## HARNS MARSH MIDDLE SCHOOL Title I, Part A Parental Involvement Plan

I, Mrs. Linda Maere , 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)

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| **Response:** Every Student, Every Day Gains Knowledge |

**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 [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

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| **Response:** Parents will become involved in the development, implementation, and improvement of Title I programs through various activities throughout the academic year including, but not limited to, School Advisory Council (SAC) meetings and Parent Surveys. Parents will be encouraged, and invited to participate in these events via school newsletters, school website, flyers, ParentLink messages and marquee postings. All printable and telecommunicated parent communications are provided in bilingual format (e.g., English and Spanish), in other languages (e.g., Haitian-Creole) if requested. Parents will be encouraged to provide valuable feedback in the decision-making process of allocating funds for parent involvement activities if they are involved with the SAC committee. Parental input will be collected and analyzed annually via parent surveys, school events, and Google forms. Parents will be informed of the committee progress during our SAC monthly meetings. All documentation, such as agenda, sign-in sheets, and meeting minutes, will be maintained in the Title I Tool Kit.  |

**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)].

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| **count** | **Program** | **Coordination** |
| 1 | Chromebook Night | Provide information on expectations and how parents can help their children  |
| 2 | Guidance Night/ Bully Prevention | Provide information to parents on the 7 habits of a successful teen and how they can help their child incorporate that into their life  |
| 3 | Math Night/ ALEKS | Provide information on expectations and how parents can help their children  |
| 4 | Annual title 1 Meeting  | Provide information to parents about Title I and on expections and how parents can help their children  |
| 5 | SAC monthly meetings  | Increase the level of involvement of parents to become active in the decisions made at the school  |
| 6 | Close Read Night | Provide information on expectations and how parents can help their children  |
| 7 | Internet Safety | Provide information on expectations and how parents can help their children  |
| 8 | 6th Grade Orientation  | Provide information on expectations and how parents can help their children  |

**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)].

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| **count** | **Activity/Tasks** | **Person Responsible**  | **Timeline** | **Evidence of Effectiveness** |
| 1 | A Title I Annual Meeting/Open House will be held at Harns Marsh Middle | Administration, Parents, School Staff, Classroom Teachers, Parent Involvement Specialist | August  | flyer, agenda, sign- in sheets, meeting minutes(summary/synopsis of parent comments and questions) Annual Title I Parent Survey |
| 2 | parent will review the parent compact  | Administration, Parents, School Staff, Classroom Teachers, Parent Involvement Specialist | August  | flyer, agenda, sign- in sheets, meeting minutes(summary/synopsis of parent comments and questions) Annual Title I Parent Survey |
| 3 | parents will have the opportunity to ask questions/make comments before signing | Administration, Parents, School Staff, Classroom Teachers, Parent Involvement Specialist | August  | flyer, agenda, sign- in sheets, meeting minutes(summary/synopsis of parent comments and questions) Annual Title I Parent Survey |
| 4 | Title I Parent Involvement power point presentation will be shown | Administration, Parents, School Staff, Classroom Teachers, Parent Involvement Specialist | August  | flyer, agenda, sign- in sheets, meeting minutes(summary/synopsis of parent comments and questions) Annual Title I Parent Survey |

**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)].

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| **Response:** Administration and staff at Harns Marsh Middle School believe that parental involvement is critical to student success. We have put into place many opportunities for parents to be involved with the school by providing a parent survey to help determine a day and time that would be feasible for our families. Due to poor attendance last year at all SAC meetings we have adjusted the time to the morning right before school to gather better attendance. Open House Orientation will be held on Saturday prior to the beginning of the school year in order to provide flexibility for parents and students to attend. The open house will be spread out over a 3 hour block which will allow parents the freedom to come and go as they choose. Translators will be available throughout the day for and communication assistance that may be needed.HMMS will offer monthly parental information meetings before and/or after school to involve parents in curriculum issues, academic achievement, review programs, and provide information about after school opportunities. Translators will be provided at each meeting if requested prior so it can be arranged. Families will be invited via ParentLink call-outs, newsletters, website, marquee postings and flyers. Monthly SAC meetings will be held in the mornings to encourage maximum parental participation and translators will be available. All SAC meeting dates will be advertised on the school website, newsletters, ParentLink, and marquee postings.  |

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Annual Title I Meeting / Open House & SAC Meeting | Administration, Teachers | Provide information to parents on expectations and how parents can help their children | August  | Agenda, Sign-in Sheets, Handouts, Evaluation Forms |
| 2 | SAC Meetings | Administration and SAC Chairs | Increase the level of involvement of parents to become more active in the decisions made at the school. | On-going | Flyers, Agenda, Handouts, Sign-in Sheets, Evaluation  |
| 3 | Close Read Night | Administration/Teachers | Provide information to parents on expectations and how parents can help their children | Once a year | Flyers, Agenda, Handouts, Sign-in Sheets, Evaluation Forms |
| 4 | Math/ ALEKS Night | Administration/Teachers | Provide information to parents on expectations and how parents can help their children. | Once a year | Flyers, Agenda, Handouts, Sign-in Sheets, Evaluation Forms |
| 5 | Chromebook Nights | Administration/Teachers | Provide information to parent on the program and how it can benefit their student. | Once a year | Flyers, Agenda, Handouts, Sign-in Sheets, Evaluation Forms |
| 6 | Internet Safety Night | Administration/ Teachers | Provide information to parent on the program and how it can benefit their student. | Once a year | Flyers, Agenda, Handouts, Sign-in Sheets, Evaluation Forms |
| 7 | 6th Grade Orientation  | Administration/Teachers | Provide information to parent on the program and how it can benefit their student. | Once a year in August | Flyers, Agenda, Handouts, Sign-in Sheets, Evaluation Forms |
| 8 | Guidance/Bully Prevention Nights | Administration/Teachers | Provide information to parents on the 7 habits of a successful teen and how they can help their child incorporate that into their life. | Once a year  | Flyers, Agenda, Handouts, Sign-in Sheets, Evaluation 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)].

