

## R J MURRAY MIDDLE SCHOOL Title I, Part A Parental Involvement Plan

I, , 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)

Response:

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### 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 [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

**Response:** R.J. Murray Middle School involves parents in the planning, review, and improvement of Title I programs through participation in our School Advisory Council, PTO, and opportunities for parents to meet individually with school administration. School Advisory Council membership is an open process that provides opportunities for parents to nominate and/or self-nominate candidates for membership. Candidates are posted on school website for final approval. PTO is conducted via a membership drive conducted on an annual and ongoing basis. Membership drives occur during the traditional Open House and Curriculum Nights scheduled during the months of August and September.

During September, Murray conducts three Curriculum Nights for each grade level. This is an opportunity for parents to learn about the school's Title I Plan, School Improvement Plan, and grade level expectations, curriculum and how to communicate effectively with their child's teachers.

Our School Advisory Council meets on a monthly basis to provide parents with opportunities to express concerns, ideas, and how parents can best support the goals outlined in the school improvement plan. In addition to these monthly meetings, annual surveys are conducted to elicit additional specific feedback from our parents regarding the school climate, culture, facilities, and quality of instruction. The results of these surveys are reviewed by the School Advisory Council in order to make decisions to improve the quality rating in each of the areas surveyed.

Parents are also advised to utilize Home Access Center to stay informed of their child's academic progress. We also encourage parents to keep their contact information up to date, check our website frequently, as well as sending back pack notes and announcements to inform parents of important school related events to encourage their participation. Teachers also keep detailed websites with information about class assignments, homework, upcoming projects, and other important information.

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## 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	School Advisory Council	SAC will assist school in communicating strategies on how parents can assist their child in being academically successful
2	School Website	The school website will be used to communicate various strategies on parenting skills and provide information helpful in helping middle school children be successful.
3	Teacher Webpages	Teacher webpages will provide helpful links to sites that will provide curriculum content support and remediation.
4	Parent-Teacher Conferences	Conferences will provide opportunities for parents, students, teachers, and administration to provide helpful home strategies to assist with homework.
5	Title III	Parents will be encouraged to attend district ESOL meetings that will focus on how parents can help their children acquire the English language.
6	Curriculum Nights	Parents will be provided helpful tips on how to support their child academically in the classroom and on the upcoming state and district assessments.

7	FSA and EOC Parent Nights	Parents will be provided information on the new state and district assessments and learn how to support their child academically on the new assessments.
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## 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	Alert Now Automated Phone Message to Announce Open House	Principal	August 2015	Welcome Back Letter, Website, Alert Now System
2	Open House/ Title 1 Meeting	School Administration	August 2015	Take Home Flier, Text message, Alert Now, Web Page
3	Website	School Administration	August 2015	Web page

## 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:** R.J. Murray Middle School offers a variety of means for parents to meet with administrators and staff in order to assist parents with the education of their child. Most notable, we offer quarterly meetings at night (6:00 to 7:00pm) to update the progress of our AVID Program. These meetings take place in the evening and provide parents with time to discuss academic and social issues with our staff. The concept of college readiness is the over arching theme. Each program emphasizes the importance of involving the parent in the successful education of our children and provides workshops and opportunities for parents to learn how to support their child.

Parents are also encouraged to meet with their child's team of teachers for parent teacher conferences. Teachers are available to meet the unique time constraints of our parents by providing early morning and after hour times. Home visits are also conducted upon special requests or circumstances.

In addition, parents have access to student grades on HAC (home access center) and teacher websites to get more information about assignments and assessments taking place in class. Teachers keep detailed webpages with information about classroom assignments, upcoming assessments, upcoming projects, and other important information.

## 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	FSA Parent Night (Winter)	Assistant Principal	Increased FSA Scores-Strategies provided	2015-2016 SY	FSA Scores; Increased Attendance
2	AVID Program (4 times per year)	AVID Site Team Coordinator	Increased FSA Scores-Strategies provided	2015-2016 SY	FSA Scores
3	Center for the Arts Night-Feb	Principal	Increase FSA Scores-Strategies provided	2015-2016 SY	FSA Scores; Improved Attendance
4	ELL/ESE Parents Conferences	Guidance and ESE Case Managers	Increase language aquisition and CELLA Scores	2015-2016 SY	CELLA Scores/ FSA Scores
5	Curriculum Nights	Teachers	Increase FSA ScoresStrategies provided-	2015-2016 SY	FSA Scores
6	Parent and Teacher Conferences	Guidance and Teachers	Increase FSA Scores-Strategies provided	2015-2016 SY	FSA Scores
7	ESE Night (Winter)	Administration and Case Managers	Increase FSA ScoresStrategies provided-	2015-2016 SY	FSA Scores
8	Cambridge Nights-March	Gifted Teachers	Increase FSA Scores-Strategies provided	2015-2016 SY	FSA Scores
9	EBD Chicken Dinner (Holidays)	EBD Teachers	Increase FSA Scores, postive relationships	2015-2016 SY	FSA Scores, Point System
10	5th Grade Orientation (Spring)	Administration	Increase FSA Scores, knowledge about curriculum, communicating with school, ways to support child be successful	2015-2016 SY	FSA Scores

