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

I, Barbara Fillhart , 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:** Our mission is to empower the student with the essential tools to become a responsible and contributing member of the community. |

**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:** Mann Middle School will involve parents/guardians at all levels of planning that impacts the school's performance and the use of Title 1 funds. We will do this with open invitations via Parent Link announcements and written communication using our newsletter. We will utilize parent participation and feedback via our School Advisory Council (SAC). This group will be involved in the decision making process,including the development of the SIP and PIP. Parents were invited to become SAC members during Open House and the annual PTSA meeting held in the media center. |

**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 | AVID Parent Nights | The AVID Site team coordinates activities based on the needs of the parents. School staff will assist in the delivery of scheduled events. |
| 2 | Academic Family Night | Reading Coach, Subject Area Leaders, Parent Involvement coordinator, administration, faculty & staff assist in the delivery of all scheduled events. |
| 3 | Course recovery and tutoring | Course recovery and tutoring will identify and monitor student academic progress and communicate with parents to provide needed academic support. |

**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 | Review the School Climate and Perception Survey and the Parent Involvement Survey | Lead Team, Administrative Team | August 2015 | Outcome of School Climate and Perception Survey and Parent Involvement Survey |
| 2 | Develop agenda, handouts, and presentation materials that address Title I requirements | Title I Liaison | August 2015 | Copies of agendas, handouts |
| 3 | Send home flyer inviting parents to annual meeting in first progress report.Invited via Parentlink. | Title I Liaison/Principal | October 2015 | Sign-in sheets for meeting |
| 4 | Maintain documentation | Title I Liaison/Parent Involvement Coordinator | September 2015 | Parental Involvement /Title I binder housed in Main Office for evaluation and monitoring purposes. |
| 5 | Academic Family Night Title I Review | Title I Liason | 0ctober 2015 | Sign-in sheets, PPT |
| 6 | Open House Annual Title I Meeting | Title I Liason | August 2015 | Sign-in sheets, PPT |

**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:**   Mann Middle School will offer a flexible number of opportunities for parents. This will be accomplished through open house, conference nights, and teacher/parent training opportunities.     August- Camp Raider, 9:00a.m.-11:30a.m., Open House, 4:30 p.m.-7:00p.m.  October- Parent Conference Night, 4:30 p.m.-7:00p.m, SAC Meeting, 7:00p.m.-8:00 p.m.  October- SAC Meeting 8:00 a.m.-9:00 a.m., Title I Annual Meeting 5:00 p.m.-6:00 p.m.  November- Parent Conference Night, 4:30 p.m.-7:00p.m. SAC Meeting, 7:00p.m.-8:00 p.m.  December- AVID Night for 7th and 8th Grade, 5:00 p.m.-7:00 p.m.  January- SAC Meeting 8:00 a.m.-9:00 a.m.  February- Parent Conference Night, 4:30 p.m.-7:00 p.m. SAC Meeting, 7:00p.m.-8:00 p.m.  April- SAC Meeting 8:00 a.m.-9:00 a.m.  May- Parent Conference Night, 4:30 p.m.-7:00 p.m.,SAC Meeting, 7:00p.m.-8:00 p.m.    Monthly- Staff Development Trainings  Monthly- PLC meetings  Monthly- Team Meetings  Daily- Teachers are available for conferences during planning period.    Edsby, Parent Link, Parent Involvement Policy. |

**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 | Curriculum and Assessments/ Open House | Faculty and Staff | Improve achievement | September 2015 | Surveys |
| 2 | Parental Involvement /Title I binder housed in Main Office for evaluation and monitoring purposes | Faculty and Staff | Improve achievement | September 2015 | Surveys |
| 3 | Annual Title I Meeting | Principal, Parent Involvement Liaison, Title I Coordinator | All Information given supports Family Engagement Plan Achieve Goals | October 2015 | Surveys and Sign In Sheets |
| 4 | Bi-Weekly Parent Link to parents /guardians to inform all activities of the school | Principal | Home-School Communication | Bi- Weekly | Surveys |
| 5 | Agenda Planners | Faculty and Staff | Home-School Communication | Daily | Surveys |
| 6 | Academic Family Night | Reading Coach,Subject Area Leaders, Faculty/staff | Academic focused/skill building | October 2015 | Surveys and Sign In Sheets |
| 7 | Parent Assistance with Edsby | Faculty and Staff | Improve achievement / Home-School Communication | October 2015 | Sign in Sheet |

