

## DANIEL JENKINS ACADEMY OF TECHNOLOGY MIDDLE SCHOOL Title I, Part A Parental Involvement Plan

I, Brad Tarver, 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 school wide 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

10-12-15

Date Signed

### Mission Statement

Parent Involvement Mission Statement (Optional)

**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.

## Purpose of Parent Involvement

Daniel Jenkins Academy's Title I parent involvement mission is to empower parents and families to support their child's cognitive and social-emotional development.

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:** Parents are invited to attend our monthly School Advisory Committee (SAC) meetings to give input on all of our school's programs. Parents may also participate on the Parent Involvement Team (PIT,) which holds regular meetings and serves to gain input from parents on what they would like to see improve within our school. During PIT meetings, guided discussion questions are used to introduce and gather input pertaining to the parental involvement plan and compact. The 3% expenditure for Parent Involvement was chosen to be spent on purchasing Agendas for every Daniel Jenkins Academy student.

## 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	Title I, Part A	Title I, Part A funds school-wide services to Daniel Jenkins Academy. The Title I funds provide supplemental instructional resources and interventions for students with academic achievement needs including the ESE and ESOL population. Title I, Part A, support provides after-school instructional programs, supplemental instructional materials, resource teachers, technology for students, professional development for the staff, and resources for parents.

## 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	Develop agenda, handouts, informational flyers provided in English, Spanish and Creole if needed	Parent Involvement Contact	September	Title I documentation is housed in the Moodle eTask 15-16 course online
2	Advertise/publicize event	Administration	September	Sign-in sheets for meeting
3	Complete school-parent compacts and PIP brochure both Available in English and Spanish	Parent Involvement Contact	September	Title I documentation is housed on eTASK 15-15 online
4	Develop sign-in sheets	Network Manager/Principal	September	ConnectEd Call/Website/Flyers

5	Maintain Documentation	Parent Involvement Contact	September	Copies of agendas, PowerPoint presentation and handouts
---	------------------------	----------------------------	-----------	---

## 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 Annual Meeting will be held September 17, 2015 from 5:30 to 6:00 p.m., prior to Open House. Translation services will be provided as needed, and Title One information will be available to parents during the Annual Meeting. Throughout the year, parents will be able to schedule parent-teacher-student conferences before school, as needed. In addition, regularly scheduled SAC meetings and other parental involvement events will be held throughout the school year. Our SAC meetings are held in the Media Center during school hours; and many of the parental involvement events, such as Academic Workshops, Data Chats, and Student Performances, are held between 5:00 p.m. and 7:30 p.m. Some parental involvement meetings will be scheduled during the school day. These meetings will provide parents with tools and information to create a learning environment in the home for their child(ren), in addition to giving parents the opportunity to utilize resources available in our Parent Involvement Center, located in the Title I office.

## 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	Parent Involvement Team Meetings	Parent Involvement Contact	Provide parents a chance to be involved with the School Newsletter, Campus Events, and Title I Documentation	Ongoing School Year 2015-2016	Parent Evaluations
2	Open House	Administration, Literacy Interventionist, Teachers	Provide parents more information about the school programs and grade levels expectations.	September 18, 2014	Parent evaluations
3	Family Nights	Parent Involvement Contact	Provide parents with student assessment data in core subject areas: Science, Reading, Language Arts, Math, and Social Studies	Fall 2015 and Spring 2016	Parent evaluations

4	Parent Academic Workshops	Parent Involvement Contact	Provide parents with information and resources for helping their student with coursework and homework. Conduct 8 <sup>th</sup> grade transition conferences to enable student awareness of their promotion status and prepare them for entrance into high school.	Fall 2015 and Spring 2016	Parent evaluations
5	School/Parent Compact	Parent Involvement Contact	Provide parents with school-parent connections and expectations	Ongoing	Title I Parent Survey
6	FAIR Data Chat Nights	Parent Involvement Contact	Provide parents with one-on-one student data chats on FAIR Assessments	Following each assessment; 3 times per school year	Parent evaluations
7	Title I Annual Meeting	Literacy Interventionist/Administration	Provide parents of Title I Program information and guidelines.	September 17, 2015	Parent evaluations

