

## COUNTRY CLUB MIDDLE SCHOOL Title I, Part A Parental Involvement Plan

I, Jose R. Fernandez, 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)].

Signature of Principal or Designee

Date Signed

### Mission Statement

#### Parental Involvement Mission Statement (Optional)

**Response:** Country Club Middle School believes that an effective home/school relationship is the impetus to academic achievement. Through the collaborative efforts of the home, school, and community, students develop their intellectual, social, and emotional skills to become active contributors of the world they live in.

### 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:** Country Club Middle School believes that parents should be involved in all areas of their children's education. Through our school's Educational Excellence School Advisory Council (EESAC), parents assist with the development, assessment, and enhancement of our Title I program. Parents also review and revise our School Involvement Plan (SIP) and Parental Involvement Plan (PIP) prior to them being approved. Additionally, EESAC affords parents an opportunity to make budgetary decisions that will promote the academic achievement of every student. These meetings are scheduled monthly at 4:45 p.m. and are documented through sign-in sheets and minutes to substantiate the involvement of our parents.

## 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	iPrep Orientation Meeting	The administration and iPrep teachers will conduct an orientation meeting to inform parents how to use various websites to better assist their child at home.
2	Parent Resource Center (PRC)	The administration will update materials in our PRC and the CIS is available to assist parents with utilizing computers or logging into the parent portal. Making sure the students are able to log into their portals will also be a priority. Self Help and parenting books are available for parents as well.
3	Parent Academy Workshops	The administrative team, CIS, and Parent Academy teacher/counselor will coordinate the topics and dates based on the results of the 2014-2015 Parent Survey.
4	Title I PD for CIS	The Title I administration office will provide scheduled meetings to enhance the CIS' ability to disseminate information and better communicate with parents.
5	Individuals with Disabilities Education	The Title I office provides additional instructional support. This will be addressed with parents during their child's IEP meeting.

## 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	Send Home Title I Letter	Principal	August	Copy of Letter
2	Create Title I Annual Parent Mtg. Flyer	Principal	September	Copy of Flyer, Agenda, and PowerPoint
3	Create and send Connect-Ed Messages	Principal	September	Connect-ed Report
4	Create Flyers for School/Parent Events	CIS	September-May	School Calendar



5	Develop and distribute Title I School Parent Compact	Administration/Teachers/Parents	September	Copy of School-Parent Compact
6	Develop and distribute Title I Parental Involvement Plan	Administration/Teachers/Parents	September	Copy of Parental Involvement Plan

## 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:** In an effort to offer flexible meetings to parents, meetings are held in the mornings and in the evenings. Workshops will include Parent Portal Training, Families Building Better Readers, Preparing for the Standardized Assessments, and Parenting for Anti-Bullying. Our Parent Resource Center is also available daily from 8:30 a.m. - 4:00 p.m. Parents may meet with our Community Involvement Specialists and receive assistance, individualized training, and/or materials that will better equip them to assist their child at home. Home visits are also completed to encourage parental involvement with priority given to parents whose children are placed on indoor suspension.

## 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	Facilitate Parent Night and Parent Academy Workshops at our school site	Office of Parental Involvement/CIS/School Staff	Content will include strategies that parents can use to assist their child at home.	September - May	Presentation Materials, Sign-In Sheets
2	Conduct an iPrep Orientation Meeting	Administration/iPrep Teachers	Information shared will target parents so that they are equipped to assist their child at home.	September	Presentation Materials, Newsletter, Sign-In Sheets
3	Provide Individualized Trainings	CIS	Parent will receive assistance on how to access the Parent Portal. This will allow parents to closely monitor their child's academic progress.	August - June	Sign-In Sheets, Handouts
4	Conduct Monthly EESAC Meetings	EESAC Chairperson	Parents stay apprised on events occurring at the school and are able to actively influence the decisions made that will affect students.	September - May	Agenda, Sign-In Sheets, Minutes
5	Coordinate a School PTSA Drive	CIS	Encouraging an increase in parental involvement will increase our students'	October	Sign-In Sheets, Minutes

			probability of success.		
6	Conduct a College Dual Enrollment Meeting	Guidance Counselor/Miami Dade College, North	Information on the administration of the diagnostic and PERT will be shared with parents to encourage more students to prepare for and participate in our college dual enrollment program.	September	Sign-In Sheets, Data from Diagnostic & Exam

