

ROBERT E LEE MIDDLE Title I, Part A Parental Involvement Plan

I, Cindi Haupt, 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: Lee Middle School, through its Title I Services, is committed to increasing the collaboration between parents, teachers, and administrators to impact student achievement and build the capacity of parents to better meet the academic needs of their children. We at Lee Middle School, express the importance of parental involvement because it not only positively affects student achievement, it contributes to higher quality education and better performance overall.

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 and encouraged to become active members of the School Advisory Council (SAC) and Parent, Teacher, Student Association (PTSA). At the SAC/PTSA meetings, parents will be provided information regarding the school's Title I allocation (inclusive of professional development and parent involvement allotments). During meetings, parents will be allowed to provide input in the development and decision-making process of all Title I activities related to the school. An annual evaluation will be conducted using surveys completed by parents, staff, and students. The results will be analyzed to evaluate the effectiveness of the school's parent involvement program.

Each parent will receive a copy of Lee MS Parent Involvement Plan as well as a Compact to sign, along with the teacher and student. The Lee staff meets regularly with parents during PTSA, SAC, and Parent Meetings. All meetings have agendas, as well as minutes of the meetings and discussions that take place. At these meetings, we ask for involvement in planning, designing, and incorporating the School Improvement Plan and the Parental Involvement Plan. We ask parents to discuss issues and concerns with us; so that we can make improvements, as well as, celebrate our successes together.

SPECIFICS:

School Advisory Councils (SAC) assists in the preparation, implementation and evaluation of the school improvement/parental involvement plans and the annual budget.

Parent/Teacher/ Student Association (PTSA) at Lee Middle School assists and supports the school with raising funds for the improvement of the school and sponsors student and teacher incentives.

Lee Middle School will hold an annually public meeting on Tuesday, October 13, 2015, from 5-5:30 PM for and with parents, family, and school community members to inform, explain and discuss yearly school and student progress data, including financial information; and to update the school parental involvement plan and compact.

Copies of this plan will be available to all parents. These copies will be placed in the Main Office at Lee Middle School. The Parent Involvement Plan and the School-Parent Compact will be given to every student and parent in October 2015. Returned school-parent compacts will be kept in the Guidance Office at Lee Middle School.

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	Individuals with Disabilities Education Act (IDEA)	Supplemental instruction support provided by the school will be discussed with parents during the development of the students IEP.
2	Title I	Homeless program staff works closely with Title I to coordinate services for homeless students. Activities may include: coordinated meetings with parents, meetings with Title I and Homeless education program staff to discuss the barriers for the success of the homeless students
3	Title II	Provide professional development activities that improve the knowledge of teachers, administrators, and paraprofessionals. Develop and implement initiatives to promote retention of highly qualified teachers and administrators to improve the quality of teachers and administrators. Develop and implement mechanisms and initiatives to assist in recruiting, hiring and retaining highly qualified teachers, administrators, and classified employees.
4	Title III	Funding provided for high-quality after-school tutoring and instruction programs to increase academic achievement in core academic subjects of the low performing students. Transportation is provided. Funding provided for the 16-week Saturday program to increase reading scores for the low performing students. Transportation is provided to and from school
5	Title X	The OCPS McKinney-Vento Program provides services such as clothing, food, and school supplies to address challenges children and youth in housing transition may face when enrolling, attending, and succeeding in school. The Federal McKinney-Vento Homeless Assistance Act states that children and youth who lack a fixed, regular, and adequate nighttime residence qualify as experiencing homelessness.

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	Develop e-mail message and flyer; Connect Ed message	Title I Administrator	October 6, 2015	Copy and script of Connect-Ed message, email message, and copy of flyer
2	Develop agenda, power point presentation, hand-outs, and all materials necessary for compliance	Title I Administrator	October 6, 2015	Agenda, power point presentation, and hand-outs
3	Develop sign-in sheets	Title I Liaison	October 12, 2015	Sign-in Sheets
4	Conduct Annual Meeting	Title I Administrator	October 13, 2015	Agenda, Sign-in Sheets, PP, and Handouts
5	Maintain documentation	Title I Administrator & Liaison	September 2015 - June 2016	Agenda, Sign-in Sheets, PP, and Handouts

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: Lee Middle School will schedule meetings in the morning, afternoon, and evening in an attempt to gather as many working and non-working parents' input and attendance at various meetings. The school will host several academic tutoring sessions, where transportation is provided.

