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JAMES M. MARLOWE ELEM. SCHOOL Title I, Part A Parental Involvement Plan

I, Hilda Martin , 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

Signature of Principal or Designee

Mission Statement

- Changes made No changes made

Parental Involvement Mission Statement (Optional)

Response:

Involvement of Parents

- Changes made No changes made

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: Marlowe Elementary School believes in involving parents in all aspects of its Title I programs. Both the Student Advisory Council (SAC) and Parent-Teacher Organization (PTO) will include parents who provide input for the SIP and PIP, the use of parental involvement funds, and acquisition of relevant resources. Members of the SAC and PTO are determined through an annual school-wide election. During SAC meetings, the committee will have the opportunity to decide how parental involvement funds will be used. Parents may request additional support either directly through their child's teacher or the principal. Parent surveys will be completed following activities to collect input from parents on activities, trainings, and materials provided to help their children succeed. These surveys will be reviewed and used to guide future activities and serve as input for future resources.

Coordination and Integration

- Changes made No changes made

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	Individuals with Disabilities Education Act (IDEA)	Supplemental instructional support provided by Title I will be discussed with parents during the development of each student's IEP.
2	Title III	The school will offer English language learners the opportunity to participate in an online learning program through Imagine Learning.
3	Youth and Family Alternatives	The school will coordinate with Youth and Family Alternatives to provide training and resources for parents.
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Annual Parent Meeting

- Changes made
 No changes made

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	Develop agenda, handouts, and presentation materials that address the required components	Principal	September 2014	Copies of agenda and presentation

2	Develop and disseminate invitations	Secretary	September 2014	Newsletter, School Marquee, and website
3	Advertise event	Secretary	September 2014	Newsletter, School Marquee, and website
4	Develop sign-in sheets	Secretary	September 2014	Sign-in sheets for meeting and individual classrooms
5	Maintain documentation	Secretary	September 2014	Title I documentation will be housed in the front office
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Flexible Parent Meetings

Changes made

No changes made

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 Marlowe 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. We will provide varied meeting and training times throughout the school year by scheduling morning, afternoon, and evening activities. Teachers will be available before, during, and after school for parent conferencing. The parent resource center will be available on a daily basis in order to allow parents to come at a time that is convenient. Parent activities will be advertised at the beginning of each month in the newsletter to allow ample time for parents to make arrangements to participate if desired. Records and surveys from parent activities will be maintained.

Building Capacity

Changes made

No changes made

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	Family Breakfast Series	Guidance	Content specific sessions will be provided for parents. Information will include grade level appropriate strategies parents can use at home.	October - November	Sign-in sheets, handouts, agendas, presentation materials, and survey forms
2	Meet the Teacher Day	Principal and Assistant Principal	Increase Parental Involvement to support student success	August	Sign-in sheets, registrations
3	Cookies and Milk with Santa	Principal and Assistant Principal	Increase Parental Involvement to support student success	December	Sign-in sheets
4	Volunteer Orientation	Assistant Principal	Parents who are registered volunteers will gain knowledge regarding how volunteer involvement can support student success.	November	Sign-in sheets, handouts, agendas, presentation materials, and survey forms
5	Assessments discussed during individual	Classroom teachers	Teachers will conduct individual conferences to discuss each child's assessment results,	August - October	Conference logs

	conferences		expectations, and goals for the school year.		
6	Winter and Spring Concerts	Music Teacher	Practices and performances encourage students to strive for excellence in their work and give families a sense of pride and connection	December and April	Student and Parent Participation, Programs
7	Open House & Title I Meeting	Principal	Increase Parental Involvement to support student success	September	Sign-in sheets and presentation materials
8	Kindergarten Mother's Day Tea	Kindergarten Team Leader	Increase Parental Involvement to support student success	May	Sign-in sheet, student presentations
9	Boo Hoo Breakfast for Kindergarten	Guidance	Increase Parental Involvement to support student success	June - September	Sign-in sheets, student school attendance
10	PTO Meetings	Principal and Assistant Principal	Increase Parental Involvement to support student success	August - May	Sign-in sheets, agendas, minutes
11	McDonald's Nights	Principal and Assistant Principal	Increase Parental Involvement to support student success	September - May	Sign-in sheets
12	Classroom Teacher Conference Nights	Principal and Assistant Principal	Teachers will share with parents activities and strategies that can be provided at school and home to increase skills in areas of academic need.	September - February	Sign-in sheets, handouts
13	Literacy Night	ICT Coach	Content specific sessions will be provided for parents. Information will include grade level appropriate strategies parents can use at home.	October - May	Sign-in sheets, handouts, agendas, presentation materials, and survey forms
14	Writing Night	ICT Coach	Content specific sessions will be provided for parents. Information will include grade level appropriate strategies parents can use at home.	February	Sign-in sheets, handouts, agendas, presentation materials, and survey forms
15	Science Night	ICT Coach	Content specific sessions will be provided for parents. Information will include grade level appropriate strategies parents can use at home.	March	Sign-in sheets, handouts, agendas, presentation materials, and survey forms
16	Family Howdown	Principal and Assistant Principal	Increase Parental Involvement	August - October	Sign-in sheets, activity map and sign-up

17	PACK Pride Parent Night	Principal and Assistant Principal	Increase Parent Involvement/Content specific session	September-October	Sign-in sheets, handouts, agendas, presentation materials, and survey forms
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Staff Training

