

## JERE L. STAMBAUGH MIDDLE Title I, Part A Parental Involvement Plan

I, Trish Butler, 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:** Stambaugh empowers all parents to engage in their child's academic achievement through meaningful partnership with teachers, school, and parent resource information centers. Our school offers a friendly school atmosphere where parents are encouraged to be part of enabling their child to meet state academic achievement and effectively prepare the student for higher education.

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.

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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:** Stambaugh Middle School will involve parents in the planning, review, and improvement of Title 1 programs to improve student academic achievement. Parents will be involved in fund usage decisions by being invited to SAC meetings throughout the year with 2 weeks prior notice. SAC is the deciding body in budget/spending approval. Other opportunities for involvement include joining the PTSO (Parent, Teacher, Student Organization), as well as the completion of parent surveys after all parent, ESOL (English to Speakers of other Languages), and academic subject nights. School-wide phone messages, newsletters, the school marquee, and school website will also be utilized to advertise dates and times of upcoming parent events and meetings.

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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	Title III, ESOL	Stambaugh Middle School provides quarterly meetings for parents and students who are Non or Limited-English speakers. ESOL parent nights are currently scheduled from 6:00pm to 6:30pm after attending the parent workshops. The dates for this school year are: October 1st; November 9th; January 28th; and March 15th. An International Food Festival will also be held sometime in late May/early June during the school day as a way for students to teach their parents what they have learned. Title III provides supplemental resources for English Language Learners and their teachers in Title I schools, as well as professional learning opportunities for school staff.
2	ESE	Stambaugh Middle School provides IEP meetings for our students and parents to discuss the Individual Educational Plans (IEP) for students. The goal of the meeting is to strengthen home-school relationships and keep parents informed about issues related to special education and the progress of their child.
3	Title I, part A	Stambaugh Middle School will provide parents an opportunity to attend at least two parent workshop nights, one per semester. The parent involvement team will coordinate and distribute Title I and academic resource materials to parents. In addition, parents will have full access to their child's teachers to discuss academic progress/needs.
4	Title I, part C	Migrant students enrolled in Stambaugh Middle School will be assisted by the school and by the District Migrant Education Program (MEP). Students will be prioritized by the MEP for supplemental services based on need and migrant status. MEP Teacher Advocates, assigned to schools with high percentages of migrant students monitor the progress of these high need students and provide and coordinate supplemental academic support.
5	Title II	District receives supplemental funds for improving basic education programs through the purchase of small equipment to supplement education programs. Profession development resources are available to Title 1 schools through Title II funds. In

		addition, School Technology Services provide technical support, technology training, and licenses for software programs and web-based access via Title II-D funds. New technologies in the classrooms will increase the instructional strategies provided to students.
6	Title X - homeless	The Hearth program, funded through Title X, provides support for identified homeless students. Title 1 provides support for this program and may activities implemented by the Hearth program are carried out in cooperation with the Migrant Education Program funded through Title 1, part C.

## 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	Annual Parent Night	Heidi Morgan/Ruth Keefer	October 1, 2015	Parent Sign-In Sheet & surveys
2	"What is Title I"	Ruth Keefer	October 1, 2015	Parent Sign-In Sheet & surveys
3	School Data	Heidi Morgan	October 1, 2015	Parent Sign-In Sheet & surveys
4	Rights of Parents	Ruth Keefer	October 1, 2015	Parent Sign-In Sheet & surveys

## 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:** Stambaugh Middle School will provide parents an opportunity to attend at least two parent workshops at night, 1st at 5:15pm and 2nd at 6:30pm. If parents cannot attend to speak to teachers, they can request a conference with teachers for a date convenient for them before school by contacting the Guidance office. An appointment can also be requested with the counselor to receive any resource materials/information they may need.

## 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	ESOL Parent Nights	Heidi Morgan (APC)/ Mrs. Aponte (ESOL teacher)/ Marc Fazio (testing coordinator)	Parents of ESOL students will receive more information on what is going on at school and how best to help their child be successful. Testing accommodations and parent	Every quarter	Parent Sign-In Sheet & Survey

			concerns will also be addressed		
2	Parent Workshops	Heidi Morgan (APC)/Ruth Keefer (Title 1)	Parents will gain information about what their child is learning in school and testing strategies will be shared for parents to assist students at home.	Once per semester	Parent Sign-In Sheet & Survey
3	Kruder/High School Planning (8th grade Parent Night)	School Counselors	Students in 8th grade will be more aware of future possibilities and begin thinking, in a career-minded fashion, in preparation for high school entrance. Students will begin to see the bigger picture and improve grades and scores to meet their career goals.	Second Semester/Spring	Sign in sheet & Survey
4	Title I Annual Meeting	Heidi Morgan (APC)/ Ruth Keefer (Title 1)	Parents will learn how Title 1 will help their child be more successful in school and how to help them at home. Being aware will increase student scores in school.	October 1, 2015	Parent Sign in sheet & Survey
5	Academic Focus Nights	Academic Teachers/Heidi Morgan (APC)/ Sonya Barnes & Constance Smith (coaches)	History and Science Fair will be discussed as they relate to students becoming better readers and problem solvers. Parents will get information on how to help their child be successful when participating in History &/or Science fair. Parents being involved will increase student accountability and participation.	October and November	Parent Sign in sheet & Survey
6	Incoming 6th Grade Parent Night	School Counselors	Parents and students will learn about the transition to middle school and academic expectations	Second Semester/Spring	Parent Sign-In Sheet & Survey

