

GEORGE W. MUNROE ELEM. SCHOOL Title I, Part A Parental Involvement Plan

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

Assurances

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

Signature of Principal or Designee

Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: The George W. Munroe Elementary School seeks to create a challenging learning environment that encourages high expectations for success through development-appropriate instruction that allows for individual differences and learning styles. Our school promotes a safe, orderly, caring, and supportive environment. Each student's self-esteem is fostered by positive relationships with students and staff. We strive to have our parents, teachers, and community members actively involved on our students' learning.

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: George W. Munroe Elementary School will organize a School Advisory Council (SAC) consisting of an 51% percentage of parents, reflecting the demographics of the school, along with representatives from the faculty, staff and administration. This committee will serve as the decision-making body of the school and will make decisions regarding how funds will be used. The School Advisory Council meets monthly starting in September, with parent invitations sent and posted in the newsletter, and school website. The first meeting of the year will be a Title I meeting. The Parent Involvement Plan will be developed with the parents' help. The input from the parents will be documented in the minutes of the meeting. The plan will reflect the parents' input.

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	Voluntary Pre-Kindergarten (VPK)	The VPK office will coordinate meetings with parents quarterly in the evenings. Coordinated meetings will be held with VPK teachers and kindergarten teachers to discuss the specific learning needs of students, and joint parent meetings to discuss transitioning, etc.
2	Head Start	Head Start pre-kindergarten teachers will conduct at least two home-visits. The Head Start office will provide vicinity mileage travel reimbursements for teachers.
3	Individuals With Disabilities Education Act (IDEA)	Supplemental instructional support provided by Title I will be discussed with parents during the development of the students IEP.
4	Title I	The Title I office will coordinate meetings with parents quarterly in the evenings. Coordinated meetings with teachers to discuss the specific learning needs of students; joint parent meetings to discuss transitioning and academic standards with all parents.

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	Open House at schools – Overview by the principal and	Principal, and the district	August – October	Parent comments, surveys, discussions ad SAC meetings

	discussion at meetings with SAC & PTA in refer	representative		
2	Distribution of Title 1 fliers, letters, choice, SES fliers, and parents choices and rights accordin	District Parent Services Coordinator, Principal, a	Ongoing	Quarterly meetings through parent comments and suggestions & end of the year reporting from parents
3	9 weeks Parent Expo	District Parent Services Coordinator, Principal an	Each 9 week grading period	Questions from parents through surveys
4	Parent Title I Meeting	Principal	September	Parent Involvement, and Surveys
5	Parent, Student and Teacher Conferences	Principal and Assistant Principal	Quarterly	Sign-in Sheets and Agreement Forms

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: Flexible Parent instructional meetings will be conducted at 6:00 pm to enable greater attendance. Based on surveys, 80% of parents work between 7:30a.m. and 5:30 p.m. Translators will be provided at meetings as 54% of our parents speak a language other than English.

Quarterly parent conferences are flexible with parent choice information either morning or afternoon times, and include one late evening per quarter. In addition, translators are available upon request.

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	Back to School Events Engaging faith-based, community & businesses to support with school supplies & hygiene kits	Principal and Teachers, Faith based and business partners	Acquiring necessary materials and community support to increase student performance.	August-September	Sign-In Forms, Increase in Parent Involvement, and Surveys
2	Title 1 Meeting	District PI coordinator/Principal	Provided educational information on what the Title I programs are and how they	September	Agenda, minutes, Sign-In Sheets, Parent participation.

			function. Include discussions on SAC's and Title I requirements.		
3	Parent Expo	Principal and Teachers	Parents receive reports and sign up for parent conferences.	Every Nine Weeks	Students Performance and Parents Involvement
4	FSA Training	Principal and Teachers	Florida Standard Assessment educational meeting for 3-5th grade parents	Every Nine Weeks	Better understanding of testing requirements and student expectation on testing
5	Skylark	District	Parental portal that registered parents or guardians to monitor their students attendance and academic performance.	On-going	as evidenced by increased achievement in school grade/and or student standarized test scores.
6	Parent-Teacher conferences	Guidance Counselor & Teachers	Teachers conduct conferences to discuss student achievement, course expectations and attainment of goals	Throughout the school year	Conference logs
7	Title 1 School's parent survey compilation of results	District PI Coordinator	Results are used to amend the PIP to better help meet the needs of parents and students in meaningful ways that improve academic achievement.	Ongoing	as evidenced by increased achievement in school grade/ and or student standardized test scores

