

HAWTHORNE MIDDLE/HIGH SCHOOL Title I, Part A Parental Involvement Plan

I, Elizabeth Hartwell, 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: Hawthorne Middle High School faculty and staff strive to provide a variety of opportunities for parents to involve themselves in their child's education. Parental involvement is a vital part of student success. We work to create partnerships among the school, families and the community to help all students reach high levels of academic and social achievement.

Review Rubric:

Mission statements are written concisely, free of jargon, and parent-friendly and inspire stakeholders to be involved and supportive of the program. Strong mission statements include:

- Explanation of the purpose of the parental involvement program;
- Description of what will be done; and
- Description of the beliefs or value of the LEA.

Review Status: Adequate

Review Comments:

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: Hawthorne Middle High School will provide an array of opportunities to involve parents in an organized, ongoing and timely manner, in the planning, review and improvement of Title I program. Parents will be invited to participate in the planning and organizing of all Title I programs including the allocation of funds for parental involvement activities. A variety of survey instruments, parent meetings, newsletters and other activities will be used to solicit input from parents regarding the implementation of the Title I program and how Title I funds are spent. Additionally, parents will be given opportunities to provide input at the Title I annual meeting, parent conferences and SAC meetings. Input will be documented through various ways including but not limited to minutes and evaluations. Parents will be invited to serve on SAC committees that help organize the different programs offered.

Review Rubric:

Strong responses include:

- Identification of the group responsible for the development, implementation and evaluation of the plans;
- Description of the procedures for selecting members of the group;
- Explanation of how the input from parents will be documented; and
- Description of the process and involvement of parents in the development of required plans; and
- 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)].

Review Status: Adequate

Review Comments:

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
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1	Title I	Specific activities pertaining to how parents can help their children at home will be implemented every semester.
2	Title III and ESOL	Quarterly English Language Learner (ELL) reports will be printed and school staff notified regarding all ESOL students on campus. School information will be sent home to ESOL families in their native language as applicable.
3	Migrant	Families of migrant students will be invited to participate in all school and parent involvement activities. School information will be sent home to ESOL families in their native language as applicable.
4	Title X: McKenney-Vento	McKenney-Vento students will be identified during registration. Parents will receive assistance from school staff on completing appropriate paperwork to be submitted to the Homeless Education Coordinator.
5	Violence Prevention Programs	Bullying prevention and sexual harassment prevention programs are administered throughout the year by the guidance counselor and/or dean. Information will be sent home to families and parents are encouraged to attend as applicable.
6	Career and Technical Education	Career and Technical Education programs are administered throughout the year by the Career and Technical Education teacher. Information will be sent home to families and parents are encouraged to attend as applicable.
7	Job Training	Job Training is provided throughout the year under the Exceptional Students Education (ESE) department. Information will be sent home to families as applicable. Parents are encouraged to ask questions and support their child during this opportunity.

Review Rubric:

Strong responses include:

- Identification of the specific federal programs; and
- Description of how the programs will be coordinated.

Review Status: Adequate

Review Comments:

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	Complete and submit pre-approval paperwork for Annual Parent Meeting	Title I Lead Teacher	September 2016	Signed pre-approval form
2	Plan for and discuss information pertaining to Annual Parent Meeting	Faculty, Staff and Administration	September 2016	Minutes of meeting
3	Notification of Annual Parent Meeting	Executive Assistant	September 2016	Copies of notifications
4	Prepare handouts for Annual Parent Meeting	Title I Lead Teacher	September 2016	Agenda, sign-in sheet signatures and completed parent survey evaluations

5	Prepare sign-in sheets for Annual Parent Meeting	Title I Lead Teacher	September 2016	Agenda, sign-in sheet signatures and completed parent survey evaluations
6	Prepare parent survey evaluations for Annual Parent Meeting	Title I Lead Teacher	September 2016	Agenda, sign-in sheet signatures and completed parent survey evaluations
7	Prepare agenda for Annual Parent Meeting	Title I Lead Teacher	September 2016	Agenda, sign-in sheet signatures and completed parent survey evaluations
8	Create power point for Annual Parent Meeting	Title I Lead Teacher	September 2016	Agenda, sign-in sheet signatures and completed parent survey evaluations
9	Purchase and prepare refreshments for Annual Parent Meeting	Title I Lead Teacher	September 2016	Agenda, sign-in sheet signatures and completed parent survey evaluations
10	Conduct Annual Parent Meeting	Title I Lead Teacher	September 2016	Agenda, sign-in sheet signatures and completed parent survey evaluations

Review Rubric:

Strong responses include:

- Identification of specific activities or tasks;
- Identification of the person(s) responsible for completing the task;
- Reasonable and realistic timelines; and
- Description of the evidence the school will use to demonstrate the effectiveness and/or completion of the activity/task.