## 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	The Importance of Parent Involvement Training	Parent Involvement Contact	Increase the ability of staff to appreciate the value of parental involvement and to work effectively with parents from different cultural backgrounds.	October 2015	Evaluation
2	Building Capacity with staff/parent conferencing skills	Title I coordinator	Help the staff to plan effective parent conferences	November 2015	Evaluation

## 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:** A Parent Resource Center located in the Title I office will provide parents with resources that may be checked out for use at home to help their children. This center is open every school day during the hours of 8:00 a.m. to 4:00 p.m. A computer with internet access is available for use, so parents can review their student's progress through Parent Portal. All Title I information is also located on the Title I page of Daniel Jenkins' website.

through Parent Portal. All Title I information is also located on the Title I page of Daniel Jenkins' website.

---

## 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 school wide 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:** Information about Title I programs -

Information about the School Parent Compact and School Parent Involvement Plan is explained during our Annual Meeting. Parents can view accompanying documentation at our school website: <http://schools.polk-fl.net/dja/> > Title I Resources. Additional information regarding Title I programs may be found in the Parent Resource Center located at the lobby of Title I office.

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:

Students in sixth-eighth grades will take the new Florida Standards Assessment (AIR) in the Spring of 2016 and are expected to attain a Level 3 in order to show proficiency.

Opportunities for parent meetings to formulate suggestions and make decisions relating to their child's education:

Parents are encouraged to contact the school with questions or to share suggestions. Our Parent Involvement Team and SAC meetings are open to all parents and staff to provide an open environment for giving insight to improve Daniel Jenkins Academy.

We communicate information throughout the school year with our parents via phone calls; school flyers/newsletters; classroom flyers, student assignment reports, or student agenda notes; school marquee messages; Connect Ed phone messages; email; school website; Pinnacle Parent Viewer; and face-to-face contact in the school office, at parent-student-teacher conferences, and other parent involvement events.

---

## 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:** Spanish interpreters are available in the front office whenever needed, and translation services are provided as needed during parent events. School and district-wide information is sent home in English, Spanish, and Haitian Creole when available and or requested by parents. All parent meetings are in locations accessible to individuals with disabilities. Hearing/speech impaired parents will be provided with necessary services upon request.

Parents have the opportunity to participate in parent involvement activities by joining the SAC committee and giving input and suggestions through event evaluations. Parents also have access to school personnel phone numbers and emails which are provided on the school's website.

## Discretionary Activities

**Response:** Literacy, English, GED, and financial literacy are all offered through the Parent University at the Parent Resource Centers at designated schools throughout the county.

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	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	Throughout professional development the administration will engage the faculty to learn and apply building capacity strategies to promote parental involvement.	Teacher resource trainer	Strong Impact. Research shows that parental involvement is key in the academic achievement of children.	Once every quarter.

## 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	Parent Nights	2	165	Provided parents with information on their student's progress monitoring scores, as well as information on how to help their child at home.
2	Muffins for Moms/Doughnuts for Dads	1	7	Provided parents with information on how to help their child be successful on FCAT.

### 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	SIP during PLCs	1	20	Provide teachers with the plan for school-wide achievement.
2	MTSS during PLCs	1	27	Inform teachers about MTSS as well as how MTSS can benefit their students.
3	Special Populations during PLCs	1	29	Share information about special populations to teachers.

### 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	Parent work schedules	Provide workshops resources to parents that are unable to attend through the Parent Resource Center
2	Lack of parent-student communication	Provide parents resources and workshop to teach strategies on how to increase communication with their children
3	Communication between teacher and parent.	Include PLCs or Development Training to the staff promoting different ways to increase communication with parents.

### Best Practices (Optional)

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	Title I Annual parent meeting (flexible dates/times)
2	Effective Communication	FSA parent night
3	Effective Communication	Preparing all students for changes made for the 15-16 school year. They also received information on ways they can prepare over the summer for the next school year.