## 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	Marzano (EEE) Training: Building Relational Capacity with Students	Principal; Assistant Principal, Instructional Literacy Coach	Increase core subject academic performance; increase relational capacity with students and parents. Increase Rigor	2015-2016 SY	Professional Development Records; School Climate Survey; FSA Results
2	Effective Classroom Management	Principal, District Support	Reduction in school suspensions, increase attendance, better parent-teacher communication Strategies are provided to teachers so they can better communicate with parents of their students.	2015-2016 SY	Decrease OSS and Referrals, School Wide Discipline Ppt.
3	Conducting Effective Parent	Assistant Principal, Guidance	Increase parent support and involvement in their child's classes. These session provide	2015-2016 SY	Sign in Sheets; Annual School Climate Results

	Teacher Conferences		strategies and techniques to effectively communicate with the parents of our students		
4	Co-Teaching (ESE and General Education Teachers)	FIDLERS, FINN	Increase core subject area academic performance and relationships in the classroom and build a supportive relationship between student, teacher, and parents.	2015-2016 SY	Sign in Sheets, Professional Development Records

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## 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:** Timely information about Title I school related events and programs will begin with the Annual Meeting which coincides with Annual Open House in August 2015. Communication regarding the event will be facilitated through a letter home to each parent, a Blackboard Connect phone message, and posting the event on our school website. District website, local media, and school board also announce the event to the community.

In addition to the Annual Open House, Murray conducts three Curriculum Nights for each grade level conducted during the month of September. We communicate these events to our parents through a special back pack note, Blackboard Connect Message, and posting the date of the events on our website. During each grade level Curriculum Night, each team of teachers shares with our parents their academic expectations, including daily assignments, homework, and assessments. Teachers also provide our parents with how best to communicate with teachers and provide strategies to help ensure their student experiences academic and social success as a middle school student.

Parents have access to school curriculum, pupil progression, and proficiency level requirements. In addition, parents are provided opportunities to learn about the Home Access Center- the online grade and assignment program that allow parents to access their child's grades and assignments. Progress monitoring tests include Discovery Education and FAIR. Explanations of these assessments, in addition to interim reports and report cards are present during Curriculum Nights.

Parent conferences to discuss student progress and curriculum are encouraged and are arranged based on need. Our school climate survey is conducted to elicit feedback from our parents so we can develop opportunities to better meet the needs of our parents. Parents are also encouraged to participate in our School Advisory Council, Parent Teacher Organization, Center for the Arts Boosters, and our MMS Athletic Boosters.

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## 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:** Information about the Title I program will initiate with our annual Title I meeting that coincides with our Annual Open House conducted in August 2015. Parents receive a letter of invitation, a Blackboard Connect Phone message from the Principal, and the date is posted on the school website and school marquee. In addition to the annual Open House, our school conducts three Curriculum Nights specific to our three grade levels. This is communicated to our parents via a take home back pack note with our students, published on the website, a Blackboard Connect message from the Principal, and on our school marquee.

During Open House and Curriculum parents learn about school curriculum, pupil progression plan, and school wide academic and behavioral expectations. In addition, parents learn about our school districts Home Access Center where they can monitor their child's academic progress and grades in each of their classes.

This year we are also presenting a workshop on the new FSA assessments to inform parents of the changes to the state assessment and how to interpret the results. This is a great time for parents to ask questions about the FSA assessments and receive strategies for helping their child find success (websites, cognitive complexity question stems, etc).

Title 1 budget updates are provided at the SAC meetings (monthly). Also, information about Title 1 is posted on the school website for parents and community members.

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## 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:** Communication about our Parent Involvement Plan is typically communicated through the following means:

1. School Website
2. Take Home Notices.
3. Blackboard Connect Messaging
4. Morning and Afternoon School Announcement
5. Personal Phone Calls from Staff.

The school will provide interpreters, as feasible, including sign language/or native language. The school makes every effort to communicate to the students parent in their native language via document translator. Translators are provided for selected meetings for parents who do not speak English. Students with disabilities are provided additional academic progress report that accompany standard report cards and interims.

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## 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:  
☒ Not Applicable

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### Upload Evidence of Input from Parents

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

[Uploaded Document](#)

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### 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](#)

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### 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](#)

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## **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.

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	Curriculum Nights	3	375	FSA Scores: Inform parents about school wide expectations, policies, courses, and best practice for parent/teacher communication
2	AVID Nights	4	450	FSA Scores: Inform parents about research based AVID strategies; meet the AVID certification requirements
3	Open House	2	650	FSA Scores: Welcome students to Murray, meet teachers, follow schedule, and make schedule changes if needed.
4	SAC	7	56	FSA Scores: Inform parents and community of school wide activities and events, and support faculty for PD opportunities that impact student achievement.
5	PTSO	3	5	FSA Scores: Involve parents in school related activities and events that impact student achievement.
6	ESE and ELL VIP Nights	1	25	FSA Scores: Inform parents about support services, testing, and accommodations.
7	Cambridge Information Nights	1	200	FSA Scores: Introduce the program, admission requirements, application process, curriculum, and question/answer for parents
8	Center of the Arts Information Nights	1	200	FSA Scores: Showcase the arts program, explain the registration process, criteria for admission, etc (Impact- Whole Child Approach)
9	EBD Chicken Dinner	1	35	FSA Scores: Special invite to EBD family members to showcase the program and services, points system, etc

### **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)].

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	Pre-Planning- Reviewing Email Etiquette	1	50	Improve parent/teacher communication and teacher/student relationships that impact 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)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Participation of parents of economically disadvantaged students	Flexibility of meeting times and availability of conference calls as a last resort
2	Participation of limited English proficient parents	Use of interpreters as necessary
3	Communication with parents due to technology, working 2 to 3 jobs, or language barrier (All subgroups)	Send home flyers, translated documents, require students to write notes in planners

## 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
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