Parent Involvement Plan

Sleepy Hill Middle School’s 2014-2015

## SLEEPY HILL MIDDLE SCHOOL Title I, Part A Parental Involvement Plan

I, Dr. Kathryn Blackburn, 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)].

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| **Signature of Principal or Designee**  | Date Signed |

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **Response:** District and school-based Title I Parent Involvement Programs in Polk County will strive to build relationships to create real family engagement for every child, every family, every teacher, every day.The school's mission statement:To create a learning community with a safe, orderly, caring, and supportive environment. We will eliminate barriers of achievement and create endless possibilities for success. Learning for all: Whatever it takes! |

**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 [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

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| **Response:** Election of the School Advisory Council (SAC) will be held during the evening Title 1 Annual Parent meeting. At the SAC meeting, the Title I staff will disseminate to parents for review the school's PIP and school-parent compact. Any parent suggestions, questions, or concerns will be documented in the SAC minutes. The SAC committee will be presented with the Title 1 budget in which a percentage of funds will be designated for Parent Involvement activities. This will be noted in the SAC minutes. Throughout the school year, the SAC will be updated on parent involvement ideas and the Title I program. Parents will be involved with the development of the PIP. Meetings will be held in both spring and fall respectively to review the PIP using the rubric provided by the LEA. Guided discussion questions will be used to facilitate the planning process. |

**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)].

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| **count** | **Program** | **Coordination** |
| 1 | ESE | Supplemental instructional support provided by Title I will be discussed with parents during the development of student’s IEP and/or behavior plans. |
| 2 | Title II | Professional development modules will be provided to schools to support the needs of staff related to parental involvement. Parent liaison will be trained by LEA staff in methods to effectively use module. LEA will provide support and monitor the implementation to ensure that that training is provided as required. |
| 3 | English Language Learners (ELL) | All teachers have met their ESOL requirement. ESOL teacher and/or bilingual staff will assist with informing parents of parent meetings. A translator will be provided and/or materials sent home will be translated. |
| 4 | HEARTH program | Assists parents and students with resources as needed. |
| 5 | FDLRS  | Offers programs for parents to help children with disabilities, also provides training for teachers. |
| 6 | Annual Meeting  | Title I will hold their annual meeting on September 11, 2014, and notify parents of school communications, volunteer opportunities, ways to get involved, academic information, SAC involvement, and review the Parent-School Compact. |

**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)].

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| **count** | **Activity/Tasks** | **Person Responsible**  | **Timeline** | **Evidence of Effectiveness** |
| 1 | First reminder flier sent home with students  | Principal | September 5, 2014 | number of parents in attendance |
| 2 | Title 1 overview sheet | Title I Facilitator | night/morning of annual meeting | parent survey/evaluation |
| 3 | copy of agenda | Title I Facilitator | night/morning of annual meeting | number of agendas taken/ at time of sign-in |
| 4 | Class room sign-in  | Classroom teacher | September 11, 2014 | copies of sign-in sheets |
| 5 | Parent Survey  | Title I Facilitator | night of annual meeting | copies of parent survey's and complied results of survey |
| 6 | Parent Flyer "What is Title I?" added to school's website | Title I Facilitator and Web master | November 2014 | web site  |
| 7 | Title 1 Power Point | Title I Facilitator | September 2014 | survey/evaluation |
| 8 | Morning and Evening Annual Meeting Times | Title I Facilitator | September 2014 | survey/evaluation |
| 9 | Sign in sheets for morning meeting | Title I Facilitator | September 25, 2014 | copies of sign-in sheets |
| 10 | Second reminder flier sent home with students (English and Spanish) | Title I Facilitator | September 9, 2014 | number of parents in attendance |
| 11 | Facebook ad reminding parents about evening annual meeting | Title I Facilitator/Webmaster | Wednesday before annual meeting | number of parents in attendance |
| 12 | Third reminder flier sent home with students | Title I Facilitator | September 19, 2014 | number of parents in attendance  |
| 13 | School Messenger | Principal/Title I Facilitator | September 21, 2014 | email of message |

**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)].

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| **Response:** School wide annual meeting will be held in Thursday, September 11th at 6:30 PM, and Thursday, September 25th, at 7:30 AM. In addition to regularly scheduled SAC meetings, Parents Nights and Academic workshops will be held throughout the school year for a total of no less than one per quarter. Translations services and/or childcare services will be provided as needed. An effort will be made to provide one parent meeting at an area community center that services students who attend our school. |

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Open House  | Administration, Title I Facilitator, Teachers | Provide parents with classroom and school expectations. | September 2014 | sign-in sheets |
| 2 | Get to Know the Test | Administration, support staff, teachers  | Teachers will explain to parents how testing affects their child’s education, and the data means. Teachers will provide strategies for parents to assist their child at home.  | January 2015 | sign-in sheets |
| 3 | Moving on up to High School  | arent involvement coordinator and guidance department | Provide information for parents of eighth grade students who will be moving up to high school in the fall. | Spring semester 2015 | sign-in sheets |
| 4 | School /Parent Compact | Title I Facilitator | Provide parents with school-parent connections and expectations | On going | Parent Survey; Title 1 Survey |
| 5 | Science Fair Parent Workshop | Science teachers, Title 1 Facilitator | Provide parents with information to assist with their student’s science fair project. | September 2014 | sign-in sheets |
| 6 | Jaguar Jams | Parent Involvement Coordinator, Administration, Resource staff, & Jaguar Gents | Up-coming sixth grade parents will have a workshop to help their child transition to Middle School. | April 2015 | sign-in sheets and/or evaluations |
| 7 | Jaguar Newsletter | Parent Involvement Coordinator, Interventionists | To help parents with accessing online sites that can assist students with homework | Monthly | distribution count given of each newsletter sent home |
| 8 | Ready Set Go Test | Network Manager, District coaches | Accessing websites for state test practice at home. | January 2015 | sign-in sheets |
| 9 | Bring Your Parent to Breakfast | Principal, Parent Involvement Coordinator, Title I | Building relationships with parents and providing information to help students at home. | Three times yearly  | sign-in sheets |

