**J. E. B. STUART MIDDLE SCHOOL Title I, Part A Parental Involvement Plan**

I, Sadie Milliner-Smith, 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:** To ensure, to the extent practical, that every parent is kept informed about their student's academic progress while attending J.E.B. Stuart Middle School. We are committed to the partnership with our parents to ensure academic success for all students. We will accomplish this goal through parent workshops, conferences and information sharing regularly at SAC meetings. |

**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:** J.E.B. Middle School believes that parents should be involved in all aspects of our Title I programs. The SAC, PTA, and the school's Title I coordinator have the responsibility of developing, implementing, and evaluating various school level plans, including the SIP and PIP. The majority of the members of the SAC are parent (non-employee) representatives. Additionally, all parents are provided with information about what Title 1 means for them and their children, and are given the opportunity to offer their input on the PIP prior to approval. Parents are given surveys at the end of the year soliciting their input on training, activities, and/or materials they needed to help their child. Results from these surveys are reviewed by the SAC to determine any needed changes in the PIP. During the parental workshop when the PIP and/or SIP are developed, the SAC and other parents decide how parental involvement funds will be used. Upon parent approval the PIP will be placed on the school website and a hard copy will be available in the office and upon request. |

**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 | IDEA | IEP; RTI; Target meetings where parents will be provided with strategies to increase student learning. Parents are invited to attend meetings via written or phone contact and given specific appointment times. |
| 2 | Title III | Language Para. To assist with instruction as well as communication with parents. Parents are introduced to language Para at open house and through the year at meetings and conferences as needed. She also contacts parents of the students she services with regular progress reports. |
| 3 | Title IV | Team-Up program applications are given to parents at Open House as well as students during the first few weeks of the year. During the year there are several Team-Up Parent meetings throughout the year. |
| 4 | Title V | Choice school with emphasis on early HS credits in Math. Parents were informed about our participation in the school choice program during the School Mania last spring and several open house dates throughout the summer including tours of the school. |

**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 | Information to parents about AMO, school choice and rights of parents | Sadie Milliner-Smith, Principal | Sept 2015 | Number of parents attending session (sign-in sheets) |
| 2 | Pre-Advertisement (announcement) of Title 1 Meeting - Parent Link | Milton Person, Parent Liaison | Sept. 2015 | Number of parents attending |
| 3 | Parent Flyer to Review Budget | Sadie Milliner-Smith, Principal | Sept 2015 | Sent to entire school |
| 4 | parent meeting | Sadie Milliner-Smith, Principal | Sept. 2015 | Number of parents attending |
| 5 | Develop Agenda | Sadie Milliner-Smith, Principal and Milton Person, Parent Liaison | Sept. 2015- June 2016 | Agenda, Sign-in Sheet |

**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:** The school will offer workshops in the evening at 6:00 p.m. based on parents input. Workshops during the month will be offered prior to School Advisory Council Meetings. Child care will be available to parents during all workshops. All teacher conferences are scheduled during the day at flexible times from 9:00 a.m. to 4:10p.m. |

**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 | Annual Title 1 Meeting Face to Face | Sadie Milliner-Smith, Principal | To provide parents with information about Title 1 programs | September 2015 | Agenda, Sign In, Evaluation |
| 2 | Anti-Bully Policy Presentation | Heather Watson, School Psychologist | To provide parents with information regarding the DCPS Bullying Policy and ways to combat bullying at school. | September 2015 | Agenda, Sign in, Evaluation |
| 3 | Understanding Core Knowledge | District Personnel | This course will provide families with an overview of the new k-12 English language Arts curriculum core knowledge. | October 2015 | Agenda, Sign-in, Evaluation |
| 4 | Math Night | Mark Prendegrast, Math Coach | Provide families with activities/strategies to improve student academic performance on district and state assessments. | November 2015 | Agenda, Sign-in, Evaluation |
| 5 | Transition to High School | Peterson/Bradford-Guidance Department | Parents will receive information regarding high school expectations and courses | December 2015 | Agenda, Sign-in Sheet |
| 6 | Civics/Science Night | Mann/Collier | Families will receive information regarding the Civics' EOC and Science Assessments | January 2016 | Agenda, Sign-in sheet, Evaluation |
| 7 | Parent Development Meeting | Alex Griffin | Parents will provide input on upcoming PBIS Plan | June 2016 | Agenda, Sign in sheet, Evaluation |