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-Teacher Conferences	Teachers and Guidance	For parents and students to have a brief time to get acquainted with the teacher (or teachers), see the classroom and perhaps get a quick overview of class expectations and curriculum for the year.	September 2015-June 2016	Conference Notes

2	Annual Meeting & Open House	Administration	Provide parents with expectations for students	October 13, 2015	Agenda, Sign-in Sheet, Flyer & Meeting Minutes
3	The Importance of Reading	Reading Coach & Teachers	Parents will receive information on tips to assist with their child's reading and comprehension.	November 20, 2015	Agenda, Sign-in Sheet, Flyer & Power Point Presentation
4	Family Night	Administration, Teachers	Parents will receive information on tips to assist with their child's homework; information on state assessments dates; parent help with test anxiety; how to support good study habits and information regarding the progress reports and reports cards. Students will receive information on how to get good grades.	January 15, 2016	Agenda, Sign-in Sheet, Flyer & Power Point Presentation
5	Florida EOC Assessments Support for Your Child	Administration, CRT, Teachers	Parents learn how to play a part in preparing their child for the FL EOC Assessments by engaging them in enjoyable practice activities	February 16, 2016	Parent/Student Sign-in Sheet, Power Point & Flyer
6	Annual Assessment of Parent Involvement	Administration, Teachers, Parents	This annual staff review meeting will summarize all components of the Title I program. Parents will also receive tips on Shifting from School Year to Summer Break and receive information on Summer Vacation Activities.	April 15, 2016	Parent/Student Sign-in Sheet, Power Point & Flyer
7	Summary of Annual Review	Administration, Teachers	The annual review meeting will summarize all components of the Title I program.	May 20, 2016	Agenda, Sign-in Sheet, Flyer & Meeting Minutes

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	PIP Module I	Title I Liaison, Teachers, Staff	Improve communication between schools and the student's household	October 2015	Module one exit slips
2	Building Ties Between home and school	Administration, Title I Liaison, School Tech	Improve the ability of staff to work effectively with parents.	January 2016 and throughout the year, as needed	Flyers, Power point presentations, Sign In Sheets and Exit Slips
3	Understanding Parental Involvement Policies/Plans	Administration, Title I Liaison, School Tech	Reflect on the requirements for parental involvement plans and the process for generating the PIP at our school.	April 2016 and throughout the year, as needed	Flyers, Power point presentations, Sign In Sheets and Exit Slips
4	Communicating and working with parents	Administration, Title I Liaison, School Tech	The Compact, why is initiating or reviewing this document during parent conferences is so	May 2016 and throughout the year, as needed	Flyers, Power point presentations, Sign In Sheets and Exit Slips

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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: Parents of students of all grade levels will be included in a variety of comprehensive and coordinated activities that encourage active parental involvement. Recognizing that communication between home and school should be regular, two-way, and meaningful, Lee Middle School will:

Provide a Parent Resource Center, located in the media center designed for parent to plan and engage in activities which will be beneficial in encouraging communication with parents while promoting responsible parenting. This area will contain a variety of materials (videos, books, tapes, etc.) that addresses parenting skills and provides information for parents to assist children in their education. The Center is available Monday-Friday, 10 AM - 2 PM. Documentation of hours and parent use will be maintained.

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: In order to establish an effective parental/community involvement plan it is essential that communication between parents, schools, educators, and community members be frequent, clear and two-way. When we work as a team, we help to strengthen schools, families, communities, and learning. Lee Middle School will strive to strengthen communication through various methods.

The school will provide hand-outs about Title 1 at the October Title I Annual Meeting and at the October PTSA and SAC meetings to all in attendance. Copies will also be available on the school's website. A quarterly newsletter is prepared for all students, to include information about Title 1 and inform parents of the upcoming parent trainings and meetings. Copies are available in the front office, media center, guidance office and on the website. The website will also provide information about parent training for academic focus and success.

The Parent Involvement Plan is available on the school's website, and copies are available in the front office and media center. Parents who request translations into Spanish or Haitian Creole will receive individual support. The Plan is also summarized into a brochure that will be made available in English, Spanish and/or Creole. The SAC meetings will provide opportunities for parents to be involved in the decision-making process; feedback is taken to improve academic or operational issues at the school and this feedback is reflected in the meeting minutes.

During Open House in October, the parents and students have a brief time to get acquainted with the teachers, see the classroom and get a quick overview of class expectations, curriculum and assessments plans for the year. All students' academic progress is monitored and parents are informed by Progress Book, progress reports and report cards. Throughout the school year, parents have the opportunity to attend meetings that will allow for their understanding of their child's academic progress and assessments. If a student is in danger of failing, academic meetings occur at various times of the school year to include the student, parent, and guidance counselor. IEP Meetings are conducted by our IEP Team and held throughout the year, by appointment.

The instructional coaches and administrators will analyze assessment data and work with the staff to interpret the data, so teachers can differentiate instruction for individual students and communicate results with parents during student-parent conferences and on Progress Book. Progress Monitoring Meetings are conducted throughout the school year.

Reports of student assessment are made available for parents to be picked up from the Guidance Office. Phone calls, School newsletters and Connect Ed messages are used to notify parents that this information is available if they have not received copies from the school.

