

## EAST NAPLES MIDDLE SCHOOL Title I, Part A Parental Involvement Plan

I, Darren Burkett, 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:** A child's education is a responsibility shared by the school and family. The mission of ENMS is to create a better school through community and parent involvement.

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### Review Rubric:

Mission statements are written concisely, free of jargon, and parent-friendly and inspire stakeholders to be involved and supportive of the program. Strong mission statements include:

- Explanation of the purpose of the parental involvement program;
- Description of what will be done; and
- Description of the beliefs or value of the LEA.

**Review Status:** Adequate

**Review Comments:**

## 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:** School Improvement Plan (SIP) goals will be reviewed in an open meeting to solicit parent input. The PI policy will be reviewed with the School Advisory Council (SAC) at an open meeting that will be advertised to all parents via flyers and phone auto-dialers. SAC will be consulted on appropriate use of funds. SAC will also be involved in review of PI parent surveys. SAC Chair and Principal will collaboratively review and sign all PI documentation.

### Review Rubric:

Strong responses include:

- Identification of the group responsible for the development, implementation and evaluation of the plans;
- Description of the procedures for selecting members of the group;
- Explanation of how the input from parents will be documented; and
- Description of the process and involvement of parents in the development of required plans; and
- 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)].

**Review Status:** Adequate

**Review Comments:**

## 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	Title I	Foundations for success
2	Title 1	Social Media and your child
3	Title 1	Discipline without power struggles and stress
4	Title 1	Help your child explore careers
5	Title 1	Ready for testing?

6	Title 1	Crossing the Finish Line!
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### Review Rubric:

Strong responses include:

- Identification of the specific federal programs; and
- Description of how the programs will be coordinated.

**Review Status:** Adequate

**Review Comments:**

## 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	Discuss Title I status of school during Annual Title 1 Meeting.	Principal	Sept. 4, 2013	•Sign-In Sheets
2	Distribute agenda flyers in 3 languages detailing Title 1 status and how funds are used.	Principal	Aug. 26, 2014	• Copy of Flyer
3	Provide letters in three languages informing parents of teacher qualifications/out of field teachers	Principal	Ongoing	•Copy of letters with dates that they were sent/mailed home
4	ENMS will coordinate with District FSG office to notify parents of SIP status.	Principal	Fall semester	•Copy of letters with dates that they were sent/mailed home
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#### Review Rubric:

Strong responses include:

- Identification of specific activities or tasks;
- Identification of the person(s) responsible for completing the task;
- Reasonable and realistic timelines; and
- Description of the evidence the school will use to demonstrate the effectiveness and/or completion of the activity/task.

**Review Status:** Adequate

**Review Comments:**

### 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:** Due to the nature of our schedule, it is more convenient for us to offer later afternoon parent training experiences. In past experience at ENMS, we have better attendance rates when we begin our meetings after 6:00 PM.

#### Review Rubric:

Strong responses include:

- Description of the process the school will use to ensure that workshops/meetings are offered at a flexible times; and
- Specific examples of the flexible schedule offered to parents.

**Review Status:** Adequate

**Review Comments:**

### 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	Person	Anticipated Impact	Timeline	Evidence of
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	Activity	Responsible	on Student Achievement		Effectiveness
1	School Improvement Plan (SIP) Review	•Principal	Review of Student Achievement Goals and Data	September 2014	•Sign-In Sheets
2	Foundations for success: Monitoring, organization, grade book, angel, planner, volunteer opportunities	Administration, Guidance	Parents will be able to provide students assistance with school issues.	Sept 2014	•Sign-In Sheets
3	Social Media and your child: Cyber bullying, monitoring electronics	Deputy	Student focus with technology will become more education based.	Oct 2014	•Sign-In Sheets
4	Discipline without power struggles and stress	Guidance	Parents will be able to provide students assistance with school issues.	Nov 2014	•Sign-In Sheets
5	Help your child explore careers	Guidance	Students will be able to focus on long range goals with families.	Jan 2015	•Sign-In Sheets
6	Ready for testing? A.I.R., E.O.C., Final Exams	Administration	Parents will be able to provide students assistance with school issues.	Feb 2015	•Sign-In Sheets
7	Crossing the Finish Line! Course selection, pupil progression, awards	Guidance	Parents will be able to provide students assistance with school issues.	Mar 2015	•Sign-In Sheets
8	Annual Title One Meeting	Principal	Parent input and awareness of ENM	September 2014	•Sign-In Sheets

