## LAKE WEIR MIDDLE SCHOOL Title I, Part A Parental Involvement Plan 2015-2016

I, Stephanie Callaway, 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 |

**Parental Involvement Mission Statement**

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| **Response:** Vision  Lakeside Pride motivates us to move from good to great by creating supportive environments for challenging, engaging, and satisfying work for each student, every day!   Mission  Our mission is to ensure all students graduate from a safe and caring school equipped with knowledge, skills, and a desire to succeed! Lakeside Pride gives back to the community young adults prepared for a future that includes high school graduation, college and workforce readiness, and citizenship that promotes positive social change.  Motto  All means ALL! All staff will hold high expectations for all students. All students will learn and achieve. All parents will participate in their child's education in a meaningful way. All school leaders will support families, students, and teachers in order to return to the community educated and inspired youth.  Daily Affirmation  Today is a new day. I will use my education and relationships to overcome challenges and to achieve my hopes and dreams for the future. I will get something from today; what that will be is up to me. I choose hard work, responsibility, and respect for self and others because at Lake Weir Middle we SOAR! |

**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:** All parents are invited to attend the Title I Parent Night and Annual informational meeting held in August. Additional school Orientations and Open House provide opportunity for parents to familiarize themselves with school programs, expectations, support services, and curriculum highlights.  All parents are invited to attend the monthly School Advisory Council (SAC) meetings. SAC members formulate a parent involvement plan relevant to the school's vision and mission. The plan is also based on the review of the State of Schools address in September.  Parents are also invited to participate in the 21st CCLC Grant Program which is an after school tutoring and enrichment program implemented four days per week with a parent involvement component.  A year-long calendar of parent involvement events and home-to-school resources are published for parent planning to become more involved in the educational experiences of their children. |

**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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| **Program** | **Coordination** |
| Title III | The LEA and staff from the Multicultural Education department work together to provide translation for parent activities and communication at the district level and the school level. |
| Title X | Title 1 funds a Homeless liaison to assist families with meeting the educational needs of students experiencing homelessness. This will reduce barriers that might impede parents' activre involvement. |
| Individuals With Disabilities Education Act (IDEA) | The benefits of programs used to provide supplemental instruction at Title 1 schools are discussed with parents when developing an IEP. Our school coordinates with the ESE, Student Services Department of MCPS. Teachers and staff will follow the MTSS policies and processes. |
| All federal programs | Representatives from each federally funded program are invited to the school to provide observations and best practices. |
| CCLC Grant | The Coordinators of the program work with teachers to provide after school homework help, tutoring, and enrichment. The coordinators also work with parents in teaching them how to provide extra educational help for the student |
| Title I Part A | The school will use Title I funds to provide supplemental instructional materials, equipment, and/or personnel to help students meet the rigorous state standard expectations. Staff development as well as Parental Involvement Trainings and Workshops will be coordinated with Title I, Part A. |
| Federal Nutrition Programs | Guidance identifies families in need and coordinates “Food 4 Kids”—a weekend food backpack program providing nutrition supplements. |

**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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| **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Title 1 Annual Parent Meeting | Administration | Aug & Sept, 2015 | Invitations and sign in sheets |
| School Advisory Committee meetings | SAC president/ Administration | Monthly | SAC minutes |
| Effective Parent-Student-Teacher Conferences | Individual teachers/ Guidance dept. | Yearlong with a focus on progress monitoring after each report card | Schedules from Guidance Dept |
| Share information through SAC meetings regarding the Title 1 Program | Administration | Bi-Monthly | Sign-in sheets |
| Skylert phone, email, txt messaging | Administration | On-going | Skylert reports of completed messaging |

**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:** Lake Weir Middle School will conduct flexible meetings according to parent needs before school at 8:00 am or in the evenings. Guidance staff will coordinate with Social Work services to meet needs of child care, home visits, and related services. We facilitate a Title 1 Parent Night at the beginning of the school year. SAC members will formulate a plan for parent involvement based on review of school improvement goals aligned with the school's vision and mission. The school's scheduled orientation, open house, and the Annual Title 1 meeting are held in the evening. This allows many of our working parents to participate.  Training and workshop activities are presented in the evening and a meal is provided. This allows busy parents to attend without missing work or having to prepare a meal for the family before coming to a school event.  SAC meetings are scheduled at a time convenient to the SAC members.   Student award ceremonies are presented during the school day at a variety of times on a quarterly basis. |