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: Lee Middle School will provide the Parental Involvement Plan (PIP) in English, Spanish, and Haitian Creole. Parents will be sent notification of the plan in the school's newsletter, website, and made available in the front lobby of the school. All correspondences regarding the parent meetings will be created in the aforementioned languages and distributed to parents to increase participation. Translators will be made available when needed. To the extent possible, information related to the school, parent programs and meetings, and other activities will be sent to the homes of participating children in the language used in such homes. In carrying out the parent involvement requirements, Lee Middle will provide full opportunities for the participation of parents with limited English proficiency or with disabilities, including providing information and school profiles in a language and form that parents understand. Lee Middle will provide an opportunity to parents with disabilities to request the auxiliary aids and services of their choice (such as sign language interpreters and large print or materials in Braille) to ensure meaningful participation in the different types of programs or activities carried out to implement the Part A provisions. We at Lee Middle School, will make reasonable adjustments for disabled children, parents, staff and visitors. We will anticipate the general requirements of those with a wide range of impairments and support them. The school office staff will make sure that there is support to access the school building.

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	Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];and	Learn About MTSS in Your Child's Classroom	Administration, Dept. Leaders	To provide parents with a better understanding of what Multi-Tiered Support Systems (MTSS) is and how it relates to Reading	November 2015
2	Providing necessary	Literacy Training	Reading Coach,	Help parents to	February

	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		Teachers	work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.	2016
3	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Professional Development-Enhancing Parent Involvement	Outside/District Trainer	Parent involvement enhances student learning outcomes	May 2016
4	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)];	Parent conferences/meetings before school and at local community center	Title I Liaison, Teachers, Staff, Guidance Counselors	Parents formulate suggestions and participate, as appropriate, in decisions relating to the education of their children.	Monthly-throughout the year
5	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	Brochure- Promote parental involvement in schools	Administration, Title I Liaison, Teachers	Providing materials to help parents work with their children to improve their children's academic achievement	April 2016
6	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Liaison with community groups through Partners in Education	Administration, PIE Coordinator	To provide an opportunity for our community-based organizations and businesses to provide resources for our students.	Monthly - throughout the year

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 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.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Open House	1	50	For parents and students to have a brief time to get acquainted with the teacher (or teachers), see the classroom and perhaps get a quick overview of class expectations and curriculum for the year.
2	Parent-Teacher Conferences	16	16	Conferences are designed to give parents one-on-one time with the students' teacher and are the perfect time to discuss concerns and/or create an action plan to help the student do his/her best work during the school year.
3	Getting Involved in Your Child's Education	1	13	Parents and students are invited to attend! Parents will receive information on tips to assist with their child's homework; information on state assessments dates; parent help with test anxiety; how to support good study habits and information regarding the progress reports and reports cards. Students will receive information on how to get good grades.
4	The Importance of READING	1	10	Most parents know the importance of reading with their child. Parents can also help in the reading process by reinforcing comprehension. Parents will receive suggestions on what to do after they finish reading a story and hear how technology can be a motivator for the struggling reader. They will also hear about our Book Fair and Book Club!
5	Parents Can Help Their Child Do Better in School	0	0	Grades - to Bribe or Not to Bribe - Parents often ask: "Should I bribe my child to do homework?" "Should I pay him/her for good grades?" This session will help answer these questions. Also, come and hear how make Parent-Teacher Conferences work for your child.
6	Family Night	3	251	Family involvement can be more than reading a book or flipping flash cards. Come out and hear how parents and children can make easy recipes that will extend into reading and math, plus offer a great parental involvement activity. Also, how the use of technology and learning board games can provide an opportunity for family fun and parental involvement. Bring your snacks and let's have fun, while learning!
7	It's time to celebrate Pi Day, March 14 (3/14)	0	0	It's time to celebrate pi, everybody's favorite irrational mathematical number (the 14 is also Albert Einstein's birthday). Parents will receive information on planning some Pi-filled activities for children at home.
8	FCAT 2.0	0	0	Parents will receive information and examples that could assist their child with getting ready for the Florida Comprehensive Assessment Test (FCAT 2.0).
9	OCPS Magnet Programs	1	63	Help parents understand how magnet middle schools can help new and existing magnet students broaden their learning horizons. Students may enter new areas of study, or continue with themes they've explored in

				elementary school.
10	Annual Meeting	1	23	For parents and students to understand the foundation of Title I and the programs that will benefit the students throughout the year

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)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Value of parental involvement	1	65	Improve the ability to work effectively with
2	Building Ties Between home and school	1	65	Improve the ability of staff to work effectively
3	Parental Involvement Policies/Plans -	1	65	Reflect on the requirements for parental involvement plans
4	Communicating and working with parents	1	65	The Compact, the importance of reviewing this document during parent conferences.

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)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Lack of transportation/Work Schedules (African Americans, Spanish and Haitian Creole)	Parents are offered meetings at surrounding community centers.
2	Lack of knowledge/interest in the educational process (African Americans, Spanish and Haitian Creole)	Provide sufficient staff/aids for translation services
3	Parents do not know how to help their child (African Americans, Spanish, Haitian Creole and Whites)	Provide parent information at meetings and on school website on helping their child at home
4	Phone Accessibility (African Americans, Spanish, Haitian Creole and Whites)	Provide written communication

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)

count	Content/Purpose	Description of the Activity
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