**ARLINGTON MIDDLE SCHOOL Title I, Part A Parental Involvement Plan**

I, MRS. YOLANDA SANDERS , 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)].

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

**Mission Statement**

Parental Involvement Mission Statement (Optional)

|  |
| --- |
| **Response:** To empower families to support their child's cognitive development, healthy behaviors and provide them with life skills. We will accomplish our mission by strengthening school partnerships. All stakeholders will work toward ensuring that students become productive and responsible citizens. |

**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)].

|  |
| --- |
| **Response:** The Parental Involvement Team will be responsible for the development and revision of the Title I Parent Involvement Plan. Parents were involved in the planning of this year's events, the budget, and critiquing the events of the 2014-15 school year via the Developmental Meeting held on August 31, 2015 (see agenda, summary notes, and evaluation of last year's activities). Parents will be asked after each event their opinion on what went well and what areas could be improved through exit slips. Parents will also have ongoing opportunities for feedback during PTSA meetings held once a month after school.Parents will be presented with the Title I program including a copy of the budget and a condensed explanation of the program during Open House on September 15, 2015. The Parental Involvement Team will schedule five events during the school year:Event: Fall Football Fun Night ... A Sea of Red Date: September 22, 2015 at 5 pm Purpose: To encourage male figures to take an active part in their student's education. Promotional requirements and annual assessments.Funding: Title I, SAC, & CIS/AFLParent Documentation: Sign-in Sheet and Exit SlipEvent: Donuts 4 Dads/Muffins 4 MomDate: October 21, 2015 at 9:40-10:40 amPurpose: Inform parents about district and statewide testing and its impact on student scheduling. Provide parents with resources (parenting magazines and brochures in Spanish & English), computer use, and internet safety.Funding: SAC and Title IParent Documentation: Sign-in Sheet and Exit SlipEvent: 8th Grade Parent NightDate: December 3, 2015Purpose: Invite high school counselors and representatives to talk with parents about the transition to high school and various educational programs available.Funding: Title I, SAC, & CIS/AFLParent Documentation: Sign-in Sheet and Exit SlipEvent: FOCUS Grade Portal NightDate: January 27, 2016Purpose: Assist parents in opening an account to view their student(s) grades.Funding: Title I, SAC, & CIS/AFLParent Documentation: Sign-in Sheet and Exit SlipEvent: Rising 6th Grade Parent NightDate: May 10, 2016Purpose: Projected families to Arlington Middle from feeder schools will meet with 6th grade team to assist in transitioning them to life at the middle school.Funding: Title I, SAC, & CIS/AFLParent Documentation: Sign-in Sheet and Exit Slip |

**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)].

|  |  |  |
| --- | --- | --- |
| **count** | **Program** | **Coordination** |
| 1 | IDEA | Durng IEP meetings, parents are given guidance to assist their students to become effective learners |
| 2 | Parent-Teacher Conference Night | School counselors, teachers and administrators will provide an additional opportunity for parents to meet with teachers at a more convenient time in order to discuss the students’ progress. |
| 3 | Parent Orientation to Middle School | Trained school/district personnel will address important issues pertaining to middle school. Will be held twice a year, during the Spring and Summer. |
| 4 | Active PTSA | PTSA and the Parental InvolvementTeam will work together to increase parental involvement in the PTSA and school activities. |
| 5 | Quarterly Newsletter | School Counselors are responsible for coordinating each quarter.  |
| 6 | Parent Adolescent Literature Lending Library | Parent lending library is officially available for parents to use.  |
| 7 | Parenting Literature | Parenting magazines and brochures are available for parents to take home during school hours and at school events.  |
| 8 | 4 Quarterly events | 4 quarterly events will be scheduled each quarter to assist parents in learning and navigating the middle school culture at AMS. |
| 9 | CIS/AFL | Communities in Schools/Achievers for Life will join in collaborative efforts with the Parental Involvement Team to increase parental involvement at AMS by assisting financially and with staff presence.  |

**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)].

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **count** | **Activity/Tasks** | **Person Responsible**  | **Timeline** | **Evidence of Effectiveness** |
| 1 | The school will use the automated phone system to inform parents of the Title I program  | Parental Involvement Team | September 2015 | Parent Turnout |
| 2 | The school will identify a location, date and time via flyers/newsletters | Parental Involvement Team | September 2015 | Parent Turnout |
| 3 | The school will advertise the event via kiosk located on Lone Star Road | Parental Involvement Team | September 2015 | Parent Turnout |
| 4 | Create sign-In documentation | Parental Involvement Team | September 2015 | Number of parents present at each quartlerly event |
| 5 | Annual Meeting held during Open House | Parental Involvement Team | September 15, 2015 | Parent Turnout |

