## MANATEE MIDDLE SCHOOL Title I, Part A Parental Involvement Plan

I, Pamela A. Vickaryous , 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:** Manatee Middle School is composed of lifelong learners that are respectful, organized, accomplished and responsible. Through positive school culture and relevant and rigorous academics, students are prepared to thrive in high school and post-secondary opportunities. |

**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:** 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) and SAC will be consulted on appropriate use of funds including Title I funds for Parent Involvement. SAC will also be involved in review of PI parent surveys. SAC Chair and Principal will collaboratively review and sign all PI documentation. |

**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 | Title I | Parent training on how to access Parent Portal to check student grades online. |
| 2 | Title I | Staff development on the importance of parent involvement using "Love and Logic". |
| 3 | Title 1 | Parent Night with student led conferences using iPortfolio |
| 4 | Title 1 | FSA Fair to inform parents on how to support students preparing for state testing and student achievement |

**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 | Discuss Title I status of school during Annual Title 1 Meeting/ Open House. | Principal | Fall Semester | Sign-In Sheets |
| 2 | Distribute a brochure in 3 languages detailing the Title I status and how Title I funds are spent. | Principal | Fall Semester | Sign-In Sheets |
| 3 | Provide letters in three languages informing parents of teacher qualifications/ out of field teach | Principal | Ongoing | Copy of letters with dates that they were sent/mailed home |
| 4 | MMS will coordinate with District FSG office to notify parents of AYP status. | Principal, FSG Director | Fall Semester | Copy of letters with dates that they were sent/mailed home |

**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:** An initial parent survey will be conducted in September to invite parents to provide input in the development of the PI workshop calendar. The survey will seek input with regards to the best time to hold the meetings, topics for the workshops, transportation, and childcare needs. Our goal is for 80% of parents/guardians to attend two or more parent trainings in 2014-15. |

**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 | Academic Night/Annual Title I Meeting | Principal, Asst. Principal | Parents will learn how to help their students and learn about the supplemental programs that Title I provides. | September 2014 | Sign-In Sheets |
| 2 | School Improvement Plan (SIP) Review | Principal | Review of Student Achievement | October 2014 | Sign-In Sheets |
| 3 | Positive Behavior Suppor | Dean of Students | Parents will collaborate with Faculty on how to reinforce PBS principles at school and home. | December 2014 | Sign-In Sheets |
| 4 | School Student-Led Conferences/iPortfolio School-Home Academic Communication | Asst. Principal | Students will present their learning goals, data snapshots, and work samples to their parents and teachers. | On-going | Sign-In Sheets |
| 5 | How to Help My Child on the Florida Standard Assessments | Principal | Parents will learn strategies to help their student to be successful on the Reading/Math/Science FCAT | January 2015 | Sign-In Sheets |
| 6 | Internet Safety | Resource Teacher | To ensure student safety while utilizing technology, an outside presenter will keep parents apprised of internet safety | February 2015 | 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 | Positive Climate and Customer Service | Principal, Parent Involvement assistant | Training for non-instructional staff playing an integral role in welcoming families to the school by providing a non-threatening environment to increase parent involvement in school. | Fall 2015/Spring 2016 | Staff Surveys, Communication logs |
| 2 | Effective Parent Involvement | Parent Involvement assistant | Teacher training to increase effective home-school communication which has a marked effect on student achievement | Ongoing | Staff Surveys, Communication logs |
| 3 | Student-Led Parent/Teacher Conferences | Assistant Principal, team leaders | Faculty training on how to increase student and parent involvement in this conferencing method; student achievement will benefit from increased parent participated in data dialogue with their student. | Fall 2015/Spring 2016 | Staff Surveys |

**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:** Child care provided during parent trainings. This removes the barrier to parent involvement.    Parent Involvement Assistant provides a one-on-one point of contact here at school and spends time reaching out to parents to relay information about school events, academic progress and provides a constant support for communication from home to school and school to home.       Parent Resource Library  Provides resources including printed materials and computer access. |