Review Status: Adequate

Review Comments:

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: Times and dates of parent meetings at Hawthorne Middle High School will be based on input from parents. The meetings will be offered at flexible times throughout the school year such as before and after school, conference days and by appointments to accommodate parents' schedules.

Review Rubric:

Strong responses include:

- Description of the process the school will use to ensure that workshops/meetings are offered at a flexible times; and
- Specific examples of the flexible schedule offered to parents.

Review Status: Adequate

Review Comments:

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	Reading Night and Data Chats for Parents	English Department, Administration, FCIM Coordinator and Title I Lead Teacher	Improve ability of parents to help their child with reading as well as understand student planners and conduct data chats and set goals at home to increase academic achievement at school	October 2016	Agenda, sign-in sheet signatures and completed survey evaluations
2	Math and Electives Night for Parents	Mathematics and Electives Departments, Administration, FCIM Coordinator and Title I Lead Teacher	Improve ability of parents to help their child with mathematics and applicable elective courses at home to increase academic achievement at school	January 2017	Agenda, sign-in sheet signatures and completed survey evaluations
3	Social Studies and Science Night for Parents	Social Studies and Science Departments, Administration, FCIM Coordinator and Title I Lead Teacher	Improve ability of parents to help their child with science and social studies at home to increase academic achievement at school	March 2017	Agenda, sign-in sheet signatures and completed survey evaluations

Review Rubric:

Strong responses include:

- Description of the content and type of activity including the following: o The state's academic content standards and state student academic achievement standards, State and local assessments including alternative assessments, Parental involvement requirements of Section 1118, and How to monitor their child's progress and work with educators to improve the achievement of their child;
- Identification of the person(s) responsible;
- Correlation to student academic achievement;
- Reasonable and realistic timelines; and
- Description of the evidence the LEA will use to demonstrate the effectiveness and/or completion of the activity/task

Review Status: Adequate

Review Comments:

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	Review and Discuss Parent Involvement Plan	Administration and Title I Lead Teacher	Improve ability of staff to work effectively with parents by increasing parent involvement and student academic achievement	August 2016	Agendas, sign-in sheet signatures, evaluations and minutes
2	Review and Discuss Home-School Compact	Administration and Title I Lead Teacher	Improve ability of staff to work effectively with parents by increasing parent involvement and student academic achievement	August 2016	Agendas, sign-in sheet signatures, evaluations and minutes
3	Review and Discuss Parent Resource Area	Administration and Title I Lead Teacher	Improve ability of staff to work effectively with parents by increasing parent involvement and student academic achievement	August 2016	Agendas, sign-in sheet signatures, evaluations and minutes
4	Review Modules 1-4 of Parent Involvement	Administration and Title I Lead Teacher	Improve ability of staff to work effectively with parents by increasing parent involvement and student academic achievement	August 2016	Agendas, sign-in sheet signatures, evaluations and minutes

Review Rubric:

- Content and type of activity including the following: Value following:
 - Valuing of parental involvement,
 - Communicating and working with parents,
 - Implementation and coordination of parental involvement program,
 - Building ties between home and school,; and
 - Cultural sensitivity;
- Identification of person(s) responsible;
- Correlation to student academic achievement;
- Reasonable and realistic timelines; and
- Description of the evidence the LEA will use to demonstrate the effectiveness and/or completion of the activity/task.

Review Status: Adequate

Review Comments:

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 parent resource area, located next to the guidance counselor's office, will provide an outstanding resource for parents. The parent resource area will be indicated on a school map posted in the front office. Hawthorne Middle High School will

continue to develop the parent resource area, purchasing books and materials as needed. Hawthorne Middle High School will encourage parents to check-out materials as well as provide assistance on how to use and understand the materials as needed.

Review Rubric:

Strong responses include:

- Identification of the type of activity;
- Specific steps necessary to implement this activity;
- Person(s) responsible;
- Timeline; and
- Description of the evidence the school will use to demonstrate the effectiveness and/or completion of the activity/task.

Review Status: Adequate

Review Comments:

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: An overview of the Title I program is completed at the beginning of the school year. In addition to providing parents with an overview of the Title I program, we also avail to parents the district and school parent involvement plans, the home-school compact and The Right to Know (A Parent Guide To The No Child Left Behind Act 2001) to assure parents have knowledge of the Title I program. During various meetings and times, such as Title I meetings, parent meetings and SAC meetings, our curriculum programs are described along with our student assessment program. Students' assessments will be discussed with parents using report card and progress reports. Parents have ample opportunities besides the regular scheduled parent meetings to provide input on ways to enhance their child academic performance and they feel comfortable in doing so without reservations. Parents whom transport their child to and from school use that time to address their concerns with the school without reservations as well.