- Changes made
 No changes made

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
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1	Title 1 overview, Parent Involvement, Volunteer staff training	Assistant Principal/Secretary	Improve the ability of the staff to work effectively with parents by providing examples of best practices for parental involvement.	August	Sign-in sheets, handouts, agendas, and presentation materials
2	Bullying Training	Guidance	Improve the ability of the staff to communicate behavioral expectations to parents.	October	Sign-in sheets, handouts, agendas, and presentation materials
3	PACK Pride/Growth Mindset	Principal and Assistant Principal	Improve the ability of the staff to communicate behavioral expectations to students and parents.	August-May	Agenda, handouts, school-wide visuals and recognition
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Other Activities

- Changes made
- No changes made

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: Monthly newsletters will be sent home in both English and Spanish. Newsletters will include specific suggestions of strategies for student success. A Parent Resource Center, containing relevant information and materials for check-out, will be maintained in the media center. Teachers, administration, and parents will use the Home and School Agreement for Success to document school and family involvement in ensuring success for each child's

education.

Communication

- Changes made No changes made

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: At the annual meeting of parents in September, Marlowe Elementary will hold a general meeting where information will be presented about the Title I programs, the curriculum, and academic assessments. Parents will learn about the school-wide program, how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child. Parents will receive information regarding opportunities for involvement, decision-making for their child, the PIP, and home-school communication procedures. At the time of this meeting, parents will also have the opportunity to visit classrooms. Teachers will provide additional information on the subjects they teach, assessment plans, and how parents can help at home. The same information will be provided in the school newsletter for all parents who are unable to attend. Teachers will maintain sign-in sheets and provide a copy to the principal who will also maintain documentation on the dissemination of information, distribution methods, and timelines. If a parent is unsatisfied with the school-wide program under Section 1114(b)(2) they will be asked to provide their comments to the principal who will then share them with the District Office.

When requested by parents, teachers and administration will be available for meetings to formulate suggestions and participate, as appropriate, in decisions relating to the education of their child. Teachers will have opportunities to communicate student progress using academic testing results, portfolio reviews, progress reports and report cards.

Accessibility

- Changes made No changes made

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: The PIP will be summarized and sent home to families in both English and Spanish. The summary will outline the major components of the policy and will offer to provide a hard copy upon request. In addition, hard copies will be available in the office. The complete PIP will be posted on Marlowe Elementary's website. In addition a Marlowe Facebook account is available to post event updates.

Written communication will be provided for parents in English and Spanish. Translators, as available, will be at all parent meetings and in the school office to ensure that parents are able to fully participate in parent meetings. If languages other than Spanish are needed, the school will contact the necessary personnel to make the the translation. The English Language Survey results will be used to determine the number and specific needs for translations into a language other than English.

The school newsletter will be distributed monthly in English and Spanish, our most frequent languages. Our ESOL Instructional Assistant is available to translate for families as needed. All meetings and events are held at handicapped accessible locations. We will provide information and assistance to the parents/family members with disabilities as needed.

Discretionary Activities

- Changes made
 No changes made

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)];	Parent activities and meetings will be scheduled on a varied basis of morning, afternoon, and evening and on different days of the week	Principal, Assistant Principal	Increase family attendance at activities and meetings for increased student success	August 2014 - June 2015

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

Changes made

No changes made

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	Breakfast series-Takes a Village	6	96	Parents learned positive parenting and support skills for their children
2	Science Night	1	33	Parents received resources and information to support children with STEM project.
3	Writing Breakfast	1	10	Parents learned about the writing process and rubric used in FCAT.
4	5th Grade Data Share Nights	2	39	Student data binders were shared with parents in order to review student growth.
5	Annual Title 1	1	245	Parents learn about Title 1
6	Parent Conference Night	1	4	Parents learn about child's academic and social growth
7	Living Museum- 4th grade	1	22	Parents learn about child's academic and social growth
8	Hoe Down	1	225	Building positive home/school relationships results in the likelihood of student success.
9	Grandparent Lunch	1	72	Building positive home/school relationships results in the likelihood of student success
10	Kindergarten Holiday Event	1	25	Building positive home/school relationships results in the likelihood of student success
11	Skate Night	1	100	Building positive home/school relationships results in the likelihood of student success
12	Spring Family Dance	1	200	Building positive home/school relationships results in the likelihood of student success
13	Kindergarten Mothers Day Tea	1	55	Building positive home/school relationships results in the likelihood of student success
14	Cookies N Milk	1	250	Building positive home/school relationships results in the likelihood of student success
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16		-1	-1	
17		-1	-1	
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25		-1	-1	
26		-1	-1	
27		-1	-1	
28		-1	-1	
29		-1	-1	
30		-1	-1	

Staff Training Summary

- Changes made No changes made

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	Title 1 overview, Parent Involvement, Volunteer staff training	1	65	Staff awareness increased positive impact of parent involvement.
2		-1	-1	
3		-1	-1	
4		-1	-1	
5		-1	-1	
6		-1	-1	
7		-1	-1	
8		-1	-1	
9		-1	-1	
10		-1	-1	

Barriers

- Changes made No changes made

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
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1	Unaware of Parent Resource Center	Publishing information in the school newsletter
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Best Practices (Optional)

- Changes made
 No changes made

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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