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

I, Bianca Calzadilla, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

## Assurances

* The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
* Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
* Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)];
* Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
* Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school’s parental involvement policy [Section 1118(a)(E)];
* If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
* Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
* Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
* Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].

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

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **Response:** The Shenandoah Middle School stakeholders believe that students deserve a positive learning environment to nourish the growth and mastery of intellectual, social, cultural, and emotional skills. The improvement and enhancement of academic performance will be accomplished through programs that increase students' proficiency levels in reading, mathematics, science, social studies, and academic excellence. We will continue to emphasize and increase the use of technology and the active support of community resources such as businesses, industries, universities, and parents to support our academic programs, thereby preparing students to enter post-secondary education and employment in the 21st Century. |

**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:** The parents are involved in the decision making process through the PTSA and the EESAC. These groups meet periodically to make suggestions on how funds for parental involvement are expended and also involve parents in the planning and implementation of the Title I program at the school. In addition, the school conducts a Title I Annual Parent Meeting at the beginning of the school year to inform parents of the school's participation in Title I. Parents are also involved by helping to develop, distribute, review, and update the School-Parent-Compacts and the Parent Involvement Plan. |

**Coordination and Integration**

Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1118(e)(4)].

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| **count** | **Program** | **Coordination** |
| 1 | Before and After School tutoring | Free tutoring is provided to students with Title I funds. |
| 2 | Gradebook Training | The CIS will work with the Gradebook Managers with giving parents information on how to log-in to the Parent Portal.  |
| 3 | Provide Parents with Test Taking Tips and Practice for the FCAT  | The assistant principal, department chairpersons, student services staff, and the CIS will provide test-taking tips for parents to assist their children. |
| 4 | Student Code of Conduct: School-wide Discipline Policy | The CIS and the student services staff will provide training for parents as needed during the school year. |
| 5 | Use of Technology | The CIS will provide training for parents on the use of technology. This will be an ongoing training based on parent requests. |
| 6 | The Parent Portal | The CIS will provide training for parents as needed during the school year. |
| 7 | Families Building Better Readers | The CIS, in conjunction with the reading department chairperson, will provide training for parents during the school year. |
| 8 | Homework and Attendance | The CIS, in conjunction with team leaders and department chairpersons, will provide ongoing training for parents during the school year. |

**Annual Parent Meeting**

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school’s Title I program, the nature of the Title I program (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

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| **count** | **Activity/Tasks** | **Person Responsible**  | **Timeline** | **Evidence of Effectiveness** |
| 1 | Develop agenda, flyers, presentation materials for the Title I Annual Parent Meeting | Assistant Principal | September 2, 2015 | Agendas, Power Point Presentation, Handouts |
| 2 | Advertise Title I Annual Parent Meeting | Assistant Principal | September 10, 2015 | Flyer, Monthly School Calendar, Posting School Website, Connect Ed Message |
| 3 | Title I Annual Parent Meeting | Principal, Assistant Principals | September 16, 2015 | Sign-in Sheets, Surveys, Parent Compacts, Agendas, Power Point Presentation |
| 4 | Maintain Documentation | Assistant Principal | September 17, 2015 | Title I Documentation Box |

**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:** Parent/Teacher/Student conferences are held twice a week in the morning before school at 7:50 a.m. This provides working parents with the opportunity to speak and meet with the teachers. The CIS does home visits for those parents who are not able to attend. The CIS will maintain records of parent visits. In addition, the Student Services staff follows up on recommendations by teachers to meet with parents in order to offer additional assistance. |

**Building Capacity**

Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child’s academic achievement [Section 1118(e)(2)].Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Title I Annual Parent Meeting | Principal | Parental Involvement/Effective communication | September 16, 2015 | Sign-in sheets, agendas, flyers, presentation materials |
| 2 | Automated Calling | Principal | To inform parents of important events and educational opportunities for their children. | August 2015 - June 2016 | Call logs |
| 3 | Museum Exhibit Nights | Administration - Magnet Lead Teacher - Teachers | Parental Involvement/Effective communication- Demonstrate links between magnet theme and core academic standards | December 2015 and May 2016 | Sign-in sheets, handouts, flyers, presentation materials |
| 4 | Awards Assembly | Team Leaders | Parental Involvement/Effective communication | May 2016 | Invitations to parents/students, sign-in sheets |
| 5 | PTSA Meetings | PTSA President | Parental Involvement/Effective communication | September 2015 - May 2016 | Sign-in sheets, handouts, agendas, presentation materials |
| 6 | Professional Development for Parents | Asst. Principal, Student Services | Providing parents with strategies and resources to assist their children with school performance | September 2015 and December 2015 | Sign-in sheets, handouts, agendas, presentation materials |
| 7 | Magnet Application Information | Asst. Principal, Student Services Staff | Parental Involvement/Effective communication | November 2015 and December 2015 | Sign-in sheets, handouts, agendas, presentation materials |