#### Review Rubric:

Strong responses include:

- Description of the content and type of activity including the following: o The state's academic content standards and state student academic achievement standards, State and local assessments including alternative assessments, Parental involvement requirements of Section 1118, and How to monitor their child's progress and work with educators to improve the achievement of their child;
- Identification of the person(s) responsible;
- Correlation to student academic achievement;
- Reasonable and realistic timelines; and
- Description of the evidence the LEA will use to demonstrate the effectiveness and/or completion of the activity/task

**Review Status:** Adequate

**Review Comments:**

#### 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
1	Student-Led Parent/Teacher Conferences	Principal	Faculty must internalize the value of this conferencing method; student achievement will benefit from increased parent involvement.	Spring 2015	Staff Surveys
2					
3					
4					
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### Review Rubric:

- Content and type of activity including the following: Value following:
  - Valuing of parental involvement,
  - Communicating and working with parents,
  - Implementation and coordination of parental involvement program,
  - Building ties between home and school,; and
  - Cultural sensitivity;
- Identification of person(s) responsible;
- Correlation to student academic achievement;
- Reasonable and realistic timelines; and
- Description of the evidence the LEA will use to demonstrate the effectiveness and/or completion of the activity/task.

**Review Status:** Adequate

**Review Comments:**

### 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:** Parent Resource Library, including printed materials and computer access.

School Newsletter mailed to homes quarterly throughout school year.

Friday Phone Dialers to communicate upcoming events.

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**Review Rubric:**

Strong responses include:

- Identification of the type of activity;
- Specific steps necessary to implement this activity;
- Person(s) responsible;
- Timeline; and
- Description of the evidence the school will use to demonstrate the effectiveness and/or completion of the activity/task.

**Review Status:** Adequate

**Review Comments:**

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**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:** ENMS will send home information and access to the school's and district's parental involvement policies and plans, including how parent involvement funds will be used. In addition, parents will have access to this information via a parent involvement brochure that they receive, through the school web site and through communication during parent meetings and School Advisory Council meetings. Parent input was sought in the development of this policy, the school PI plan and the use of parent involvement funds. A newsletter is also sent home that highlights key PI information such as upcoming workshops and meeting involving the PI plan and policy.

Curriculum coordinators in each of the subject areas have worked with teams of teachers to develop an instructional calendar for all teachers to follow for the core instruction. Building level teams designed a school-wide instructional focus calendar based on specific school-wide student performance data to guide instruction. Teachers create mini lessons and cumulative curriculum based measures to address specific student needs based on student data (school-wide, grade-level, or classroom) in addition to following the overall district instructional focus calendar. The principal and leadership team monitor the implementation of the instructional focus calendars through classroom walk-throughs and attendance at professional learning communities meetings where data analysis

occurs bi-weekly and plans for instruction are outlined.

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**Review Rubric:**

Strong responses include:

- Process for providing information to parents;
- Dissemination methods;
- Reasonable and realistic timelines for specific parent notifications; and
- Description of how the school will monitor that the information was provided.

**Review Status:** Adequate

**Review Comments:**

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**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:** To ensure that all parents have the opportunity to participate in parent involvement activities, ENMS provides translation at every parent meeting/training. All information going home is available in three languages. Parents with disabilities are welcome to attend all activities and/or services and accommodations are made to allow them access. Event flyers include this information so that parents who need translations or accommodations know ahead of time. In addition, translating equipment (Talk and Listen system) is available for all events.

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**Review Rubric:**

Strong responses include:

- Process the school will use for translating information into a parent's native language;
- Description of how the school will ensure that parents with disabilities will have access to parental involvement activities and/or services;
- Description of how the school will ensure that information is available to parents considering the fluctuating student populations;
- Specific languages in which information will be provided; and
- Process the school will use to monitor that schools provide information to parents in a language they can understand, if feasible.

**Review Status:** Adequate

**Review Comments:**

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**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:  
☒ Not Applicable

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**Review Rubric:**

Strong responses include:

- Identification of the activity which may include the following:
- Involving parents in the development of staff training, providing literacy training, paying reasonable and necessary expenses to conduct parental involvement activities, training parents to help other parents, adopting and implementing model parental involvement programs, organizing a local education agency parent advisory council, and/or developing roles for community organizations and/or business in parental involvement activities;
- Description of the implementation strategy;
- Identification of person(s) responsible;
- Correlation to student academic achievement; and
- Reasonable and realistic timelines.