## 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	Academic PLCs	Heidi Morgan (APC)/School Counselors	By effectively engaging parents in the child's education, students will be more likely to perform at or above expected levels in school and on assessments.	Once Per Semester	Teacher Sign-In Sheet/conference agendas
2	Office Staff Training	Trish Butler (Principal) & Heidi Morgan (APC)	By having a welcoming front office staff, parents will feel at ease and more willing to help the teachers with their children. In turn, having the parents help will allow students to	Once Per Semester	Office Staff Sign-In Sheet & parent comment cards

			more likely perform at or above expected levels in school and on assessments.		
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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:** Stambaugh Middle School will offer a place, usually the media center, where parents will have access to a computer and Parent Portal to monitor their child's academic progress. In addition, parents will have access to Title 1 homework resources to promote a successful learning environment at home. The Title One Paraprofessional and the media specialist will be responsible for assisting parents during the hours of 8:30-4:00 pm on school days. The media center will also be available during parent meetings in conjunction with the hours of the event. A sign-in sheet will be posted in the Title 1 room in the Willis Building, Room 8214, as evidence of effectiveness and use throughout the school year. Stambaugh will encourage the attendance of Parent Universities as well as District Parent Information Resource Centers (PIRC) and the workshops offered at the parent centers.

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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:** To increase communication, Stambaugh Middle will use a variety of communication methods including: school website, monthly newsletters, school-wide phone message system, school marquee, school-parent compact, Parent Involvement Plan Summary, Parent Involvement Notebook, and parent/teacher emails. Parents and community members are encouraged to attend all Title 1, SAC (School Advisory Council), and PTSO (Parent Teacher Student Organization) meetings. Parent comment/suggestion cards are available in the front office, on the school website, and at all parent nights. Parents are strongly encouraged to fill out the cards and request parent night activities that are pertinent to their needs. Notices of meetings will be sent out no later than one week prior to the event with students and school-wide phone messages will be sent periodically leading up to the event. Curriculum and instruction will be explained during an open house meeting in October. Progress monitoring and proficiency levels will also be discussed in October and then again throughout the year as time arises for monitoring to begin. Parents and teachers can set conferences for individual students throughout the school week to discuss progress of students further.

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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:** Stambaugh Middle School will request the help of bilingual speaking staff members to communicate with parents of other languages during school wide/grade level meetings. We will send home newsletters in both English and the home language of the student when available. In addition, parents are encouraged to contact the Title 1 office with suggestions that will further enhance the communication with families of other languages. Stambaugh is equipped with entrances, elevators, and doors that are accessible to those in wheel chairs or who have difficulties physically.

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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:

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)];	Our school social worker, counselors, and LEA facilitator readily make home visits to children whose parents are not able to come to the school themselves. In addition, conferences can be held via phone with teachers in attendance at a time convenient for the parent upon request.	Counselors/Sharon Buss/Jackie Bryan	By going to the parent or working around their barriers, it is more likely the parent will be able to better assist the school with managing their child's needs. Therefore, student achievement is likely to improve with the parent being better able to be involved.	as needed throughout the year

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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.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Annual Parent Night	1	229	Parents were informed of the Title I Status of our school and how that directly effects the instruction of their children. By being informed, parents are better equipped to advocate for their child and encourage their child to perform well at school.
2	Parent Workshops	2	183	Parents were provided with tools and insight for assisting their child at home in the areas of math, reading, science, and social studies. Being able to assist their child outside of school with positively impact the achievement of the child during school.

### **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	Grade Level PLC	2	75	Effective communication will parents/families will ensure that students get what they need both in school and out of school. With all stakeholders being on the same page, education-wise, the student will have better access to effective instruction and parental support.

### **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	we offer after work hour parent nights and open houses / we offer multiple time schedules for parent conferences / a light dinner is available to those who attend our evening parent workshops as well
2	non-English speakers	we offer ESOL parent night and have multiple employees to translate

### **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	Monthly school newsletter was sent home with the students, emailed to over 500 parents, and listed on our school Facebook page. Parents reported an increased knowledge of the happenings at school and felt better informed.
2	Building the Capacity of Schools	We included a 'club rush' in conjunction with our Annual meeting and open house. By doing so, we had over double the parents in attendance from the previous year.