

## FORT CAROLINE MIDDLE SCHOOL Title I, Part A Parental Involvement Plan

I, Maysha Shelton , 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)

**Response:**

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### 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:** Parents will be invited to an annual meeting in September, in order to

develop a parent involvement plan which will focus on activities and events to help strengthen parents understanding of Title I programs. Thereafter, parents will be invited to attend monthly SAC meetings in order to obtain feedback and to assure that the activities that were implemented are being carried out.

## 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	IDEA	Parents will be provided procedural safe guards to and support to ensure that their child is in his/her least restrictive environment.
2	AVID	Parents will be encouraged to attend AVID activities and events as a means to obtain knowledge about career and college readiness, in order to begin preparing their middle school student for the next level.

## 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	Prepare flyers,handouts,agenda	M. Williams	September 2013	Sign-In Sheets
2	Post events on marquee	T. Mezzano	September 2013-May 2014	Attendance at event
3	Distribute fliers to all students	M. Williams	September 2013 -May 2014	Copy of flier
4	School Messenger	Principal M. Shelton	On-going	Phone Log

## 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:** Parent meetings will be offered in the morning (8:00 am) and in the evening (6:00 pm) in order to accommodate various parent schedules. Parents may also attend regularly scheduled PTSA and SAC meetings.

## 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
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1	Annual Title Meeting	M. Williams	Outline Program and Services	September 2013	Sign In Sheets
2	Preparing For College	K. Mayshack	Connection to college to build expectation and opportunity	May 2014	Sign In Sheets
3	Test Taking Strategies	T. Shakespeare	Parent will receive research based strategies to aid their students at home in preparation for testing.	March 2014	Sign In Sheet
4	Transitioning To High School	N. Turner	Parents will receive a reiteration clear expectations for a smooth transition to college	January 2014	Sign In Sheets
5	Guidance Night	T. Mezzano	Educate Parents on Promotional Requirements and best practices for students to remain on track for post secondary readiness	October 2013	Sign In- sheets
6	Open House	Principal M. Shelton	Increase communication with parents.	September 2013	Sign-In Sheets
7	Parent Night	Reading/Math Coach	Strategies to improve Reading and Math	December 2013	Sign-In Sheets
8	Grade Portal	Asst. Principal M. Williams	Due to monitoring grades will improve	September 2013-May 2014	Log In Usage
9	Common Core for Parents	Principal M. Shelton	Increase knowledge of new standards	October 2013	Feedback Form
10	Parent Financial Workshop	K. Mayshack	Provide parents with information on applying for financial aid for college	November 2013	Sign-in sheets, feedback 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	Effective Communication Through Open Lines	M. Shelton/ M. Williams	Student achievement will increase as parental involvement and support rises	September 2013 - May 2014	Contact logs and signed compacts
2	AVID Strategies	T. Shakespeare	Achievement will increase as uniform methods are implemented through out the school and parents are clear about expectations of activities and support levels.	August 2013-June 2014	Classroom observations and student product

## 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:** A parent resource center will be provided in the media center for parents from 8:30am - 10:00 am and 3:30pm - 5:00pm. Parents can access a computer to assist students with projects and assignments, research best practices, and pull student grades. Educational games and books will be available for check out. Quarterly parent nights will be scheduled in order to conduct hands on learning activities that will be student lead. Parents will be directed to M. Williams for usage. A sign in log will be kept to measure effectiveness and utilization.

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## 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:** FCMS strongly believes that communication with parents is an essential element to student success. Therefore, we will inform parents of all activities and events by posting announcements in school newsletters, on the marquee, fliers sent home and utilize school messenger. Notices will be sent home at least one week before the event. Meeting notices will be sent home in multiple languages to reflect our school culture. Copies of documents sent will be placed in the audit box and parents will be able to retrieve previous or additional correspondences from the main office.

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## 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:** FCMS will provide an interpreter for all parent activities and events in order to assure that there is a clear understanding as to how all parents can assist their child academically. Our ESOL population is predominately Spanish and Haitian Creole speaking. We utilize transact and google translate for documents and establish peer support groups to ensure that parents and students are connected and comfortable at the school. We also keep copies of documents for parents to request as well as monitoring purposes. When a request is made by the parent every effort will be made to accommodate special needs.

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## 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	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	Literacy Night	Ms. Dempsey	Improvement in reading scores	December 2013
2	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or	Parent/Teacher Conference	Ms. Shelton	Improvement of grades	September 2013-June 2014

	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)];				
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## Upload Evidence of Input from Parents

Upload evidence of parent input in the development of the plan.

[Uploaded Document](#)

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## 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](#)

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## 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](#)

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## **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.

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
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### **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)].

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
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### **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)].

<b>count</b>	<b>Barrier (Including the Specific Subgroup)</b>	<b>Steps the School will Take to Overcome</b>
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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)

<b>count</b>	<b>Content/Purpose</b>	<b>Description of the Activity</b>
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