School Parental Involvement Policy/Plan

2009-10

(Optional) GENERAL EXPECTATIONS

Medart Elementary School agrees to:

- Be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

(A) that parents play an integral role in assisting their child's learning
(B) that parents are encouraged to be actively involved in their children's education at school
(C) that parents are full partners in their children's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their children
(D) the carrying out of other activities, such as those described in section 1118 of the 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.

- 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

- Jointly conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the school's parental involvement policy

1. Use the findings of the parental involvement policy evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy

2. 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)

- 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

- 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

- 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 section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002)

- Provide each parent timely notice information regarding the professional qualifications of the student's classroom teachers and paraprofessionals, as described in section 1111(h)(6)(A)

(Required) POLICY INVOLVEMENT 1118 (c)

Medart Elementary School will take the following actions to:

1. Convene an annual meeting at a time convenient for parents of participating children:

- All parents shall be invited and encouraged to attend
- The school will provide information and explain the requirements of Title I and the rights of parents

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
SAC Meetings District Title I Meeting Share with parents the differences between a Title I school wide program and a Title I targeted assistance program and the guidelines for Title I schools, share opportunities for learning how to use Edline, and share opportunities for learning how to help children with academics	SAC Chair & Principal Director of Special Programs Principal & Assistant Principal	Monthly First Semester	Flyers will be sent home with students inviting parents to the meetings and reminders will be included on the monthly calendars Staff responsible will share information audibly and written	Participation in review and development of SIP Question/Answer session following the presentation Climate Surveys

2. Offer a flexible number of meetings and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement:

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Open House – meet and greet between parents, students, teachers, and staff Parenting Workshop/ District Title I Dinner Volunteer Orientation Book Fairs	All MES Staff Members District Director Parent Volunteer Coordinator Media Specialist	Tuesday evening, 8/11/09 from 4-7:00 PM September September Fall & Spring	Staff members will schedule, organize, and lead meetings except where noted; written notices about all meetings will be prepared by school personnel and sent to parents by students	Climate Surveys; Informal observations by staff members; number of participating parents

Training titled – Parents Can Motivate Children and Help Them Do Better in School	Teachers and Assistant Principal	Monthly –AM and PM		Culminating Survey
Edline Training	Assistant Principal	Throughout the school year on individual basis	Parents will be provided an activation code for an Edline account during August in a letter sent home by the students. Included will be a note about calling the assistant principal for assistance.	Number of Activated Parent Accounts
Holiday Festival		December		Number of Parents and Community Members Participating
Science 101 and How to Help Your Child with a Science Project		March		Surveys

3. Involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs. This should include the planning, review, and improvement of the school parental involvement policy, as well as the joint development of the school-wide program plan under section 1114 (b)(2):

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Review PIP and PI activities with the MES Title I/SAC Meetings	Administrators, SAC Chair, SAC Members	Throughout the school year at regularly scheduled, advertised meetings	Parents and other members of the SAC will be involved in making decisions pertaining to Title I activities, programs, expenditures, and developing the PIP for the 2010-11 SY during regularly scheduled, advertised meetings	Completed PIP for the 2010-11 SY

4. Provide parents of participating children:

- Timely information about the Title I programs
- 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
- Opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/ Evaluations (How success will be measured)
Student/Parent Handbook	Principal, Assistant Principal, Teachers, SAC Chair	Beginning of the School Year and throughout the school year	Posted on School Website and hardcopies distributed on request	Climate Surveys and observation/feed back during and after conferences
Review of Title I Parent Student Teacher Compact	"	"	Parent/Teacher Conference	"
Parent/Teacher Conferences & Parent/Administrator Conferences	"	"	Face to Face	"
Title I/SAC Meetings	"	"	Monthly	"
Letters to Parents	"	"	Per Activity/Event	"
Progress Reports and Report Cards	"	"	Every 4.5 weeks	"
Graded Papers sent home with child to parents	"	"	Weekly	"
Provide to parents of 3rd-5th grade students the documents provided by the FLDOE : Keys to FCAT, FCAT Individual Student Reports, Student FCAT Practice Test	Assistant Principal, Teachers	Follow timeline provided by the FLDOE	Send home to parents by students with letter letting parents know teachers and administrators are available for discussing documents and providing information requested	Informal Observations, Title I Fall/Spring Surveys, SAC Needs Assessment Surveys

Note: If the school-wide program plan under section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will also submit the parents' comments on the plan that will be available to the local education agency.