**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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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Effective Parent involvement | Parent Liaison | Ties with families to build a sense of community and support. Grades 6-8 students will make gains in reading as displayed in FSAs, RWAs, and LEOCEs. | Oct. 2015-May 2016 | Sign in sheets showing attendance/ Parent Evaluations |
| Parent Portal registration at LWHS | Admin., teachers, SAC members, Parent Liaison | Parent and community outreach for school leadership. Grades 6-8 students will make gains in reading as displayed in FSAs, RWAs, and LEOCEs. | Sept. 2015-May 2016 | Records of parents registered |
| Strengthening Families Program | Parent Liason; Guidance Counselors | Helps parents learn nuturing skills that support their children. Grades 6-8 students will make gains in reading as displayed in FSAs, RWAs, and LEOCEs. | Sept 2015- November 2015 | Sign in sheets, Parent feedback and surveys |
| Academic/Special Area Nights | Academic Coaches/Teachers | Academic strategies and materials for parents to use to support their children in all areas of academics. Grades 6-8 students will make gains in reading as displayed in FSAs, RWAs, and LEOCEs. | October 2015-April 2016 | Agenda,Sign-In sheets, Parent Evaluations |
| Love of Literacy | Academic coaches, Reading Teachers, Media Specialist | Literacy Nights. Grades 6-8 students will make gains in reading as displayed in FSAs, RWAs, and LEOCEs. | October 2015 and February 2016 | Sign in sheets, agenda |
| Curriculum Highlights | Academic Coaches | By providing resources to encourage and support literacy development to parents and families, Grades 6-8 students will make gains in reading as displayed in FSAs, RWAs, and LEOCEs. | January 2016 | Sign-in sheets, agenda, 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)].

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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Provide research based information on the value of parental involvement. | Admin./ Title 1 Parent Invovlement | Increase staff awareness of best practices for parental involvement at Title 1 schools. | Ongoing Early Release dates | Sign in sheets, handouts and presentation materials. |
| Communication and working with parents | Admin./ Title 1 Parent Liaison | Teachers will be better equipped to communicate with parents to help improve student achievement | August pre-planning | Increased parent/teacher communication |
| Intergenerational Poverty Training | Admin./Parent Liason/Leadership team | Teachers understand families real-life situations | August pre-planning | Sign-in sheets and survey/feedback sheet |
| Florida Standards Trainings | Administration, Coaches, Lead Teachers | Training for teachers on the new FSA standards will result in higher achievement and proficiency on the FSA tests | Early Release dates | TNL reports, teacher sign in sheets, agenda |
| Data meetings | Leadership Team | Analyze data from a variety of sources to development unit and lesson plans most likely to improve mastery learning | Every Friday | Agenda |
| Fundamental 5 PLC | Leadership Team | Improve mastery learning through lesson design around the Fundamental 5 principles | Once a month | Agenda, attendance rosters |

**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:** Orientation and Open house will take place once a year to help families understand their child's school experience and school-wide expectations.   Attendance Awareness campaign in September includes building knowledge of the importance of school attendance among teachers, parents, students, and leadership team.   Jr. Achievement in November for 8th grade students enhances real-world life skills in personal finance.  Volunteer recruitment in the fall. Utilize Daily Sun newspaper to advertise the need for middle school volunteers.  21st Century Learning Grant used yearlong to add enrichment and remediation opportunities to the school experience.   Participate in district science fair event to showcase the importance of scientific understanding in middle grades.  Parents and families are encouraged to visit the District Title I Parent Resource Center and the teachers will utilize the Teacher Check Out program that the Center offers.  Home School Connection Newsletters will be sent home monthly and a like will be shared on the school's 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 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:** Lake Weir Middle School will inform parents that we are a Title I school and inform parents of the rights they have in regards to Title I Guidelines. An annual meeting will be held. Parents will be notified via newsletter, Skylert messages, and at Orientation and at Open House. Parents will be updated at bi-monthly SAC meetings.  At the parent's request and at other opportunities for regular meetings, parents are encourage to provide suggestions and help make decisions relating to the education of their children. Parents will receive reasonable and realistic timelines for specific parent notifications.  Our school will share timely information about the Title I programs including 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. Initial information will be shared during the Title I Annual Meeting held in September.  Teachers, counselors and other school personnel will maintain regular contact with parents through personal calls in an attempt to reach parents who do not or cannot participate to seek input and increase involvement.   Home visits are provided by Social Services.   Parent Training and Workshop information will be distributed to parents via flyers and by utilizing the Skylert telephone system.   This is inclusive of those parents who did not attend planed events to ensure they receive all 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:** Accommodations for other languages are provided upon request through the Marion County ESOL department. Employees in Lake Weir Middle School volunteer their services to provide translation when needed. Lake Weir Middle School will provide varying dates and times for SAC, parent training, and awards ceremonies. Parents with limited English proficiency will be provided information in Spanish. The SAC will be responsible for providing these varying times. SAC meetings will be held bi-monthly. Success will be measured through attendance lists of these meetings and/or events.  Parents with disabilities will receive assistance with any/all special needs in order to have access to a full school experiences.  Our school is also ADA accessible for parents, children and staff with disabilities. All events are presented in buildings only appropriate to accommodate a disability. |

**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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| **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| 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 | The LEA invites Title 1 parents and other members of the community to attend meetings. Childcare will be provided. | Administration/ Parent Liaison | With parent at-home support, students will move from non-proficient to proficient readers | September 2015 |
| Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | The LEA invites Title 1 parents and other members of the community to attend meetings | Administration/ Parent Liaison/ SAC | Fewer students will need course recovery as a result of improved parent involvement | Throughout the school year |