

FOX CHAPEL MIDDLE SCHOOL Title I, Part A Parental Involvement Plan

I, Mr. Ray Pinder , 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: The parent involvement mission of Fox Chapel Middle School is to provide a caring learning community where each parent is an integral partner in their child's education and students, teachers, and parents work together to develop lifelong learners.

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:

Fox Chapel Middle School's parents are involved in the planning, review, and improvement of the school's Title I Parent Involvement Plan, School Improvement Plan, and Title I school-wide programs. FCMS holds a monthly Title I Committee meeting and all parents are invited to become members. The committee is made up of staff and parents. We encourage parent participation and use the following methods to inform our parents and guardians: notices sent home, school website, automated phone calls, and personal calls (to parents responding to parent surveys conducted during Open House held prior to the start of the students' school year and information gathering notices are sent home the first week of school). At our Title I Committee meetings facilitated by the School Improvement Facilitator, parents are involved with reviewing our progress on the school improvement goals, approving the Title I budget for FCMS, and planning Title I activities (such as one of our parent involvement activities, student-led conferencing) designed to improve student performance in Reading, Writing, Science and Math. The content areas covered during these meetings include: the Parent Institute, and the Midyear Report, revision of the Title I Parent Involvement Plan and Compact, and Parent Surveys.

Parents are also invited to become a member of the FCMS's Family Involvement Team. Teachers and other school level educators nominate parents to represent our school and our principal selects the parents to become members of FIT. One of the most important tasks FIT members are responsible for is encouraging other parents at our school to become actively involved in leadership committees such as our School Advisory Council (SAC) and Parent-Teacher-Student Association (PTSA).

FCMS has a Parent Educator who keeps our families informed of all activities including FIT and Title I Committee meetings and Parent Nights featuring workshops such as Cyber Safety, Gang Awareness, Bully Prevention and use of Edline, which is an online program that provides parents with weekly progress checks on grades, homework, and projects. 1% of our Title I funds are used to hire our Parent Educator who is responsible for managing our Family Center and building an effective parent involvement program at Fox Chapel. The School Improvement Facilitator along with the Parent Educator manages parent involvement practices and activities at FCMS.

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	HEART Literacy (Adult Education Program and Family Literacy)	The Title I Parent Educator actively participates in District-wide meetings to keep updated on the most current information about adult literacy programs and community events.
2	ESOL (English Speakers of Other Languages) and ESE (Exceptional Student Education)	Our Parent Educator works with our ESOL coordinator to ensure that information sent home is translated in a language and format parents can understand. The Parent Educator also coordinates with the ESE Department for Parent trainings that are held at the school.
3	Hernando County Boys and Girls Club	The Boys and Girls Club after care housed at the school site agrees to provide free childcare for Title I parent workshops, through meetings with the Boys & Girls club staff in advance, after approval from their supervisor. The Boys & Girls club site supervisor coordinates extra

		remediation activities with the school administration, such as additional time on Compass lab and FCAT Explorer.
4	Hernando County Youth Initiative	The Title I Parent Educator works with HCYI and attends monthly meetings to coordinate services for families in Hernando County. Title I Parent Educators participate and present at the Annual Youth Summit.
5	Exceptional Student Education (ESE) Department	District ESE staff provides staff and materials for students and families needing ESE services. ESE also provides a parent liaison to assist parents in advocating for their ESE children. The parent liaison works closely with the Title I Parent Educators district wide plan.

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	Consult with all stakeholders times and dates of meetings	The Title I Staff and School Administration	End school year 2013-2014, Beginning of 2013-2014 school year	Parent surveys and Title I Committee meeting minutes were used to determine the dates and times that would best suit our parents
2	Invitations sent home, automated phone calls, newspaper, marquee notification, school website	Title I Staff and School Administration	Within two weeks of the scheduled 2012-2013 Annual Meeting in September	Attendance records and exiting surveys will be evaluated for participation rates
3	Copies of all materials will be sent home with students of parents that missed the Annual Meeting	Title I Staff and School Administration	Overview training session for all staff after the Annual Meeting with explicit instructions	Receipt from teachers that materials were received by parents, event response form comments will be reviewed for areas parents indicate a need for improvement
4	Train staff on format, procedures, and planned results for the Annual Meeting	Title I Staff and School Administration	Within two weeks prior to the Annual Meeting	Records of the staff training and parent comments on response form will be used to evaluate effectiveness
5	Prepare and distribute parent sign-in sheets and surveys to staff for the Annual Meeting	Title I Parent Educator	One week prior to Annual Meeting	Copies of sign-in sheets, tabulation of number of participants, Parent Educator's tracking forms
6	During the Annual Meeting, parents and students report to the student's fifth period class	All Teachers	During the first 9 weeks of the start of school	Event Response Form comments will be reviewed for areas parents indicate a need for additional information
7	Follow up on parent requests and comments from the Annual Meeting	School Improvement Facilitator and Title I Parent Educator	Within two weeks after the Annual Meeting	Parent Educator will keep records of follow up correspondence and results
8	The Leader in Me, Parent Workshops	Ray Pinder/Title I staff	9/23,10/25,11/19,and 12/5	attendance records, sign in sheets and event response forms