(Required) COMPACT: SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT 1118(d)

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 school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. *The school-parent compact may be a separate document, but must still be developed in collaboration with parents.*

Medart Elementary School will: *See Teacher-Student-Parent Compact*

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet Florida's student academic achievement standards as follows:

All Medart Elementary teachers are highly qualified. Faculty, support staff, and administrators participate in ongoing staff development throughout the school year and during the summer to gain knowledge and develop skills for continuing to provide quality instruction to all students. Teachers develop curricula and choose state adopted textbooks to support the district curriculum which is based on the Sunshine State Standards. Teachers develop and deliver content rich highly engaging lessons utilizing current technologies, such as PowerPoint Presentations incorporating United Streaming video clips projected by a LCD video projector and/or documents projected using a document camera.

2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's academic achievement. Conferences will be held (at least annually):

Teachers hold conferences with parents throughout the school year. During the initial conference, the teacher, the parent(s), and the child review the Parent-Student-Teacher Compact together.
Faculty and staff members are available to parents for conferences upon request by scheduling a specific time with the teacher or administrator by way of visit, telephone, letter, or email. Face to face Conferences mainly take place on the school campus between the hours of 8:00 AM and 4:00 PM. Telephone conferences occur during the school day as well as after hours to accommodate parents and teachers.

3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

Parents can view their child's grades at any time on Edline GradeQuick via the Internet. Updates are made to the website once a week. Report cards are issued 4 times per year at 9 week intervals. Mid term progress reports are issued at the mid point of each term. All subject areas are reported on both reports.

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

Faculty and staff members are available to parents for conferences upon request by scheduling a specific time with the teacher or administrator by way of visit, telephone, letter, or email. Face to face Conferences mainly take place on the school campus between the hours of 8:00 AM and 4:00 PM. Telephone conferences occur during the school day as well as after hours to accommodate parents and teachers.

5. Provide parents opportunities to volunteer in their children's school and to participate in their children's class and observe classroom activities, as follows:

Wakulla County Schools all participate in an online Volunteer registration process which is available to everyone. District level staff members run background checks on those who register to volunteer. Once someone has been cleared for volunteering, they may schedule with our volunteer coordinator. Parents are encouraged and invited to participate in a variety of activities at school including, but not limited to, district and school level Title I meetings, PTO meetings, student performances, book fairs, various parent trainings, festivals, concerts, etc. Parents are notified through the monthly event calendar/newsletter and flyers sent home by students in addition to postings on our website. Parents may visit classrooms and arrangements are made in advance with the teacher and/or the administrators. Medart Elementary has an open door policy and parents feel welcome to visit as evidenced by our parent/volunteer sign in sheets.

Insert Parent student teacher compact here - See Attachment

(Required) BUILDING CAPACITY FOR INVOLVEMENT 1118(e)

Medart Elementary School will take the following actions to:

1. Provide assistance to parents in understanding such topics as:

- Florida's academic content standards
- Florida's student academic achievement standards
- Florida's and local academic assessments including alternate assessments
- The requirements of Title I, Part A
- How to monitor their children's progress
- How to work with educators to improve the achievement of their children

(List activities, such as workshops, conferences, classes, both in-state and out-of-state, include any equipment or other materials that may be necessary to ensure success.)

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
School Level Parent/Community Title I Meetings	Assistant Principal School Advisory Council	Throughout School Year during all Parent Involvement Activities and School Advisory Council Meetings	Assistant Principal and Teachers will present information	Disaggregated Data from Parent Climate Surveys
School to Home Newsletters	Administrators	Monthly	Flyers sent home by students	Surveys
Parent Resource Library	Media Specialist Assistant Principal	Throughout the School Year	Parents will be informed of the availability of	Number of Materials Checked Out by Parents from the Parent Resource Library

			materials through monthly school newsletters and Title I Parent meetings	housed in the MES Media Center
District Title I/ESE Meeting	Executive Director of ESE and Student Services and Director of Title I	First Semester evening meeting	Invitations will be sent to parents by their children from schools to attend District level administrators and special presenters will provide information outlined in the bullets above	Parent Surveys completed at the close of the evening activities

2. Foster parental involvement by providing materials and training, such as literacy training and using technology, as appropriate, to help parents work with their children to improve their children's academic achievement.