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Technology Training for Chromebooks | Chromebook Team | Teachers will be trained on how to maintain individual teachers to keep parents informed about class work and homework. | August - ongoing | Presentation notes, in-service records, agenda |
| 2 | Title I training | Administration / staff | Teachers will be trained on the specifics of Title I and what it means for parents, students and educators.  | August – ongoing | Presentation notes, in-service records, agenda |
| 3 | Newsletter articles with research-based parent involvement articles | Administration / staff | Research based news articles will be distributed to teachers through the school newsletter to further educate teachers on effective ways to communicate and work together with parents to further their child’s education. | August - ongoing | Presentation notes, in-service records, agenda |
| 4 | Volunteer training | Parent Liaison | Improve the ability of teachers to work with volunteers to increase student achievement. | August, ongoing | Presentation notes, in-service records, agenda |
| 5 | Faculty trainings  | Administration / staff | Demonstrate and train faculty to effectively use the Parentlink system and teach them why it is a relative and useful way to communicate with parents. | August, ongoing | Presentation notes, in-service records, agenda |
| 6 | ParentLink Training | Administration/ staff | Teachers will be trained on how to maintain individual teachers to keep parents informed about class work and homework. | August, ongoing | Presentation notes, in-service records, agenda |

**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)].

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| **Response:** We will enhance our family friendly school by welcoming parents and providing caring and efficient service to their needs in person and on the phone. In all areas of our school we will answer questions in a courteous manner that demonstrates our concern for them to be a partner in their child's education. We will conduct a survey in order to evaluate our success and make changes as indicated.  |

**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)].

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| **Response:** Information about the Title I program will be disseminated to parents via student's backpack as well as the Annual Title I Meeting in August. Parents will also be provided information about curriculum, academic assessments, and state expectations of student proficiency at each grade level during the Open House on the Saturday prior to the beginning of the school year, and during parental involvement workshops. Progress reports will be sent home with students as scheduled and teachers will communicate with parents through the use of ParentLink, e-mails, face-to-face, and phone contact. Sixth graders incoming to Harns Marsh Middle School will be invited to an orientation to be scheduled before the school begins to familiarize themselves with the building and expectations. Students and Parents were given dress code, school expectations, and informed about volunteer opportunities (including the SAC committee) during Open House. 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 will be provided.Any comments from parents about the Parent Involvement Plan will be forwarded to the Title I office. |

**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)].

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| **Response:** Every effort will be made to ensure that full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children are available. Harns Marsh Middle will provide interpretation and translation services as needed at workshops, meetings, and conferences and the TalkSystem will be used as appropriate. Written communications will be available in English; Spanish and Haitian Creole parents can choose their preferred language for ParentLink. We will make every effort to provide full opportunities for parents with disabilities or (when requested) those with special needs.  |

**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

**Upload Evidence of Input from Parents**

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

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| [Uploaded Document](file:///C%3A%5CUsers%5Crebeccaab%5CDownloads%5CfileUploads%5C360582_2016-2017_uploadEvidenceParentInput.pdf) |

**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.

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| [Uploaded Document](file:///C%3A%5CUsers%5Crebeccaab%5CDownloads%5CfileUploads%5C360582_2016-2017_uploadCompact.pdf) |

**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.

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| [Uploaded Document](file:///C%3A%5CUsers%5Crebeccaab%5CDownloads%5CfileUploads%5C360582_2016-2017_uploadCompactEvidence.pdf) |

## 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.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Annual Title 1 Meeting/Open House  | 1 | 657 | To increase the student's achievement. |
| 2 | Science Night | 1 | 97 | To increase the student's achievement. |
| 3 | Chromebook/ Achieve 3000 Night | 1 | 27 | To increase the student's achievement. |
| 4 | Math Night | 1 | 13 | To increase the student's achievement. |
| 5 | Guidance Night | 1 | 32 | To increase the student's achievement. |
| 6 | Student led conference  | 1 | 0 | To increase the student's achievement. |
| 7 | ELA/ Writing night  | 1 | 42 | To increase the student's achievement. |

**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)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Technology Training- OnCourse review | 1 | 80 | Technology Specialist Teachers will be trained on how to maintain individual teacher Oncourse sites to keep parents informed about class work and homework.  |
| 2 | Title I training | 1 | 80 | Teachers will be trained on the specifics of Title I and what it means for parents, students and educators. |
| 3 | Faculty trainings | 1 | 80 | Demonstrate and train faculty to effectively use the Parentlink system and teach them why it is a relative and useful way to communicate with parents. |
| 4 | Newsletter articles with research bases parent involvement  | 1 | 80 | Research based news articles will be distributed to teachers through school newsletter to furthur educate teachers on effective ways to communicate and work together with parents to further their child's education  |

**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)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | transportation | Title 1 Van will be available for our Parent Involvement Specialist to transport those parents in need of transportation.  |
| 2 | time  | We offer our family night late in the evening. |
| 3 | Parent link  | Messages regarding late buses will be delivered in english and spanish  |

**Best Practices (Optional)**

Describe the parental involvement activity/strategy the school implemented during the previous schoool year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

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| **count** | **Content/Purpose** | **Description of the Activity** |