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 parent conferences are offered and are held at different times of the day to increase parent participation. We provide home visits and childcare for meetings as needed per request. Event response forms are utilized after every event to gather information about their satisfaction about the event. In the spring, parents are given Title I Parent surveys to gather information to be used for the following school year and to evaluate our performance on the present year's parent involvement. Title I Committee meetings are held after school on the first Monday each month. SAC meetings are held in the early evening one Monday each month. Open House is held for parents and students in the afternoon prior to the start of school. The Title I Annual Meeting/ Back to School Night are held in the evening from 6:00-8:30 PM during the first nine weeks of school. The Parent Educator maintains the Family Center during school hours and additional evening appointments upon request. Both the School Improvement Facilitator and Parent Educator are available for phone calls and visits by calling 797-7025 extensions 254 for the School Improvement Facilitator and 255 for the Parent Educator.

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	Parent Resources and information about Title I requirements and programs	District and School-based Title I Staff	Parents will understand the availability of Title I services such as extended day tutoring	September 2013 through May 2014	Evaluation will be conducted using the event response form and attendance data
2	FCAT Content Night	Title I Staff and School Administration	Parents will increase their understanding of content assessed on FCAT and the progress monitoring tools used by FCMS to assess student progress toward mastery of assessed content. We will provide information to parents on expectations and how parents can help their child be successful.	During the second semester of the 2013-2014 school year	Evaluation will be conducted using the event response form and attendance data
3	Title I Annual Meeting	Title I School Improvement Facilitator, Title I Parent Educator	Parents will increase understanding of the resources available to students that are funded through Title I. Parents will also receive information about Highly Qualified Status of Staff, High Quality Curriculum, Assessments and Accountability	Meeting will be convened within the first nine weeks	Success will be measured by tabulating attendance data.
4	Curriculum: Student-	Grade level	Student led conferences	One evening	Evaluation will be

	Led Conference Nights, Grades 6-8	teachers/ staff	provides parents with important information about what their student is doing in each class.	per grade level during the 2013-2014 school year	conducted using the event response forms and attendance data
5	Gang Awareness/Cyber Safety/Bullying Information Night	Title I staff, Sheriff's Office	Parents will increase their understanding of gang behaviors, internet safety and bully prevention.	During the 2013-2014 school year	Evaluation will be conducted using the event response forms and attendance data
6	Curriculum: Math Fun Night	Title I Staff	Parents will increase their understanding of the math expectations for their child.	Fall	Evaluation will be conducted using the event response forms and attendance data
7	Parent Leadership: Family Involvement Team	District Title I Staff, Title I Staff	Provide parent with ways to help their own children at home. Provide information to parents on federal, state, district and school guidelines and programs.	Bi-monthly meetings throughout the school year	Evaluation will be conducted using the event response forms and attendance data

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	Student-Led Conference Training for teachers to inform them of the value in parental involvement and how to strengthen ties between the home and school	School Improvement Facilitator and Parent Educator	Provide teachers with a training on how to increase parent involvement and the correlation to improving student achievement. Teachers will learn what student-led conferencing is and how to teach students to better communicate with their parents.	One training per grade level during the 2012-2013 school year	Evaluation will be conducted using 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: The Title I Family Center will be used to plan programs for parent participation including but not limited to FIT (Family Involvement Team), Title I Committee and School Advisory Council meetings, also the Parent Educator will connect with parents through personal phone calls, Global Connect, parent trainings, Annual Meeting/Open House. The Family Center is a place that parents can come and feel welcome. In the family center, the parent educator will provide print and electronic resources to assist parents in working with their children. Additionally, the parent educator will facilitate parent access to Edline where they can view their child's grades and information from classroom teachers. Edline requires unique activation codes for each student and the parent educator (when requested) will assist parents as they use this resource.