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Parent Training in the use of Edline	Assistant Principal Teachers	Throughout the year as requested and formally during second semester	Show parents how to activate their parent accounts and maneuver the site	Number of Activated Parent Edline Accounts
Book Fairs	Media Specialist, Teachers, Paraprofessionals	One fair is held during the first semester and another during the second semester	Parents will visit the Book Fair in the Media Center on the scheduled Parent Night and school staff will share books appropriate for the children's reading	Informal observations of the parents' perceptions and the number of participants

			levels and answer questions that parents have about the books	
Math Strategies	Assistant Principal Teachers	First Semester and January	Parents will participate in small group activities led by teachers in practicing math strategies for parents	Parents Participating and Culminating Survey
Science Fair 101 Parent Night	Assistant Principal Teachers	Spring	Evening Parent Training in "How to Help Your Child with a Science Project"	Parents Participating, Surveys Completed by Parents, and Number of Students Participating in Science Fair Projects

3. Educate teachers, student services personnel, principals, and other staff on the value and utility of contributions of parents, and in how to reach out to and communicate and work with parents as equal partners. Actions should include how to implement and coordinate parent programs and build ties between parents and schools:

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Review ways to involve parents and allow teachers to share ideas during faculty meetings	Principal Assistant Principal	Throughout the school year	Principal and Assistant Principal will review the monthly newsletters and Title I Parent flyer with faculty and staff; time will be allowed for teachers to share their monthly newsletters and activities which involved	Parent Surveys

			parents in their class activities	

4. Coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home (to the extent feasible and appropriate). Possible programs include Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The schools program must help teachers, principals, and other staff work well with parents. The school will also develop other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children:

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
School Level Parent/Community Title I Meetings	Assistant Principal School Advisory Council	Throughout School Year during all Parent Involvement Activities and School Advisory Council Meetings	Assistant Principal and Teachers will present information	Disaggregated Data from Parent Climate Surveys
School to Home Newsletters	Administrators	Monthly	Flyers sent home by students	Surveys
Parent Resource Library	Media Specialist Assistant Principal	Throughout the School Year	Parents will be informed of the availability of materials through monthly school newsletters and Title I Parent meetings	Number of Materials Checked Out by Parents from the Parent Resource Library housed in the MES Media Center
District Title I/ESE Meeting	Executive Director of ESE and Student Services and Director of Title I	First Semester evening meeting	Invitations will be sent to parents by their children from schools to attend District level administrators and special	Parent Surveys completed at the close of the evening activities

			presenters will provide information outlined in the bullets above	

5. Ensure that information related to the school and parent programs, meetings, and other activities is sent to parents of participating children in a format and language the parents can understand:

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Flyers - MES has no ELL students.	Assistant Principal Teachers	Throughout School Year	Flyers will be sent home by students	Surveys
Website News - MES has no ELL students.	Assistant Principal Teachers	Throughout School Year	Information will be updated on website on a regular basis	Surveys
On Hold Prerecorded Message	Assistant Principal	Throughout School Year	Information will be updated on a regular basis	Surveys

6. Provide reasonable support for parental involvement activities as parents may request.

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Surveys will be conducted with a section requesting input from parents as to what trainings and/or parent involvement activities are of interest to them	District Administrator and School Level Administrator	Fall and Spring	Surveys will be sent home by students to the parents and returned to school by students to the school level administrator. Information from surveys will be tallied and shared with faculty, staff, and Title I School Advisory Council	Number of Surveys returned and data collected

(Required) ACCESSIBILITY 1118(f)

In carrying out the parental involvement requirements of this part, districts and schools, to the extent practical, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including information and school reports in a format and to the extent practical, in a language such parents can understand.

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
MES has no ELL students.				

(Required) ADOPTION

This Medart Elementary School Parental Involvement Policy/Plan has been developed/revised jointly with, and agreed on with, parents of children participating in Title I program, as evidence by meeting minutes.

The Parental Involvement Policy/Plan was developed by Medart Elementary School on 05/15/2009 and will be in effect for the period of the school year.

The school will make this Parental Involvement Policy/Plan available to all parents of participating Title I children upon request.

Sharon Kemp
(Signature of Title I Authorized Representative)

May 15, 2009
(Date)

These parents were involved with the development of this document:
Parents serving on the SAC 2008-09

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