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

I, Scott Hilgenberg , 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:** |

**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 SAC chair encouraged parental involvement by advertising in the school newsletter. The parents who volunteered were personally contacted by the SAC chair and invited to sit on SAC.    The SIP as well as the Title 1 Parent Involvement Budget was developed based on the input of all members. The SAC is comprised of members of the school, community, and families. The school is working toward recruiting members that are aligned with the school ethnic reports. All SAC meetings are guided by an agenda and minutes are recorded and placed in the T.A.S.K. box.    The Parent Involvement section was planned using the parent involvement survey. Input from parents through the use of the parent involvement survey was used to design activities. |

**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 | English Language Learners support | The ELL staff will hold two annual parent meetings with materials and resources for parents. Translators are provided. |

**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 SCP survey | SAC, leadership team | June - August | survey |
| 2 | agenda and handouts | SAC | August - September | sign in sheet |
| 3 | SAC/Title 1 annual | SAC, parent liaison | August - October | agenda, sign in |
| 4 | invitations to parents | title 1 liaison | August | sign in, survey |
| 5 | all title 1 materials | title 1 liaison | August - May | materials in TASK 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:** SAC and PTSA have made arrangements to provide alternate meeting schedules for planned activities. Flexible scheduled meetings are and will be held before, during, and after school based on the activity.    August - Open House 5:00-7:00    September - Parent Conference Night 5:00-7:00, Title 1 Annual Meeting 7:00, SAC Meeting 8:00am-9:00am    October - Parent Night 6:00-7:30, SAC Meeting 8:00am-9:00am    November - SAC Meeting 8:00am-9:00am    December - Parent Conference Night 5:00-7:00, SAC Meeting 8:00am-9:00am    January - SAC Meeting 8:00am - 9:00am    February - Parent Conference Night 5:00-7:00, SAC Meeting 8:00am-9:00am    March - SAC Meeting 8:00am-9:00am |

**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 | open house/curriculum | faculty | improve scores | September | survey, scores |
| 2 | Title 1/NCLB | principal, title 1 liaison | increase parent involvement | October | survey |
| 3 | AVID content night | resource teachers | increase parent involvement | October, February, April | sign in, scores |
| 4 | STEM content night | faculty | improve scores | August, November, April | sign in, scores |
| 5 | 8th grade parent night | guidance | increase parent involvement | October | sign in |

**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 | Creating Family Friendly Schools | title 1 liaison, principal | supportive environment | August | survey, compacts |

**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 Center will be maintained with current information regarding community resources and other information for parents. The parent resource center will be open and available to parents throughout the day. Information regarding the resource center will be included in the monthly school newsletter. Student Services Team, Principal, Title 1 Liaison, on-going throughout the year.    Title 1 Compact will be included in the first day or registration packet for all students. The guidance counselors will keep the compacts to be referred to thoughout the year as needed.    Parent and family planned events - Invitations will be sent out via planner notes, Parent Link phone calls, newsletters, and parent flyers to invite parents to participate in the planning of parent events.    Through the events listed below, we hope to increase parent awareness and involvement and student achievement. Evidence will come from our school climate survey and student test scores.    HOST Open House in August conducted by the HOST coordinator.  Open House, in August conducted by administration and faculty.  Conference Nights, in September, December, February, and May conducted by faculty.  SAC meetings, monthly conducted by administration and SAC chair.  AVID Nights, in October, February, and April conducted by resource teachers.  Academy Open House, in August conducted by Academy teachers.  Academy Conference Nights, in September, December, February, and May conducted by Academy faculty.  Edsby information meeting in September conducted by Edsby Teacher Champions. |

**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:** A parent mail out was sent to parents one month prior to the 2015-2016 school year providing general information to start the school year along with a general invitation to Open House before the 2015-2016 school year began. Parents visited classrooms where the teacher gave parents information regarding school-wide programs, curriculum, classroom procedures, assessments being utilized, and how to support their child at home. The parents also received the parent handbook which includes detailed information regarding our Title 1 School.     During the 1st quarter we held an 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. The school will monitor the information that was provided to parents through surveys, attendance records, and documentation of parent notifications in Title 1 TASK 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:** Parent Links (automated telephone messages) are sent in English and Spanish. ELL translators are available during conferences, parent and family nights, and I.E.P. meetings. District forms are provided in English and Spanish. 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\ducharr\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\LTAUFW20\fileUploads\290561_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\ducharr\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\LTAUFW20\fileUploads\290561_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\ducharr\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\LTAUFW20\fileUploads\290561_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 | Open House | 1 | 892 | improve scores |
| 2 | Conference Nights | 4 | 1236 | improve scores |
| 3 | Title 1 / NCLB | 1 | 892 | increase parent involvement |
| 4 | AVID Content Nights | 1 | 30 | increase parent involvement |
| 5 | STEM Content Nights | 1 | 40 | improve scores |

**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 | Creating Family Friendly Schools | 1 | 49 | encourage parent involvement to further student success |

**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 | language - limited English Proficiency, limited literacy | information available in Spanish, phone messages in Spanish |
| 2 | scheduling - economically disadvantaged | activities scheduled at various times |
| 3 | transportation - economically disadvantaged, disabled | home visits |

**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** |