**Review Status:** Adequate

**Review Comments:**

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## Upload Evidence of Input from Parents

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

[Uploaded Document](#)

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**Review Rubric:**

**Review Status:** Adequate

**Review Comments:**

createDate	modifyDate	comment
9/8/2014 3:51:10 PM	9/8/2014 3:53:56 PM	After your September 11th SAC meeting please upload your minutes showing that you provided parents an opportunity to provide input in the development of the PIP. Please e-mail me once you upload the minutes so I can mark you as Adequate in this section. Thanks!

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## 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.

**Review Rubric:**

School-Parent Compact must include the following components:

- Description of the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State's student academic achievement standards;
- Identification of ways parents will be responsible for supporting their children's learning (for example, monitoring attendance, homework completion, or television watching; volunteering in their child's classroom; and participating as appropriate in decisions relating to the education of their children and positive use of extracurricular time); and
- Highlight the importance of communication between teachers and parents on an ongoing basis through, at a minimum: parent-teacher conferences in elementary schools, at least annually, during which the compact will be discussed as it relates to the individual child's achievement; Frequent reports to parents on their child's progress; and Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
- Evidence that parents were involved in the development/revisions to the compact [Section 1118(d), ESEA].

**Review Status:** Adequate

**Review Comments:**

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**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](#)

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**Review Rubric:**

**Review Status:** Needs more information or clarification

**Review Comments:**

createDate	modifyDate	comment
9/8/2014 3:53:22 PM		After your September 9th SAC meeting please upload your minutes showing that you gave parents an opportunity to provide input in the development of Compact. Please e-mail me once you upload the minutes so I can mark you as Adequate I this section. Thanks!

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## 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	Love & Logic Training provided to parents in order to help their children at home.	4	15	Parents will be able to provide students assistance with school issues.
2	BYOD / STEM: A Family Matter	1	8	Student focus with technology will become more education based.
3	Bully Prevention Guest Speaker and Parent Workshop	1	10	Parents will be able to provide students assistance with school issues.
4	Rosetta Stone Family Literacy	12	15	Parents will be able to provide students assistance with school issues.
5		-1	-1	
6		-1	-1	
7		-1	-1	
8		-1	-1	
9		-1	-1	
10		-1	-1	

#### Review Rubric:

Strong responses include the content and type of activity, number of activities, number of participants, and the correlation to student achievement.

**Review Status:** Needs more information or clarification

#### Review Comments:

createDate	modifyDate	comment
9/8/2014 4:05:10 PM		Title I annual meeting data is missing. Please add participation data on the Title I Annual meeting 2013-2014. thanks!

### 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	Student-Led Parent/Teacher	300	300	student achievement will benefit from increased parent involvement

	Conferences			
2	Positive Climate and Customer Service: "Opening Doors"	1	15	Non-instructional staff play an integral role in welcoming families to the school. By providing a non-threatening environment, parents are encouraged to become involved.
3		-1	-1	
4		-1	-1	
5		-1	-1	
6		-1	-1	
7		-1	-1	
8		-1	-1	
9		-1	-1	
10		-1	-1	

#### Review Rubric:

Strong responses include the content and type of activity, number of activities, number of participants, and the correlation to student achievement.

**Review Status:** Adequate

**Review Comments:**

#### 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
1	Communication	ENM will be publishing documentation and phone dialers in three languages
2	Content Knowledge	Front load of information through the school newsletter to allow parents more time to plan for events
3	time of meetings and family food needs	Based on parental input, we adjusted our parent nights to start later in the evenings and will be providing a full meal to any family member attending.
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#### Review Rubric:

Strong responses include:

- Identification of barrier which hindered participation by parents in parental involvement activities (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); and

- Description of how the LEA will use the information gathered from the evaluation to design strategies for more effective parental involvement policies described in Section 1118.

**Review Status:** Adequate

**Review Comments:**

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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
1	Effective Communication	Weekly Dialer Message
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#### Review Rubric:

Activities described in this section should be correlated to student achievement and include sufficient detail that another LEA or school could use the information to develop a similar program.

**Review Status:** Adequate

**Review Comments:**

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