**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 | Title I Compact Faculty Presentation will be provided to build a supportive environment that will improve the ability of staff to work effectively with parents. | Parent Involvement Coordinator/Title I Liaison | By increasing the staff's ability to work with parents, student success will be increased through larger parent involvement and communication. | October 2015 | Sign In Sheet and completed compacts. |
| 2 | True Colors Student Identity | Avid Coordinator | Allows teacher to form a more personal relationship with students and their learning styles | August 2015 | sign in sheet, and completed color assessments |

**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:** The Parent Resource Binder will be maintained in the main office with current information regarding community resources and other information for parents. The parent resource notebook will be open and available to parents throughout the day. Information regarding the resource notebook will be included in a parent link. Student Services Team, Principal and Title 1 Liaison are responsible for running the Parent Resource Notebook. The Parent Resource Notebook is available every day of the school year and sign in sheets will help determine the program's success.    Parent and Family Planning Events also encourage and support parents in the education of their children. Invitations will be sent out by Parent Involvement Coordinator via various methods mentioned above to invite parents to participate in the planning of parent events. These events will be during Open House, Conference Nights and SAC meetings. Computers are available for use in the media center. Attendance Logs will help determine the success of these events |

**Communication**

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

* Timely information about the Title I programs [Section 1118(c)(4)(A)];
* Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)];
* If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children[Section 1118(c)(4)(C)]; and
* If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents’ comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

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| **Response:** During the 1st quarter we held the annual Title 1 meeting to disseminate information regarding National, State, and District Title 1 policies. We will continue to provide additional information throughout the school year. Curriculum is explained to parents during open house and conference nights. Personal invitations are sent to parents through phone calls, flyers, and newsletters to invite them to participate in decision making committees such as SAC. All parents are offered the opportunity to participate in committees.    The process of disseminating information to parents will include but not limited to:    · Edsby- updated frequently.  · Marquee- changed monthly to reflect current events  · Parent Link calls are made one week prior to an event and a reminder flyer is sent home the day of the event.  · Website- General information updated daily and links to community resources (PIRC) are available.      The school will monitor the information that was provided to parents through surveys, attendance records, and documentation of parent notification included in Title 1 T.A.S.K. box. |

**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:** ELL translators are available during conferences and parent and family nights. The ELL teacher will assist in translating parent links in Spanish. ELL teacher will also assist in translating pertinent information on the Parent Involvement website. District forms and publications will be provided in English and Spanish to parents as needed. Newsletters will include a statement in our secondary minority native language stating parents can come to school for full translation of information. Individual meetings are scheduled for students with disabilities to address student needs through their I.E.P. In addition, if a parent needs assistance it is provided upon request. |

**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:

X Not Applicable

**Upload Evidence of Input from Parents**

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

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| [Uploaded Document](file:///C:\Users\scaglin\Desktop\Downloads\fileUploads\292801_2015-2016_uploadEvidenceParentInput.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](file:///C:\Users\scaglin\Desktop\Downloads\fileUploads\292801_2015-2016_uploadCompact.docx) |

**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](file:///C:\Users\scaglin\Desktop\Downloads\fileUploads\292801_2015-2016_uploadCompactEvidence.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 | Family Literacy Night | 8 | 300 | parents were educated on best practices in reading |
| 2 | Open House | 4 | 500 | parents met their children's teachers and were given information on upcoming curriculum |
| 3 | Annual TItle I Meeting | 1 | 300 | parents were educated on what Title I means and how it impacts their child |
| 4 | Parent Link | 25 | 1000 | Parent links are sent home at least biweekly updating parents on student activities and school opportunities |
| 5 | Parent Assistance with Edsby | 1 | 75 | parents were helped to signon to edsby so they can monitor their student's grades |

**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 | Title I Compact Faculty Presentation | 1 | 75 | Teachers were educated on Title I impact and how they can best meet the needs of poverty level students |
| 2 | Knowing Your Student | 2 | 75 | outside trainers were welcomed to staff development to aid in strategies to best educate poverty level students |

**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)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | A barrier to parent involvement with our students from Tampa was a lack of parent-school connectivitiy. | Teachers will place personal, "positive" phone calls home to parents. This is a way to connect with parents and demonstrate our commitment to their child's success. We also mail "positive postcards" home. |
| 2 | parents can't take time to come to Academic Nights due to the neccessity of feeding their family | providing food at Academic nights |
| 3 | Parents with limited English skills have trouble communicating with teachers | ELL Aide who speaks Spanish will be provided for translation purposes |

**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** |