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Title I Staff Training: Parent Communication | Administration; School Support Staff | Increase the ability of staff to work effectively with parents | Nov 2014 | Evaluations |
| 2 | Effective Communication for Office Staff | Administration, support staff  | Making parents feel more welcome at the school to increase their participation | Oct 2014 | parent feedback, evaluations |
| 3 | Provide Effective Parent Conference Materials from FDLRS to teachers | School Resource Teachers | More effective and productive parent conferences and/or meetings | Oct 2014 | copy of parent conference forms |
| 4 | Building Relationships | School Support Staff and Administration | Increase teacher/student rapport at our school thus increasing the positive outcomes as it relates to student achievement, teacher performance, and our overall school goals | August 2014 | Evaluations |

**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)].

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| **Response:** The school will have a parent involvement coordinator to coordinate events to encourage parents to help their children be more successful in school. The district will have four parent resource centers and offer a variety of services, workshops, and activities that encourage and support parents more fully. These will be the PIRC and PLUG programs. |

**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)].

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| **Response:** The school will inform parents of Title I programs at either of the two Title I Annual Parent Meetings in September. Multiple methods of communication will be used to inform parents of any new information and remind them of any information that has already been sent home. Documents will be translated when needed. Copies of these documents will be distributed to parents and families in a variety of methods, as well as hardcopies being kept on file by the Title I contact. The effectiveness will be determined by the results of the Annual Parent Survey. The following is a list of possible ways to inform parent of curriculum, assessments, meetings, student progress, proficiency levels and Title I programs1) Student Agendas with behavior tracking document2) Use of school and district web site3) Student progress reports are sent home bi-weekly.4) Required parental signatures on forms that are sent home. 5) Important information is posted and updated regularly on the school's website and/or Facebook page.6) Title I update will be given at all SAC meetings.7) Establish a Parent Involvement Committee and/or PTO.8) Parent and Student portals to view grades and attendance.9) School wide, team wide, or individual teachers will email parents about events, activities, grades, behavior, etc.10) Parent workshops about changes to the upcoming state tests and/or how to help their child succeed.11) Fliers with important information sent home regularly with students.12) School Messenger - phone calls/emails to inform or remind families of important information.13) Reminder postcards with save the date information.  |

**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)].

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| **Response:** A variety of parental involvement activities will be planned to ensure that each parent has sufficient opportunity for participation. Flexible times and dates will be planned as needed. Several sources will be used to communicate opportunities for parent to be involved. The school will provide full access for participation in all parent involvement activities for all parents, including parents of children with limited English proficiency, disabilities, and migratory children. School and district-wide information is sent home in English, Spanish, and Haitian Creole when necessary. Reports and informational letters from the school and district are provided in the child's home language, according to federal/state guidelines. School provides translation services for parent conferences and parent intake. Handicap access to the campus is available. Steps have been taken to ensure that parents with disabilities have access to all events and information. Staff members and/or district support personnel will be made available when necessary to assist parents who have disabilities, i.e. visual, physical, or deaf. |

**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:

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| **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 | SAC meetings | Title I Facilitator | Increase achievement | September - May |
| 2 | Training parents to enhance the involvement of other parents [Section 1118(e)(9)]; | District PIRC & PLUG | District Title I | Increase achievement | August - June |
| 3 | 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)]; | Flexible Meeting Times | Title I Team, Parent Involvement Coordinator, Administration | Increase achievement | September - June |

## 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.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Open House  | 1 | 178 | Help parents register for parent portal which will assist parents in monitoring grades so that students will make the gains needed to improve their test scores |
| 2 | Bring your parent to Breakfast | 2 | 42 | Increase student achievement and raise test scores |
| 3 | Hispanic Heritage Night | 1 | 50 | Helps break the barriers that relate to school, especially in the ESOL community. Thus assisting in improving students’ performance in all academic areas as well as increasing test scores. |
| 4 | Jaguar Gents Parent Luncheon | 1 | 10 | Improved parental support, increase in student achievement |

**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)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | HOTS Questions Reading PLC | 1 | 8 | increase student understanding and improve test scores |
| 2 | FCATS Writes Workshop LA Teachers | 1 | 6 | increase test scores and student academic performance |
| 3 | District Math coach training | 8 | 1 | increase test scores and student academic achievement |
| 4 | Data Day  | 1 | 70 | understand student test scores to better communicate results to students thus aiding in increased test scores |
| 5 | 4-column problem solving method in math | 1 | 8 | increase test scores and student academic 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)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | School boundaries draw from 22 different elementary schools. The distance from home to school is too far. | Provide and activity in the community not at the school. Use technology and newsletters to keep parents and community informed. |
| 2 | High Hispanic population | Translate documents, provide translator for meetings and/or conferences |
| 3 | Racial and ethnic background varied | Develop partnerships with local churches and organizations to develop support for the school |
| 4 | Ever changing phone numbers and addresses of students thus hinders communication. | Develop an email parent contact list. Second semester send an updated student information sheet home with students. Use multiple methods of communication. |
| 5 | Busy Parents | Offer activities and conferences with flexible scheduling |
| 6 | Information that is sent home does not always make it parents.  | Mail important papers and communication home; place this information on the school's website |