times' for families |
| 3 | parents lack the knowledge to utilize technology and resources at home | provide educational training for parents dealing with technology/parent portal, etc as well as other content area workshops |
| 4 | transportation | provide opportunities/events for families immediately before or after school |
| 5 | child care | provide child care during parent workshops/academic events |

Best Practices

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 |
|-------|-----------------|-----------------------------|
|-------|-----------------|-----------------------------|