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: During the Title I Annual Meeting, we will provide parents with information about our Title I programs, descriptions and explanations of the curriculum taught on each grade level, FCAT and FCAT predictor assessments (Think-Link and FAIR) along with the proficiency levels. FCAT information is also provided during our FCAT parent trainings. Title I Committee members will review and provide input for the School Improvement Plan. Any parent committee members' unsatisfied comments are submitted to District level personnel (District Title I Supervisor of Federal Programs and/or Coordinator of Family Involvement). The Fox Chapel Middle School Title I Parent Involvement Plan will be developed jointly with parents through the Title I Committee each April and May then reviewed by the District Coordinator of Family Involvement. The revised plan is presented to the committee for review and input. Parent participation from those not able to attend the meeting is solicited through notices sent home and calls by the Parent Educator. Parents are then given a one week period to comment on the Title I Parent Involvement Plan. Comments are recorded and maintained for public review at the District level by the Supervisor of Federal Programs and / or Coordinator of Family Involvement and at the school by the Title I Parent Educator.

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: The School Improvement Facilitator, Parent Educator, administration and support staff work together to provide full opportunities for parent involvement for all students and their families. Parents will be informed of meetings and opportunities for involvement in a timely manner. Meetings will be publicized through the media, school-parent groups, the school website, the school bulletin board, school marquee, school-wide automated telephone messages and flyers/ notices sent home with students. Our Title I staff will collaborate with the ESOL school staff to ensure communication to parents in the language and format that best meet their needs. Also they work with the Exceptional Student Education (ESE) staff to assist parents and students with disabilities as defined by the American with Disabilities Act. Lastly, we work with other community-based programs such as HEART Literacy to assist parents.

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	Person Responsible	Anticipated Impact on	Timeline
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		Strategy		Student Achievement	
1	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Our parent representatives, School Improvement Facilitator, Parent Educator, along with our Principal will attend FIT (Family Involvement Team) meetings that are held at our District office which give valuable training and information that we can also share at our Title I Committee meetings.	FCMS Family Involvement Team (FIT)- School Improvement Facilitator, Parent Educator, Principal, and s	Research and studies show that actively involved parents promote better school and student achievement. Parents will increase their understanding about the availability of such Title I services as SES tutoring and Extended Day/Year programs that are available.	Bi-monthly meetings/trainings
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)];	During planning phases, parent responses will be used to determine schedules for events and activities. The content of these activities and meetings will be determined by the parents' and students' needs.	School Improvement Facilitator and Parent Educator	Our parent survey responses indicate the days and times that our parents can attend events and activities.	During the first Title I Committee and on-going throughout the 2012-2013 school year, minimum of eig

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	FCAT Content Night	1	6	Parents will increase their understanding of content assessed on FCAT and the progress monitoring tools used by FCMS to assess student progress toward mastery of assessed content. We will provide information to parents on expectations and how Increase parent knowledge of FCAT requirements and how they can help their child at home.
2	Title I Annual Meeting	1	612	Parents will increase understanding of the resources available to students that are funded through Title I. Parents will also receive information about Highly Qualified Status of Staff, High Quality Curriculum, Assessments and Accountability
3	Curriculum: Student-Led Conferences (Show What You Know Nights)	3	272	Supported parents working with their children to improve curriculum skills.
4	Math: Family Math Night	1	24	Parents played math games with their child, and learned how games can help students work on everyday math problems and gain quality family time at the same time.
5	Parent Leadership: Family Involvement Team	5	2	Informed parents of school performance, Title I services, including extended day to support student learning.
6	Curriculum; School Based Parent Institute	1	59	Interactive family event designed to increase parent involvement at the school level.
7	Title I Information: School Wide Event: Title I monthly meetings	9	11	Informed parents of school performance, Title I services, including SES and extended day to support student learning.

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	Title I School-Wide Overview Training: Annual Meeting, Ten Elements, School Improvement Process, Co	1	60	Educated staff on the implementation and coordination of school-wide programs and the importance of effective parental engagement and involvement
2	Teacher Training: Modern Family Engagement	1	2	Improve the ability of teachers to communicate effectively with their parents and to increase student achievement for all learners.

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	Lack of buy-in from school staff to promote parental involvement in the following sub-groups SWD, ESOL, Hispanic, African American, and Economically disadvantaged.	Launch a campaign for each teacher to invite at least one parent to a training or parent meeting.

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
1	Building the Capacity of Schools	The hiring of a Parent Educator to oversee the implementation of the Title I parent involvement program.