**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 | Communication | Admin team | Provide families with information on how to stay involved in their child's education. | September 2015 | Increase parent involvement by evidence of attendance sheets |
| 2 | ALERT Training | Peterson/Bradford | Will educate teachers on how to assist families with handling abuse and mental health concerns | October 2015 | Agenda, Faculty Evaluation |
| 3 | Teacher Collaboration Periods (PLC) | Administration/Coaches | Teachers will receive professional development training and analyze student work to promote student achievement | weekly | Teacher Sign-In, implementation during classroom observations |
| 4 | Care, Expectancy & Value | Administration | Teachers will receive professional development workshops on increasing student motivation and engagement. | September 2015 - June 2016 | Teacher Sign-in, improve student-teacher relationships |

**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 school has set up a Title I parent area located in the main office. Parents may pick up free literature on various topics focused on increasing student achievement. Parents may check out parent guide manuals and other reference books that provide strategies on assisting their students with adolescent development. The school's Parent Liaison is the lead persons in this area, and the school guidance will support the Parent Liaison. Materials are freely displayed at the parent area and replenished as needed. There is a file display of monthly information bulletins and school calendar, parent workshop advertisements. The directions for the use of the computer are also posted there for parent use on the internet sites provided by the school. The team is responsible for maintaining current literature along with checkout and recovery of loaned materials. In order to measure effectiveness of this resource we will collect parent sign-in sheets and monitor the replenishing of materials offered to parents in the parent area. |

**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:** Information related to the school and parent programs, meetings, and other activities involving students and/or parents is sent home via written communication; fliers handed out at school events; newsletters; parent portal and through School Messenger, an automated telephone system. Parents are invited to student tutoring sessions during the day and before/after school with the teacher to enhance their level of understanding and confidence to instruct the child at home. Access to TransAct, a Title I website used to translate documents is also provided. Parents may request any information in their native language. The school's Spanish Para professional notifies administrators of limited English speaking students and parents who need the assistance of an interpreter. During our monthly SAC meeting parents will receive pertinent information regarding the school academic progress. We will collect dated copies of all parent communications/notifications will be placed on file in the Title 1 Audit Box as evidence. |

**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:** J.E.B. Stuart provides information and/or workshops related to the school and students, in languages understandable to parents including Spanish. Workshops are offered on flexible days and at flexible times to encourage parental involvement. Flyers are distributed at sporting events; parent academic nights are offered. School will utilize the district provided service TransAct to translate documents into various languages that all parents can understand. The school will ensure parents with disabilities have access to PI activities and services. School will monitor that information was provided by collection of dated copies of information placed on file in the Title I Audit Box. |

**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:

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| **count** | **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| 1 | Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and | Training at SAC meetings | Reading department: | Students will have a greater understanding of expectations. | Monthly Aug. through May |
| 2 | 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)]; | Meetings at various times | Teachers, Guidance | Student will have a greater understanding of assignments. | Sept. through June |

**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\milliner-s\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\KXRFZRAR\fileUploads\162072_2015-2016_uploadEvidenceParentInput.pdf) |

**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\milliner-s\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\KXRFZRAR\fileUploads\162072_2015-2016_uploadCompact.pdf) |

**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\milliner-s\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\KXRFZRAR\fileUploads\162072_2015-2016_uploadCompactEvidence.pdf) |

**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 | Title One Open House Annual Meeting | 1 | 6 |  | Build collaborative partnerships with parents by informing them of school's designation as Title 1 and what assistance is available to help their students achieve academic success. |
| 2 | Title 1 Parent Involvement Plan Workshop | 1 | 6 |  | Collaborative planning between teachers and parents to create expectations for student achievement |
| 3 | National Junior Honor Society | 1 | 27 |  | Parent receive information regarding the NJHS/Induction |
| 4 | Transition to High School | 1 | 12 |  | Provide parents with information regarding transitioning to high school |
| 5 | Science -Math Family Night | 1 | 26 |  | Providing parents with activities/strategies to improve student academic performance on district and state assessments (FCAT/Benchmark Tests) |
| 6 | Night of Academic Excellence | 1 | 21 |  | Provide parents with information regarding Civics EOC/Recovery |

**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 | Teacher Workshop on Effectively Communicating with parents | 0 | 0 | Providing teachers with effective strategies on involving parents as partners in student achievement |
| 2 | Cultural Sensitivity | 0 | 0 | Assisting teachers to become culturally sensitive in a culturally diverse school |

**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 | Parents of ESOL students need translation | provide translator |

**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)

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| **count** | **Content/Purpose** | **Description of the Activity** |