**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:** MMS's Parent Involvement Assistant personally calls parents to communicate important events such as Curriculum Night and Sixth Grade STEM evening in September.     MMS 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. All documentation is available in English, Spanish and Haitian Creole. In addition, parents will have access to this information via a parent involvement brochure they receive through the school website 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 monthly newsletter is also sent home that highlights key PI information such as upcoming workshops and meetings involving the PI plan and policy. District 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 Florida Standard Assessment writing curriculum based on test item specifications targeting specific school-wide student performance data to guide instruction. Teachers create mini lessons and student data to address specific student needs (school-wide, grade-level, or classroom), in addition to following the overall district content-area curriculum guides. The principal and leadership team monitor the implementation of curriculum guides and rubrics through classroom walk-throughs and attendance at PLC's where data analysis occurs bi-weekly and plans for instruction are outlined. |

**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:** To ensure that all parents have the opportunity to participate in parent involvement activities, MMS 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. |

**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 | • A parent survey will be conducted in September to invite parents to provide input in the development of the PI workshop calendar. The survey will seek input with regards to the best time to hold the meetings, topics for the workshops, transportation, and childcare needs. | Principal | improve the effectiveness of that training to increase student achievement | Fall 2015 |
| 2 | Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and | • Provide parents access to parent guides, newsletters, tips and ideas for parents, a library on effective parent involvement activities and ways to assist students, as well as a computer station dedicated to parent use. | Principal | Parents will be able to help their children at home to increase student achievement | All year |
| 3 | Training parents to enhance the involvement of other parents [Section 1118(e)(9)]; | • MMS parents will receive 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 SAC meetings. | Principal | Parents will be able to help their children at home to increase student achievement | All year |
| 4 | 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)]; | Provide meetings and trainings for parents to enhance knowledge and build capacity. | Principal | Parent will receive information and tips to help their children succeed | All year |
| 5 | Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | Administer, collect, analyze, and use the result of workshop evaluations to improve parent training and activities. | Principal | increase of parent involvement opportunities | All year |

**Upload Evidence of Input from Parents**

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

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| [Uploaded Document](file:///C:\Users\merharre\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\ZWBJ1E9U\fileUploads\110422_2015-2016_uploadEvidenceParentInput.docx) |

**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.

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| [Uploaded Document](file:///C:\Users\merharre\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\ZWBJ1E9U\fileUploads\110422_2015-2016_uploadCompact.doc) |

**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.

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| [Uploaded Document](file:///C:\Users\merharre\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\ZWBJ1E9U\fileUploads\110422_2015-2016_uploadCompactEvidence.docx) |

## 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 | Curriculum Night/Annual Title I Meeting | 1 | 449 | Increase in the completion of student work and achievement |
| 2 | January District Title 1 Parent Academy Workshop | 6 | 500 | Increase in the completion of student work and achievement |
| 3 | Hurricane Harvest | 1 | 478 | Increase in parent participation in student attendance and academic achievement |
| 4 | FSA Preparation Paren Training | 1 | 63 | Increase in student academic success |

**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 | Positive Climate and Customer Service | 1 | 70 | Increased student achievement |
| 2 | Effective Parent Involvement | 1 | 70 | Increased student achievement |

**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 upcoming 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 | Language | Have invitations sent in English, Spanish and Creole. Use the dialer to call parents in 3 languages. Have translators at all workshops for Spanish and Creole. |
| 2 | Child care | Provide child care |

**Best Practices (Optional)**

Describe the parental involvement activity/strategy the school implemented during the previous schoool year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

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| **count** | **Content/Purpose** | **Description of the Activity** |
| 1 | Building Capacity of Parents | FSA Test Preparation Training |
| 2 | Building Capacity of Parents | Helping Your Child with Homework district parent training |
| 3 | Increasing Parent Participation | Hurricane Harvest Festival |