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	Parent Title I Meeting	Principal & Teachers	Parent Involment Records and Attendance Sheets	Quarterly	Rosters and Students Report Cards
2	Creating Family friendly school	Principal & Parent Inv Spec	Increases the comfort of level of parents coming to the school and interacting with the staff and thier children	Ongoing	Parent Surveys & Evaluations
3	School Success Web Content, Skylark, & newsletters	Principal and Technology specialist	Gives parents 24-7 assistance in helping their child at home	Ongoing	Newsletters
4	Effective Parent Conferencing	PI Coordinator	Help parents know the achievement levels of	September-Ongoing	School based training and teacher confernce

			their child and how to help them raise their level		logs and reports
5	Curriculum Updates	Principal & Asst Principal	Updates on requirements in the different content areas and how it impacts classroom instruction	Ongoing at weekly meetings	Increased understanding of presentations to school based staff, teachers for student achievement levels

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: Contact the District Parent Involvement Resource Center (PIRC) for assistance in making improvement, by requesting additional resources. workshops training and materials.

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: The School Parent Involvement Plan is summarized into a trifold brochure in English and Spanish. Other languages are available upon request. The summary will outline the major components of the School Plan and will be distributed to every Title I family and will also be included on the school website and available in the school office. The complete School Parent involvement Plan will be posted on the school website, and will be available in the school office with Spanish.

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:

TRANSLATION

Arrangements for translation services in Spanish will be made available at each Title I school. Translating machines are also available through the ESOL Department for check out and schools may use Parent Involvement funds to purchase translation machines. The English Language Survey results will be used by the District to determine the number and specific needs for translations into a language other than English.

HEARING IMPAIRED/SIGN LANGUAGE

Sign language translation services are by request .

MIGRANT

The Migrant Education Program assists local schools in providing school communication to parents of eligible migrant students in their native language. In most cases, the language spoken in the home is Spanish. Through the local school and with the assistance of the Migrant Program, migrant parents are invited to school meetings and

activities and are provided information/translation in their native language. The migrant program has parent resources available to parents for English learning, health information, job information, daily living needs, and many other community contacts. A parent resource guide is also provided for easy access to school and community resources.

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	Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];and	Organized weekly and monthly Meetings during PTA, faculty meetings and Principal Meetings	Principal & Director of Staff Dev.	Parent Involvement Surveys and Records	Ongoing
2	Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and	Literacy Parent Night Out workshops	Principal & Title I Coordinator	Surveys, Attendance Sheet and Parent Involvement	Ongoing

3	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	PTA Meetings, Parent Expos and SAC meetings	Principal and Teachers	Surveys, Attendance Sheet and Parent Involvement and student performance	Ongoing
4	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)];	Content Area Parent Nights	Principal and Teachers	To increase Parent Involvement and student performance	Ongoing
5	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	Parent Nights and Parent Activities	Principal and Teachers	Student Performance and Parent Involvement	Ongoing
6	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Faith-based Partners and Business Partners	Principal and Parent Involvement Coordinator, and Teachers	Certificates, Activities and Community Involvement Programs and Activities	Ongoing

Upload Evidence of Input from Parents

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

[Uploaded Document](#)

Upload Parent-School Compact

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload an electronic version of the Parent-School Compact.

[Uploaded Document](#)

Upload Evidence of Parent Involvement in Development of Parent-School Compact

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

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

[Uploaded Document](#)

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	Back to School Events, Engage Faith-based, community & businesses to support with school supplies &	1	220	Acquiring necessary materials and community support for increased students performance
2	Back to School Parents visit classrooms to learn about the curriculum and expectations	1	380	Informed parents of the curriculum and expectations
3	Open House: Parents visit the classroom to learn about the curriculum and expectations	1	280	Student Performance and Parent Involvement
4	Parent Expo	4	170	Informed parents of the curriculum and expectations. Opportunity to schedule conference and inform parents of other pertinent information concerning school activities were presented at EXPO's
5	Grade Level Parent Night	2	200	Parents were provided with grade specific focus calendars outlining and identifying the SSS and strategies they can use to help their child at home

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	Parental Involvement	10	250	The Office of Parent Involvement and Community Services will distribute a monthly newsletter to teachers to include information on the value of parental involvement.
2	Parent Title I Meeting	3	150	Parent Involvement records and attendance sheets
3	Parent, Student and Teacher Conferences	7	280	To increase student achievement
4	Building ties between home and school	4	125	To increase parent and school involvement increase student performance

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	Lack of Time (Subgroups)	School more flexible meetings
2	Parents lack background of what is presented	More useful information given to parents on a regular basis through newsletters, calendar of school events, school website, etc.
3	Sport activities are very demanding	Work with team sports to try to emphasize the importance of school work and time for extracurriculum activities

Best Practices (Optional)

Describe the parental involvement activity/strategy the school implemented during the previous school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

count	Content/Purpose	Description of the Activity
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