

RICHARDSON MIDDLE SCHOOL Title I, Part A Parental Involvement Plan

I, Angela Coppock , 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: Richardson Middle School is committed to providing opportunities for parents to become involved in their child's education as we strive to help all students reach high levels of academic and social achievement.

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: The School Advisory Council is the group responsible for the planning, review, and improvement of the Title 1 programs at the school. This council is comprised of 51% parent/community members. Throughout the school year, information is given to parents through newsletters, school web-site, IRIS automated phone call system, parent/teacher conferences, orientation, open house, Title 1 annual meeting, Family Fun Night & Educational Showcase, school marquee, and the Lake City Reporter. Parents are given the opportunity to offer feedback through a formal survey conducted by the SAC, as well as information surveys associated with different activities. Sign-in sheets, agenda, and minutes (when applicable) provide the necessary documentation of all 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)].

count	Program	Coordination
1	Columbia County Public Library	The public library offers a variety of programs to encourage families to become more involved in literacy. Throughout the school year, the parent liason will disseminate flyers and encourage families to attend these programs.
2	Title VI	This program provides additional suport for low socio economic students by hiring of tutors for use during the normal school day.
3	Title I	This federal program provides supplemental resources to non proficient students who participate in the Free and Reduced Meal Program

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	Plan Annual Meeting: develop agenda, PowerPoint presentation that will address Title 1 requirements	CRT, Principal	Aug. - Sept. 2013	Copies of agenda
2	Advertise Annual Meeting: use variety of mediums for advertising.	CRT	September, 2013	Copies of flyers
3	Conduct Annual Meeting: Discuss all requirements of Title 1 and the rights of parents. Explain Pare	CRT, Principal	September 13, 2013	Sign-in sheets

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: Meetings and workshops will be offered at a variety of times and days of the week throughout the school year. Every effort will be made to provide meetings at alternative times such as early morning, afternoon, and evenings. Specific organizations such as the School Advisory Council will survey their members and determine appropriate meeting times for their membership. If necessary, service organizations at the school (such as Beta Club) can be used to provide childcare for parent meetings after school hours.

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	State's Academic Standards - Conferences, Parent Meetings	CRT and Core Curriculum Teachers	Provides information regarding the content of standards and benchmark requirements.	Sept. 2013 - Jan. 2014	Sign-in sheets, parent conference forms, agendas
2	State and local assessments - distribution of materials and parent meeting	CRT, Guidance Counselor, Instructional Coach	Provides information on state and local assessments and child's progress on the assessments	Sept. 2013 - May 2014	Signature/sign-in sheets, parent conference forms, evaluation forms
3	Science Fair Night - Provide information to parents regarding the requirements for completion of science fair projects.	Science Teachers	Provides information to parents regarding science fair project ideas/requiriements/scientific process	Oct. - Nov. 2013	Sign-in sheets, evaluation form
4	FCAT Ready Night - Provide strategies and information to parents to help students prepare for FCAT	CRT, Guidance Counselor, Instructional Coach	Increases students opportunity for increased FCAT achievement.	Nov. 2013 - April 2014	Sign in sheets, evaluation forms
5	School's Academic Structure - Family Fun Night & Educational Showcase	SAC Chair, CRT, Principal	Provides information and examples of schools curriculum	May 2014	Evaluation forms

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	Volunteer Orientation - Training	CRT & Volunteer Coordinator	Assist teachers with ways to utilize volunteers in the classroom to improve student achievement.	Beginning of School Year	Number of volunteers in classroom/sign in sheets
2	Parent/Teacher Communication - Workshop	CRT, Guidance Counselor, Principal	Better communication between parents and teachers regarding student needs	October 2013	Teacher conf. logs and call log, sign-in sheets

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: During the 2012-2013 school year, Richardson Middle School has established a parent resource center that houses materials and resources available for parents to use with students in achieving academic success. The parent resource room has two computers for parents use in accessing grades, calendars, and the parent portal site.

Parent nights are also scheduled throughout the school year that will focus on a specific subject where parents come in and observe the students actively engaged in targeted activities. This will also include time in our computer labs so that parents can see the different programs that are available to students at home.

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: Timely information about Title 1 programs will be communicated with parents through a variety of methods including parent meetings, SAC meetings, flyers sent home with students, IRIS Alert phone calls, and postings on the school website. Information regarding the school curriculum, academic assessment, and proficiency levels is included at our Orientation Open house prior to the start of school, during SAC meetings, through parent conferences, and included in the online pupil progression plan found on the Columbia County School website. SAC meetings are held throughout the school year. Parent conferences can be scheduled through the guidance office at any time during the school year. Parents participate in yearly surveys and all responses (negative and positive) are shared with the School Advisory Council.

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 parents are encouraged to participate in parental involvement activities. Information is shared with parents using mail outs, IRIS Alert phone calls, teacher phone calls, and notices on marquee and website. If needed, parents can request information in a language other than English and that request will be met. We have in the past provided a translator for parent conferences for our one ELL student. Our school is handicap accessible and we can accommodate parents with handicaps at any school activities.

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:
☒ Not Applicable

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
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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 2012-2013 Parental Involvement Plan

Building Capacity Summary

Provide a summary of activities provided during the 2012-2013 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	State's Academic Standards - Conferences, Parent Meetings	232	232	Provides information regarding the content of standards and benchmark requirements.
2	State and local assessments - distribution of materials and parent meeting	232	232	Provides information on state and local assessments and child's progress on the assessments
3	Science Fair Night - Provide information to parents regarding the requirements for completion of science fair projects.	1	1	Provides information to parents regarding science fair project ideas/requiriements/scientific process
4	FCAT Ready Night - Provide strategies and information to parents to help students prepare for FCAT	1	1	Increases students opportunity for increased FCAT achievement.
5	School's Academic Structure - Family Fun Night & Educational Showcase	0	0	Provides information and examples of schools curriculum

Staff Training Summary

Provide a summary of the professional development activities provided by the school during the 2012-2013 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	Volunteer Orientation - Training	3	47	Assist teachers with ways to utilize volunteers in the classroom to improve student achievement.
2	Parent/Teacher Communication - Workshop	1	48	Better communication between parents and teachers regarding student needs

Barriers

Describe the barriers that hindered participation by parents during the 2012-2013 school year in parental involvement activities. Include the steps the school will take during the 2012-2013 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	Work Schedules	Provide meetings/workshops at different days of week and time of day.
2	Child Care	Use of Title I funds to provide child care for parent involvement activities.
3	Lack of Information	Advertise through a variety of methods all parent involvemnt

	opportunities, such as Iris alerts, flyers,website, radio
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Best Practices (Optional)

Describe the parental involvement activity/strategy the school implemented during the 2011-2012 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
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