**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)].

|  |
| --- |
| **Response:** The school will offer workshops in the morning from 9:40 am-10:40 am and in the evenings from 6:00 pm-8:00 pm to accommodate working parents. The Parental Involvement Team will schedule five events during the school year:Event: Fall Football Fun Night ... A Sea of Red Date: September 22, 2015 at 5 pm Purpose: To encourage male figures to take an active part in their student's education. Promotional requirements and annual assessments.Funding: Title I, SAC, & CIS/AFLParent Documentation: Sign-in Sheet and Exit SlipEvent: Donuts 4 Dads/Muffins 4 MomsDate: October 21, 2015 at 9:40-10:40 amPurpose: Inform parents about district and statewide testing and its impact on student scheduling. Provide parents with resources (parenting magazines and brochures in Spanish & English), computer use, and internet safety.Funding: SAC and Title IParent Documentation: Sign-in Sheet and Exit SlipEvent: 8th Grade Parent NightDate: December 3, 2015Purpose: Invite high school counselors and representatives to talk with parents about the transition to high school and various educational programs available.Funding: SAC and Title IParent Documentation: Sign-in Sheet and Exit SlipEvent: FOCUS Grade Portal NightDate: January 27, 2016Purpose: Assist parents in opening an account to view their student(s) grades.Funding: Title I, SAC, & CIS/AFLParent Documentation: Sign-in Sheet and Exit SlipEvent: Rising 6th Grade Parent NightDate: May 10, 2016Purpose: Projected families to Arlington Middle from feeder schools will meet with 6th grade team to assist in transitioning them to life at the middle school.Funding: Title I, SAC, & CIS/AFLParent Documentation: Sign-in Sheet and Exit Slip |

**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)].

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Donuts 4 Dad/Muffins for Moms | Parental Involvement Team | Faculty will meet with parents to discuss annual goals and expectations | September 2015 | Sign-in sheets and exit slips |
| 2 | Transition to high school | Parental Involvement Team | HS Requirements will be discussed with parents/guardians. | December 3,2015 | Sign –in sheets and exit slips |
| 3 | Welcome in-coming 6th graders | Parental Involvement Team | Provide information to successfully assist in transitioning their student to life at the middle school | May 10, 2016 | Sign –in sheets and exit slips |
| 4 | Title I Annual Parent Meeting | Parental Involvement Team | Parents received information on Title I services (funding, resources, BIC and IDEA) | September 15 , 2014 | Sign-in Sheets  |
| 5 | FOCUS Grade Portal Night | Parental Involvement Team | Assist parents in opening an account to view their student(s) grades | January 27, 2016 | Sign In Sheets and exit slips |

**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)].

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Communication | Mrs. Wright- Kitchen, Mrs. Rohrbaugh, & Admin | To increase parent involvement in the academic program and PTSA | September 2015  | Increase parent involvement as evidenced by sign-in log data |
| 2 | Review Grading & Promotional Policy | Mrs. Wright- Kitchen, Mrs. Rohrbaugh, & Admin | Increase opportunity for learning recovery | September 2015 | Increase parent involvement as evidenced by sign-in log data |
| 3 | Resources  | Mrs. Wright- Kitchen, Mrs. Rohrbaugh, & Admin | Increase parent participation in the academic program | October 2015 | Increase parent involvement as evidenced by sign-in log data |
| 4 | Cultural Sensitivity | Mrs. Wright- Kitchen, Mrs. Rohrbaugh, & Admin | Increase parent participation in the academic program | November 2015 | Increase parent involvement as evidenced by sign-in log data |
| 5 | ALERT Training | Mrs. Wright- Kitchen and Mrs. Rohrbaugh | Recognize and assist parent in handling difficult issues such mental health and abuse. | October/November 2015 | Increase parent involvement  |

**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)].

|  |
| --- |
| **Response:** · Identification of the type of activity: Parent Resource Center has been fully functional for two years· Specific steps necessary to implement this activity: The center is kept stocked by office assistant Mrs. Sandra Larrivee· Person(s) responsible: Patris Wright-Kitchen & Ginger Rohrbaugh· Timeline: The center is open form 8:00 AM to 4:30 PM · Description of the evidence the school will use to demonstrate the effectiveness and/or completion of the activity/task: Feedback form and the rate the materials have to be replaced.  |