## 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	Organize a Parent Involvement Training	Administrator/CIS	Improves teachers' abilities to effectively work with parents	October	Sign-in Sheet, Contact Logs
2	Conduct Parent Conferences	Administration/Teachers	Improves communication with parents and promotes a positive school culture	Ongoing	Phone Logs/Conference Logs
3	Coordinate a workshop on Building an Effective Home-School Relationship	Administrator/CIS	Parent liaison will conduct to maintain a positive relationship with parents	December	Sign-In Sheet, Handouts

## 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:** Country Club Middle School will advertise and encourage the use of the Parent Resource Center. The center consists of literature and computer stations that provide information and additional resources on the availability of educational programs and community services. Monthly workshops provided by the school and the Parent Academy are also conducted and are facilitated by the Office of Parental Involvement and the school's Community Involvement Specialist.

## 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:** All information regarding the Title I program will be disseminated to parents through the use of school flyers, connect-ed messages, and the school's web-site with user friendly links to Title I. Country Club Middle School will also conduct its annual Title I Parent Meeting where the principal and/or designee will discuss various forms of assessments, the curriculum, and the proficiency levels that are expected of all students. EESAC is another forum utilized in addressing expectations and the instructional delivery for students. During these monthly meetings, data from benchmark assessments are examined and parents are provided an opportunity to make suggestions as they relate to increasing student performance.

---

## 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:** Country Club Middle School encourages full parent participation in all activities geared toward parents. In our continuing efforts to increase participation and include parents with limited English proficiency, the school will provide parents with multi-language letters and flyers, connect-ed messages, as well as workshops and functions through the Parent Academy Program. All informational messages are also posted on the school's website so that parents may conveniently stay apprised of what is occurring at their child's school in the event that they are unable to attend a school function. The school will continue to disseminate various student performance reports as I-Ready results, District Mid-Year Assessment results, Standardized Test data, and progress reports. This will allow parents an opportunity to remain acutely aware of their child's strengths and weaknesses so that they may be addressed.

---

## 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	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Establish and maintain a functioning PTSA and train them to acquire additional parent supporters	PTSA/CIS/Administration	Increased participation improves students' scores	October - May

---

## Upload Evidence of Input from Parents

Upload evidence of parent input in the development of the plan.  
[Uploaded Document](#)

---

### **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](#)

---

### **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](#)

---



## 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	Title I Annual Meeting	1	430	Parents can become more involved at the school and better informed about how they can familiarize themselves and assist with their child's curriculum needs.
2	Organize a Science Night	1	143	Parents will receive information on how to make science fun and assist their child with their science project.
3	Conduct Monthly EESAC Meetings	4	38	Parents stay apprised on events occurring at the school and are able to actively influence the decisions made that will affect students.
4	Facilitate Parent Academy Workshops at our school site	6	34	Content will include strategies that parents can use to assist their child at home.
5	iPrep Orientation Meeting	1	46	Information shared will target parents so that they are equipped to assist their child at home.
6	Math Parent Meeting	1	50	Parents will receive information on how they can assist their child with mathematical concepts.
7	Articulation with American Senior	1	25	Eight grade parents will receive information on how they can best prepare their child for the high school level.

### 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	Conduct Parent Conferences	23	151	Improves communication with parents and promotes a positive school culture

### 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	Attendance has been at a minimum	Revise the workshop topics to areas that may be of more interest to parents. This will be based on the results of the Title I survey. Additionally, we will advertise workshops more effectively to improve attendance.
2	Language	Provide workshops in other languages

### 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
-------	-----------------	-----------------------------