Review Rubric:

Strong responses include:

- Process for providing information to parents;
- Dissemination methods;
- Reasonable and realistic timelines for specific parent notifications; and

- Description of how the school will monitor that the information was provided.

Review Status: Adequate

Review Comments:

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: At Hawthorne Middle High School parents are encouraged to participate in all school activities. At least one parent involvement activity is scheduled per semester. Parents are notified of activities through our school newsletter, e-mail, phone-homes and messages on the marquee in front of the school. Trans Act can be utilized in translating informational documentation when needed. Quarterly reports of ELL enrollment will document fluctuations in school population to ensure that information is provided in a language parents can understand.

Review Rubric:

Strong responses include:

- Process the school will use for translating information into a parent's native language;
- Description of how the school will ensure that parents with disabilities will have access to parental involvement activities and/or services;
- Description of how the school will ensure that information is available to parents considering the fluctuating student populations;
- Specific languages in which information will be provided; and
- Process the school will use to monitor that schools provide information to parents in a language they can understand, if feasible.

Review Status: Adequate

Review Comments:

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:
X Not Applicable

Review Rubric:

Strong responses include:

- Identification of the activity which may include the following:

- Involving parents in the development of staff training, providing literacy training, paying reasonable and necessary expenses to conduct parental involvement activities, training parents to help other parents, adopting and implementing model parental involvement programs, organizing a local education agency parent advisory council, and/or developing roles for community organizations and/or business in parental involvement activities;
- Description of the implementation strategy;
- Identification of person(s) responsible;
- Correlation to student academic achievement; and
- Reasonable and realistic timelines.

Review Status:

Review Comments:

Upload Evidence of Input from Parents

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

[Uploaded Document](#)

Review Rubric:

Review Status: Adequate

Review Comments:

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](#)

Review Rubric:

School-Parent Compact must include the following components:

- Description of the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State's student academic achievement standards;
- Identification of ways parents will be responsible for supporting their children's learning (for example, monitoring attendance, homework completion, or television watching; volunteering in their child's classroom; and participating as appropriate in decisions relating to the education of their children and positive use of extracurricular time); and
- Highlight the importance of communication between teachers and parents on an ongoing basis through, at a minimum: parent-teacher conferences in elementary schools, at least annually, during which the compact will be discussed as it relates to the individual child's achievement; Frequent reports to parents on their child's progress; and Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and

- Evidence that parents were involved in the development/revisions to the compact [Section 1118(d), ESEA].

Review Status: Adequate

Review Comments:

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](#)

Review Rubric:

Review Status: Adequate

Review Comments:

createDate	modifyDate	comment
5/25/2016 11:59:13 AM		need to upload parent input regarding HSC; uploaded input reflected PIP input

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	Annual Meeting	1	24	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
2	Reading Night and Data Chats for Parents	1	18	Improve ability of parents to help their child with reading as well as understand student planners and conduct data chats and set goals at home to increase academic achievement at school
3	Math and Electives Night for Parents	1	6	Improve ability of parents to help their child with mathematics and applicable elective courses at home to increase academic achievement at school
4	Social Studies and Science Night for Parents	1	5	Improve ability of parents to help their child with science and social studies at home to increase academic achievement at school

Review Rubric:

Strong responses include the content and type of activity, number of activities, number of participants, and the correlation to student achievement.

Review Status: Adequate

Review Comments:

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	Review and Discuss Parent Involvement Plan	1	20	Improve ability of staff to work effectively with parents by increasing parent involvement and student academic achievement
2	Review and Discuss Home-School Compact	1	20	Improve ability of staff to work effectively with parents by increasing parent involvement and student academic achievement
3	Review and Discuss Parent Resource Area	1	20	Improve ability of staff to work effectively with parents by increasing parent involvement and student academic achievement

4	Review Modules 1-4 of Parent Involvement	1	20	Improve ability of staff to work effectively with parents by increasing parent involvement and student academic achievement
5	Review and Discuss Student Planners	1	20	Improve ability of staff to work effectively with parents by increasing parent involvement and student academic achievement

Review Rubric:

Strong responses include the content and type of activity, number of activities, number of participants, and the correlation to student achievement.

Review Status: Adequate

Review Comments:

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	parents that are incarcerated	offer follow ups for parent involvement activities that took place during the incarceration time period

Review Rubric:

Strong responses include:

- Identification of barrier which hindered participation by parents in parental involvement activities (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); and
- Description of how the LEA will use the information gathered from the evaluation to design strategies for more effective parental involvement policies described in Section 1118.

Review Status: Adequate

Review Comments:

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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Review Rubric:

Activities described in this section should be correlated to student achievement and include sufficient detail that another LEA or school could use the information to develop a similar program.

Review Status:

Review Comments:
