

TITLE I PARENT INVOLVEMENT SCHOOL PLAN

Gardner Park Elementary

School

Title I Requirement	Evidence of Compliance	Participants	Activities/Strategies	Time/Date
<p>Shall jointly develop with and distribute to, parents of participating children a written parental involvement policy.</p>	<ul style="list-style-type: none"> ● Parent Handbook ● Copy of policy ● SIT Minutes 	<ul style="list-style-type: none"> ● Administration ● School Improvement Team ● Parent Involvement Specialist 	<ul style="list-style-type: none"> ● Handbooks sent home ● Copies placed in enrollment packet 	<p>August 27, 2018</p> <p>September 6, 2017</p>
<p>Shall convene an annual meeting.</p>	<ul style="list-style-type: none"> ● Sign in Sheets ● Agenda 	<ul style="list-style-type: none"> ● All staff ● Parents 	<ul style="list-style-type: none"> ● Parent Meet and Greet ● Title I Open House Meeting 	<p>August 23, 2018</p> <p>September 6, 2018</p>
<p>Shall distribute and discuss learning compact forms annually.</p>	<ul style="list-style-type: none"> ● Return forms with signatures ● Sign in sheets from the September meeting 	<ul style="list-style-type: none"> ● Administration ● Classroom Teachers ● Parents ● Students 	<ul style="list-style-type: none"> ● Completed compacts placed in student accountability folders 	<p>Given out September 6, 2018</p> <p>Returned by September 29, 2018</p>
<p>Shall provide assistance to parents in understanding such topics as standard course of study, EOG and local assessments.</p>	<ul style="list-style-type: none"> ● Sign in Sheets ● Parent Calendar ● Translated documents for spanish speaking parents 	<ul style="list-style-type: none"> ● Administration ● Classroom Teacher ● Instructional Facilitator ● Bilingual Parent Involvement Specialist 	<ul style="list-style-type: none"> ● Read to Achieve meeting for 3rd grade students ● KEA meeting with Kindergarten parents ● Parent Sessions 	<p>September 6, 2018</p> <p>September 6, 2018</p> <p>Parent EOG sessions in the spring</p>
<p>Shall provide materials and training to help parents to work with their children at home.</p>	<ul style="list-style-type: none"> ● Bilingual Parent Involvement Specialist resource room ● Teachers documentation of parent conferences/meetings to 	<ul style="list-style-type: none"> ● Administration ● Parent Involvement Specialist 	<ul style="list-style-type: none"> ● Parents request for specific support ● Opportunities for conferences 	<p>Ongoing all school year</p>

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	discuss strategies to be used at home	<ul style="list-style-type: none"> Classroom teachers Literacy Teacher 		
Shall offer a flexible number of meetings for parents.	<ul style="list-style-type: none"> Access to the parent calendar electronically and in paper format Open door policy to set up conferences as needed Parent Conferences October 12, 2017 and March 8, 2017 	<ul style="list-style-type: none"> Bilingual Parent Involvement Specialist Classroom Teachers Administration 	<ul style="list-style-type: none"> Arrange for classroom coverage so teachers can meet with parents during school day if it's a necessity for the parent Publicize parent meetings 	Ongoing all school year
Shall involve parents in the planning, review, evaluating and improvement of the program.	<ul style="list-style-type: none"> Beginning of the year parent survey PTO and Parent Advisory minutes Attendance logs at all events 	<ul style="list-style-type: none"> Administration Bilingual Parent Involvement Specialist Parents Staff 	<ul style="list-style-type: none"> Administer survey and evaluate the results PTO Board meetings Include new people on Parent Advisory and hold regular meetings 	Ongoing all school year
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Shall ensure that information related to school and parent programs, meetings and other activities is sent to parents in a format, and language the parents can understand.	<ul style="list-style-type: none"> Everything that is sent home in written format from Gardner Park is done so in English and Spanish Weekly Parent Link messages are also done in both languages 	<ul style="list-style-type: none"> Bilingual Parent Involvement Specialist Administration Teachers Staff 	<ul style="list-style-type: none"> Bilingual Parent Involvement Specialist is used to translate all documents and interpret meetings between parents and teachers DEC approved interpreters are used for all IEP meetings that require a translator. 	Ongoing all school year
Shall provide training for teachers, staff and principals on how to work together in a joint effort to reach out, communicate with and work with parents as equal partners.	<ul style="list-style-type: none"> Staff meeting agendas SIT Minutes 	<ul style="list-style-type: none"> Administration School Improvement Team Staff 	<ul style="list-style-type: none"> Parent Involvement is a monthly agenda item for SIT Parent Advisory Meetings Communication with staff at staff meetings about the importance of parental relationships 	Ongoing all school year
Shall coordinate and integrate parent involvement program	<ul style="list-style-type: none"> Agendas Calendar 	<ul style="list-style-type: none"> Pre-K Office Pre-K Teacher 	<ul style="list-style-type: none"> Planning middle school visits in the spring 	Per direction of the Pre-K office

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activities with preschool, middle and high programs.	<ul style="list-style-type: none">• Communication about middle school transitions	<ul style="list-style-type: none">• Administration• All staff• School Counselor	<ul style="list-style-type: none">• START Sessions	Middle school meetings take place in the spring
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