

## MEADOW WOODS MIDDLE Title I, Part A Parental Involvement Plan

I, Marisol Mendez, 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

10/5/15  
Date Signed

### Mission Statement

Parental Involvement Mission Statement (Optional)

**Response:** Meadow Woods Middle School's mission is to lead our students to success with important partnerships that include the support and involvement of our families and the Meadow Woods community.

### 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:** Meadow Woods Middle School has an active School Advisory Council/Title 1 Parent Committee who meet on the first Tuesday of every month in the late afternoon/evening. The School Advisory Council/Title 1 Committee is composed of parents, faculty, staff and administration. Our SAC/Title 1 group is the committee who develops, implements, and evaluates the PIP and school Compact. Parents participate in the development of the Title I budget through participation in SAC. Parental Involvement will be documented through sign-in sheets, minutes and agendas of the SAC/Title 1 meetings.

## 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	McKinney-Vento	Services/materials as needed for families experiencing homelessness
2	Title 1	Academic Tutoring Services (ATS) we use before school (every day) and after school (Monday thru Thursday)
3	Title 1	Extended Time in the Media Center before school every day.

## 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	Title 1 Annual Meeting agenda developed	Principal/Title 1 Coordinator	1 week prior to meeting	Handouts created/Timeline
2	Title 1 Annual Meeting date on School marquee	Assistant Principal	1 week prior to meeting	Number of participants
3	Information flyers sent home to families	Principal/Title I Coordinator	1 week prior to meeting	Flyer/Number of participants
4	Prepare handouts (agenda, PIP, school Compact)	Title 1 Coordinator	1 week prior to meeting	Number of participants
5	Prepare and print sign-in sheets	Title 1 Coordinator	1 week prior to meeting	Number of participants
6	Have agenda/handouts, information on SmartBoard presentation	Title 1 Coordinator	1 week prior to meeting	Number of participants
7	Title 1 Annual Meeting	Principal/Title 1 Coordinator	completed by Sept 10, 2015	Number of participants

## 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:** Meadow Woods Middle School will coordinate with neighboring schools and organizations to offer flexible meeting locations for SAC/Title 1/PTO/MPLC meetings, if desired by participants. Also we may offer, depending on need - childcare, translations and finger food. Parent and community members will have input on best times to meet throughout the year.

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## 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	Title 1 Annual Meeting	Principal/Title 1 Coordinator	Provide information to parents concerning Title 1 and how to help their children	September 8, 2015	Number of participants/sign-in sheets
2	Open House	Principal/Administrators	Provide academic information and how parents may assist their children	October 15, 2015	Number of participants/sign-in sheets
3	SAC/Title 1 meetings	Principal	Provide information to parents on expectations and how parents can help their children.	Sept. 2015 - June 2016	Number of participants/sign-in sheets
4	Hispanic Heritage Night	Principal/CCT	Provide Hispanic culture information and share it with our school and families	October 29, 2015	Number of participants/sign-in sheets
5	Teach-In	Principal	How parents can help their children by sharing their work experiences	November 18, 2015	Number of participants/sign-in sheets
6	Holidays Around the World	Principal/CCT	Increase the level of involvement of parents/families	December, 2015	Number of participants/sign-in sheets
7	Winter Music Enrichment	Principal/Administrators	Provide parents/families with musical enrichment	December, 2015	Number of participants/sign-in sheets
8	Family Literacy Night	Principal/Literacy Coach	Provide literacy experiences for families	January, 2016	Number of participants/sign-in sheets
9	Black History Night	Principal/Administrators	Increase the level of involvement of parents/families	February, 2016	Number of participants/sign-in sheets

10	Math/Science Night	Principal/Math and Science Coaches	Provide math and science experiences for parents/families	February 25, 2016	Number of participants/sign-in sheets
11	Incoming 6th Grade Student/Parent Information	Principal/Counselors	Provide parents and students information concerning our school	May, 2016	Number of participants/sign-in sheets
12	Spring Music Enrichment	Principal/Administrators	Provide parents/families musical involvement	May, 2016	Number of participants/sign-in sheets

## 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	Parental Involvement Training using Orange County Public Sch district training modules	Principal/Title 1 Coordinator	Improve the ability of staff/faculty to work effectively with parents.	October 2015 - June 2016	Staff reflections/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:** 1. The Title 1 Coordinator will have relevant materials concerning our school available for parents to read in a notebook at the Front Desk of the Main Office.

2. Monthly parent activities will have many varied opportunities to support parents with information on how parents may assist their children.

3. The Parent Academy is a district-wide (OCPS) resource that our school uses to assist with information and training for our parents. Events are offered throughout the school year at varied district locations.

## 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:** Notification of school events and activities are disseminated via our school's website and website newsletters, the school marquee, flyers, and the ConnectED Messenger System, at least a week before an event. Translation is provided for school-generated information. Translators are available upon request for conferences and meetings and at all school-wide parent events. Parents are encouraged also to check their children's grades daily via the Parent Access Portal (ProgressBook) which is discussed at parent meetings, listed on school communication and our school website. Reports are generated by the parent portal and ConnectED messenger systems. Parents at any time may schedule parent conferences with their students' grade level guidance counselors and/or administrators.

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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:** All school written information is translated into the predominant languages of our parents and ELL group, and if requested, may be available in other languages. Translators are available at every school function and throughout the entire school offices, with advance notice of need of other than Spanish. Due to parents and students who are deaf with PRIOR notice a sign language interpreter will be present. (The predominant languages provided for are English and Spanish.) Parents and students with physical disabilities are assisted on campus by professional paras, use of the elevator for second floor classes and volunteers.

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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	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Trainings during SAC meetings of parents involving other parents	Principal/Administrators	Parents will be more involved in their children's academic achievement if the parents are involved in the school	September 2015 - June, 2016

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