

MONROE MIDDLE SCHOOL Title I, Part A Parental Involvement Plan

I, Peter Megara , 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: To empower students to become successful leaders in a global community by forming partnerships with parents and community partners.

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)].

Response: Encouragement of parent participation in SAC is focused in the final quarter of the year for involvement in the subsequent year's SAC. This encouragement is accomplished through announcements at events such as sports, concerts, conference nights and meetings. Invitations to participate are also disseminated through flyers, announcements on school radio station, school website and Parent Link Automated Phone Messaging system.

The SIP as well as the Title 1 Parent Involvement Budget was developed through the input of all members. The SAC is comprised of members of the school, community and families, with a majority of members being non-employees. Voting members are aligned with the school ethnic report. All SAC meetings are guided by an agenda and minutes are recorded and placed as documentation in the T.A.S.K. box.

The Parent Involvement section was planned using the end of year Parent Involvement Survey. Input from parents through the use of the Parent Involvement Survey was used to design activities. A barrier indicator on the survey suggested there is a problem with providing information on how parents can help their child succeed. To address this concern, more emphasis will be placed on educating parents in strategies to increase their child's rate of success.

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	English Language Learners (ELL)	The ELL Parent Action Committee coordinates two annual parent meetings to inform ELL parents about programs offered through the district as well as events and services in the community. Information also includes how to receive translation services as well as how to schedule conferences with teachers or staff. The ELL staff serves on the school parent involvement committee.
2	EELP	The EELP program will hold an informational meeting on learning activities for parents to help their children at home. Included are literacy activities to promote academic achievement and activities to help students become independent learners.

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	Develop agenda, handouts, and power point presentation that address Title I requirements	Parent Community Involvement Contact and Admin staff	August/September	Copies of activity materials
2	Develop and disseminate invitations to parents	PCI	September	Flyer, website, parent link record
3	Develop sign-in sheets	PCI	September	Sign in sheets for meetings
4	Distribute What Parents Should Know About Title I brochure	PCI	September	% of yes responses on SCIP question: Does your child attend a Title I school?
5	Maintain Documentation	PCI	September-June	Online audit 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)].

Response: The parent involvement committee, comprised of Administrative Team, Leadership

Team SAC members made plans to offer a variety of schedules for planned activities.

The scheduling of these meetings and activities is and will continue to be held at various times such as evenings, mornings and the start of Saturday School. Providing child care during the planned events will encourage greater participation and a more focused atmosphere.

- August Back-to-School Fairs at MacDill AFB and Blake HS
- August Open House 5:00pm-7:00pm
- Conference Nights begin at 5:00pm
- SAC meetings at 4:30pm on the first Tuesday of every month
- PTSA at 5:30pm on the first Tuesday of every month
- September Title 1 Annual Meeting
- Fall and Spring AVID Family Nights
- Spring meeting about FL standards assessment

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	School Procedures/Open house, conference nights, newsletters	Faculty and Staff	Increase in positive student behavior	August, then quarterly	Sign-in sheets
2	Curriculum and Assessments/Open house, conference nights	Faculty and Staff	Improve achievement scores	August, then quarterly	Survey/Achievement scores
3	Title 1 and ESEA Requirements/Open house annual title 1 meeting	Administrative Team, Parent Involvement Contact an	All information given supports Family Engagement Plan Achieve Goals.	September	Survey
4	Credits System/Annual Title 1 meeting, start of Saturday school meeting	Administrative Team, ELP Liaison	Improve achievement scores, earning of credits	September, then quarterly	Survey/Achievement scores, Progress Reports

5	Building School and Home Connection/PTSA meetings	PTSA president & board, Adm. Team, PI contact	Improved connection and support between school personnel and families	July, then monthly	Sign-in Sheets
6	Conference Nights	Classroom Teachers	Improve achievement scores	Quarterly	Sign-in Sheets
7	STEAM Open House	STEM Lead Teacher	Improve achievement scores	August	Sign-in Sheets

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	RWD Training	Tech Specialist	Increased access to resources	End of first, second and third quarters	Website Use

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: The Parent Resource Center will be maintained with current information regarding community resources and other information for parents including parenting resources. The center will be open and available to parents during school hours.

Edsby- Student success(i.e. 9 weeks Honors) will be displayed in Front Office of School. Parents will have online access to individual student progress reports and teacher websites

School will use attendance forms from parent meetings and conference nights to demonstrate effectiveness of these activities.

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: A parent newsletter was mailed to all students two weeks prior to the start of the 2015-16 school year. This mailer included general information necessary for a smooth start to the school year. In addition, information

regarding the Open House/Meet the Teacher night was included and followed up with a ParentLink Automated Phone Message.

During the Open House, held the week before the start of the school year, parents met in the gym and learned about expectations, uniform policy and were introduced to the staff. Then they visited classrooms where teachers gave out information about the general school program, curriculum, classroom procedures, assessments being used, and how to support their child at home. In addition to the classroom information, parents received the school and district parent handbook which outlines information regarding Monroe's status as a Title 1 school, student planners and listing of contact persons at the school, including Administrative Team, Guidance and Team Leaders.

During the first quarter of the school year, we held the Annual Title 1 parent meetings to offer information regarding the National, State and District Title 1 policies. To accommodate parents unable to attend, information was sent home with students in the days following each meeting and followed up by a ParentLink call. Information was also shared at PTSA meetings.

Conference Nights are also designed to inform parents about curriculum and assessment issues. Personal invitations are sent via phone calls, notes home, flyers as well as the school web site, school radio station, newsletters and listing on the school marquee.

All parents are offered the opportunity to participate on committees in the school.

The process and schedule of information dissemination will include but are not limited to:

Calendars and School Newsletters - Sent home monthly

Flyers for specific events - sent home one week prior to event.

Marquee - Updated twice monthly

Website and Calendar - Continuously updated

Parent Involvement, SAC, PTSA and Student Services information sent quarterly in school newsletter.

ParentLink Automated phone messaging system - weekly information on upcoming events.

The school will monitor the information that is provided to parents through surveys, attendance records and

documentation of parent notification included in the Title 1 digital audit 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)].

Response: All flyers, ParentLink messages are sent in the native language of our secondary minority whenever possible. ELL translators are available during conferences and parent and family nights. Our school is ADA compliant. All required District forms and publications are provided in English and Spanish to parents as needed. For parents of students with a current IEP or 504 Plan are afforded individual meetings when needed to ensure student achievement and student needs. At anytime, assistance is provided to all parents when requested.

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	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Students will experience a weekly opportunity to meet and engage in leadership roles through the First Priority Group	Principal	Students will learn the importance of partnering with community based organizations to help meet school needs.	September to June

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 Parent Meeting	1	4	Support for common goals
2	Parent Conference Night	4	223	Communication about achievement
3	Spring Open House	1	175	Align goals and mission
4	PTSA Meetings	7	56	Improved connection between school and families
5	Parent Link	1	437	Communication about achievement

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	Edsby Online Gradebook	1	62	Increase graders parent/teacher communication
2	Confernce nights held to reinforce the parent-teacher-student relationship	4	223	Work together to reach student goals

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	Transportation for economically disadvantaged parents	Curriculum related meeting were held at Just Elementary School.

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)

count	Content/Purpose	Description of the Activity
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