**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)].

|  |
| --- |
| **Response:** Parents receive general school information within the quarterly newsletters, IEP/504 meetings, school-wide events, and parent/teacher conferences . The Annual Meeting will be held on September 15 during Open House. A parent comment sheet will be included to satisfy Section 1114 (b)(2) and Section 1118(c)(5). · Process for providing information to parents: School Messenger, Digital Sign, Newsletters.· Dissemination methods: School Messenger (Phone); Digital Sign (visible throughout the campus); Newsletter (students receive a copy with each report card, copies are also available at the front desk)· Reasonable and realistic timelines for specific parent notifications: School messenger is updated monthly; the marque is updated monthly;newsletter is sent quarterly· Description of how the school will monitor that the information was provided: School Messenger sends us a data report and all newsletters will be put in Title I audit box as evidence as well as parent turnout. |

**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)].

|  |
| --- |
| **Response:** Arlington Middle School will distribute copies of the PIP. Parents with limited English proficiency will receive the appropriate translation. Transact.org and native speakers who are staff members and DCPS ESOL department will assist with translation in Spanish. Every effort will be made to accommodate parents with disabilities (wheelchair access, elevator, efforts will be made to acquire an interpreter).  |

**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:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 | Parental Involvement Team will survey parents during the 7th/8th Parent Night | Parental Involvement Team | Increase communication between parents/teacher while increasing student academic achievement  | December 3, 2015 |
| 2 | Training parents to enhance the involvement of other parents [Section 1118(e)(9)]; | The Arlington PTSA board will attend workshops sponsored by the DCPS PTSA council. Then implement parent involvement strategies for Arlington Parents to become involved in PTSA | Parental Involvement Team & PTSA | Increase academic achievement through parental involvement | On going throughout the year |
| 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)]; | Communities in Schools partnership makes homes visits to families in need a variety of services. Teacher will voluntarily hold parent/teacher conferences after school for working parents. and also arrange for phone conferences for parents who lack transportation | Parental Involvement Team, Teachers, CIS/AFL | Decrease in failing grades | On going throughout the year |
| 4 | Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and | The Arlington Middle School faith-based community provides a computer lab for after school and early-release day activities. The youth pastor volunteers one afternoon a week for three-hours. The youth pastor is also a member of the SAC Team. | SAC & St. Paul's Episcopal Church | Additional time-on-task in the computer lab will impact math and reading achievement. Students are encouraged to use approved DCSP web based vendors for skills practice. | On going throughout the year |
| 5 | Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | Distribute information to parents and encouraging participation in school wide events during these events | Parental Involvement Team & PTSA | Increase parental involvement | On going throughout the year |

**Upload Evidence of Input from Parents**

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

|  |
| --- |
| [Uploaded Document](file:///C%3A%5CUsers%5Csandersy%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CDownloads%5CfileUploads%5C162131_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.

|  |
| --- |
| [Uploaded Document](file:///C%3A%5CUsers%5Csandersy%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CDownloads%5CfileUploads%5C162131_2015-2016_uploadCompact.docx) |

**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](file:///C%3A%5CUsers%5Csandersy%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CDownloads%5CfileUploads%5C162131_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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Pancakes & Parents | 1 | 6 | Increase student promotion/achievement rate |
| 2 | Grade Point Average Review  | 1 | 200 | Increase student promotion/achievement rate |
| 3 | Going to High School Night | 1 | 200 | Increase student promotion/achievement rate |
| 4 | Welcome 5th Grade Parents/Students  | 1 | 15 | Increase student promotion/achievement rate |
| 5 | TItle I Annual Meeting | 1 | 6 | Increase student promotion/achievement rate |

**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)].

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | The Importance of Parental Involvement | 1 | 65 | Increase parent involvement.  |
| 2 | Communicating with the Working Parent | 1 | 65 | Increase parent involvement.  |
| 3 | Implementation of Parental Involvement Program | 1 | 65 | Increase parent involvement.  |
| 4 | Cultural Sensitivity | 1 | 65 | Increase parent involvement.  |

**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)].

|  |  |  |
| --- | --- | --- |
| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Incorrect phone numbers (all subgroups) | Staff updated information to decrease incidences of incorrect telephone numbers |
| 2 | Incorrect addresses (all subgroups) | Staff updated information to decrease incidences of incorrect addresses. |
| 3 | 5th Grade Parent Information was sent out late | Staff will make sure notices are given out at least 1 month in advanced |

**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)

|  |  |  |
| --- | --- | --- |
| **count** | **Content/Purpose** | **Description of the Activity** |