**Staff Training**

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Bullying | Assistant Principal, TRUST Counselor | Provide teachers with tools to effectively forge partnerships with parents  | October 2015 and January 2016 | Sign-in sheets, agendas, presentation materials |
| 2 | Building ties between home and school | Assistant Principal, Student Services Staff | Provide teachers with tools to effectively communicate with parents | September 2015 - May 2016 | Sign-in sheets, presentation materials, agendas |
| 3 | Student Code of Conduct: School-wide Discipline Policy | Principal, Assistant Principals, Student Services Staff | Provide teachers with tools to effectively communicate with parents | September 2015 | Sign-in sheets, agendas, presentation materials |
| 4 | Training for teachers on how to establish educational partnerships with parents | Assistant Principal, Student Services Staff, Team Leaders | Provide teachers with tools to effectively forge partnerships with parents  | August 2015 - May 2016 | Sign-in sheets, agendas, presentation materials |
| 5 | Disseminate information to faculty and staff on effective ways to conduct parent/teacher conferences | Assistant Principal, Team Leaders, Student Services Staff | Provide teachers with tools to effectively communicate with parents | September 2015 and January 2016 | Sign-in sheets, handouts, agendas, presentation materials |

**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:** Shenandoah Middle School has a Parent Resource Center that is open to parents for academic information and resources, computer use, and support services to strengthen the relations between parents and the school in order to improve the academic achievement of the students. |

**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)].

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| **Response:** At the beginning of the school year, a letter is sent home to parents (in their home language) advising of the Title I program that is available at the school. Parents are also provided with information (in their home language) about the curriculum at the school through articulation meetings, PTSA meetings, the online curriculum bulletin, parent conferences, school website, and EESAC meetings.  |

**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:** All meetings are held at times during the day to accommodate parent schedules. All the meetings at the school are held in the parents' home language, and all written communication is also provided in the parents' home language. In addition, the school will disseminate information through various sources such as parent letters, flyers, Connect Ed messages, posting on the school's web page, progress report and report cards, FCAT results and data interpretations provided by the State Department of Education, and through parent/teacher meetings where teachers and parents will address the students' strengths and weaknesses. Parents will be encouraged to discuss their child's performance with the teacher any time during the school year. Student Services staff will also host parent meetings on different topics of interest.  |

**Discretionary Activities**

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

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| **count** | **Activity**  | **Description of Implementation Strategy** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** |
| 1 | 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)]; | Meetings are held at times convenient for all parents. | Assistant Principal, Student Services | Explanation of data, parent portal, supplemental programs and tutoring services | Ongoing September 2015 - May 2016 |

**Upload Evidence of Input from Parents**

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

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| [Uploaded Document](../Title%201/PARENT%20SURVEY%20COMPILATION%20%202015%20-%202016.docx) |

**Upload Parent-School Compact**

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload an electronic version of the Parent-School Compact.

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| [Uploaded Document](../Title%201/Parent%20Compact%202015-16%20%28English%20and%20Spanish%29.doc) |

**Upload Evidence of Parent Involvement in Development of Parent-School Compact**

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

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

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| [Uploaded Document](../Title%201/PARENT%20SURVEY%20COMPILATION%20%202015%20-%202016.docx) |

## Evaluation of the previous year's Parental Involvement Plan

**Building Capacity Summary**

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Title I Annual Parent Meeting | 1 | 711 | Parental Involvement/Effective Communication |
| 2 | Professional Development for Parents | 6 | 109 | Providing parents with strategies and resources to assist their children with school performance |
| 3 | Automated Calling | 15 | 7534 | To inform parents of important events and educational opportunities for their children |
| 4 | Museums’ Exhibit Night | 2 | 826 | Parental Involvement/Effective Communication |
| 5 | Awards Assembly | 1 | 301 | Parental Involvement/Effective Communication |
| 6 | PTSA Meetings | 5 | 46 | Parental Involvement/Effective Communication |

**Staff Training Summary**

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118 (e)(3)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Information sessions on how to conduct effective parent conferences | 1 | 60 | Provide teachers with tools to effectively communicate with parents |
| 2 | Training for teachers on how to establish educational partnerships with parents | 1 | 60 | Provide teachers with tools to effectively communicate with parents |
| 3 | Student Code of Conduct: School-wide Discipline Policy | 1 | 60 | Provide teachers with tools to effectively communicate with parents |
| 4 | Building ties between home and school | 1 | 60 | Provide teachers with tools to effectively communicate with parents |

**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 current school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(E)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Motivational level of parents to attend scheduled meetings due to work schedules (Hispanic, ELL, Black, SWD, Economically Disadvantaged) | Offer parents the opportunity to meet with teachers and other school personnel before and after school. |
| 2 | Disconnected and erroneous phone numbers provided to the school (Hispanic, ELL, Black, SWD, Economically Disadvantaged) | Use of Connect-Ed messaging system and Gradebook emailing system. |
| 3 | Parents are unaware of their children's academic and/or disciplinary issues (Hispanic, ELL, Black, SWD, Economically Disadvantaged) | Phone calls and conferences by student services staff and teachers and home visits by the Community Involvement Specialist. |
| 4 | Language concerns (Hispanic, ELL, Black, SWD, Economically Disadvantaged) | All meetings and communication with the parents are in the home language. |

**Best Practices (Optional)**

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

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