#### **AVON PARK MIDDLE SCHOOL Title I, Part A Parental Involvement Plan**

I, Seth Lambert , 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:** Effective schools are a result of the family and the school working together to ensure that students are successful in school. At Avon Park Middle School, we are committed to working together with the home to provide a secure, nurturing environment in which all students can learn and develop to their maximum potential. This agreement is between the school and the home to work together toward one common goal . . . the success of each student. Parents are invited to be involved in partnership with Avon Park Middle School.

#### 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)].

Response: The Avon Park Middle School Advisory Council, which represents all parents of students attending the school, meets throughout the year, developing and updating the APM School Improvement Plan. Guidelines for the make-up of the SAC committee, which is comprised of parents representative of the school's demographics, are adhered to in the selection process. Parents nominate parents for the SAC positions and then those in attendance vote. The election of officers for the SAC committee were nominated and voted on. We have a DSAC representative for our school. All parents were invited via Blackboard Connect call out system and an invitation/announcement was put on school website and school social media sites for parents to attend.

Parents were also invited to attend the Title 1 annual meeting after the SAC meeting. An overview of "What is Title I?", A PowerPoint will be shown and discussed with parents in attendance at the September 12, 2016 meeting. The Home/School Compact was shared and discussed with parents. The Parent Involvement Policy was discussed. Dates were discussed and shared with parents in attendance. No further recommendations were made.

The council addresses the importance of continued and increased parent involvement in our school, incorporating it as a major objective in the plan and giving input into the development of the Parent Involvement Policy and Home/School Compact. Parents, at the May 2016 meeting, discussed and revised the Parent Involvement Policy, Home/School Compact. The input from parents at SAC meetings are documented and stored with the Title One Resource Teacher in the Title One Notebook. After revising PIP, the parents will vote to approve the Parent Involvement Plan for the school year 2016-2017 in October. Changes were made on the Home/School Compact and dates were revised on the Parent Involvement Policy; these were voted on and approved by the parents in attendance at the May 2015 meeting.

The School Advisory Committee (SAC) is involved in reviewing and planning the use of Title 1 funds. Title I funds will be used to help support and implement the School Improvement goals, a tutoring program on Tuesdays and Thursdays, professional development, and strategies voted on and approved by the SAC committee.

The revised Parent Involvement Plan will be explained and presented by the Title 1 School Coordinator to parents during the SAC meeting on October 5, 2016, and posted to our school website after the final vote to approve. Copies will be made available to parents in the front office or on the website.

Avon Park Middle School offers numerous opportunities for parents to become actively involved in their child's education. All parents are invited and encouraged to participate on the School Advisory Council, the volunteer program, and other committees and school programs designed to meet the needs of students. Title I funds are used to provide and support opportunities for parents, through workshops and other activities, to assist their child in the learning process. "Bring Your Parent to Breakfast" will be held on

September 8, 2016. Due to the success of our "Parent Social" last year, we are holding another "Parent Social" in January 2016 for parents and students to pick up and discuss their report cards. May 11, 2017, Avon Park Middle School will host its annual "Curriculum Showcase" for parents and all students to come visit the school. A "mock" day in the life of a 6th grader in all subject areas will be highlighted. We will send out paper invitations to our feeder schools to go home with their 5th grade students. That night will be advertised in the school newsletter, "The REDlines", and through the call-out system.

Our Parent/Teacher Organization (PTO) at Avon Park Middle School has grown and continues to flourish with meetings after the School Advisory Council meeting every other month. Teachers and parents continue to collect Box Tops for Education. PTO holds contests each month on who collects the most Box Tops. Parents will help during Literacy Week in January 2017, as they did last year.

## **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 IV, and Title VI [Section 1118(e)(4)].

count	Program	Coordination
1	Individuals with Disabilities Education Act (IDEA)	Supplemental instructional support provided by IDEA will be discussed with parents during the development of the student's IEP.
2	Title 1, Part C- Migrant	Provides services to migrant students and their families by helping them improve their child's academic performance, and provide health and guidance services to them.
3	Title II, Part A	Provides for teachers and administrators professional development and supports all teachers to be highly qualified.
4	Title III	Supports activities to assist students become proficient in English, supports teacher professional development in E.L.L. strategies and parent involvement and education.
5	Title 1 Part A	Title 1 A will provide funds to Avon Park Middle School to target academic assistance to all students, professional development for teachers and parent involvement activities. The grant is also the funding source for implementing the requirements of NCLB.
6	SAI (Supplemental Academic Instruction)	Supplemental Academic Instuctional funds are coordinated to provide Summer School for Level One Readers.
7	Nutrition Programs	Avon Park Middle School participates in the federal free and reduced lunch program and the free breakfast for all students program. Snacks are provided for after school tutoring programs. Summer food programs are also provided at various schools sites and community locations.
8	SAC Meetings	To be held every other month to discuss various items, such as School Improvement Plan, Title 1 monies, and items from the District meetings (DSAC).
9	PTO Meetings	To be held every other month after the SAC meetings, to discuss how to help support teachers and activities that involve the families, such as Box Tops for Education.
10	Annual Title 1 Meeting	The annual Title 1 meeting in September explained what Title 1 is and how it affects the school.

11	Title X and Title 1 A Homeless	Student Services coordinates with Title I, Part A and Title X to provide resources for students identified as homeless under the McKinney-Vento Act to eliminate barriers for a free and appropriate education (FAPE). Title X also funds a homeless advocate for homeless students.		
12	An Adult Education Program is provided at South Florida State College.  Adult Education  Numerous vocational programs, college level courses, and community interest workshops are available.			
13	AVID, Advancement Via Individual Determination, is a college system for elementary through higher education that is design school wide learning and performance and actively involves a Policymakers and school administrators now consider AVID a strategy for closing the achievement gap and making the collaccessible to all students.			
14	Exceptional Student Education	The District Advisory Council is actively involved in reviewing parent educational activities and strategies. Parents are invited and encouraged to attend these meetings.		

## **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)].

Person Evidence of Activity/Tasks Timeline count Responsible Effectiveness Develop agenda, handouts, Copies of agenda, and presentation materials that PowerPoint presentation, Administration September address the required handouts, and sign-in components. sheets. Flyer with date of Develop and disseminate August dissemination posted on Yvonne Gonzalez invitations September the school web site. Blackboard Connect5 message sent to all August/September 3 Advertise/Publicize Event Administration parents and published in ocal newspaper. Sign-in sheets for Yvonne Gonzalez/Nickie August/September Orientation will be kept in Develop sign-in sheet Manley Title 1 Notebook. Principal Seth Sign in sheets/Minutes in Lambert/Jenny Title 1 annual meeting September Title 1 Notebook Cornell

# **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:** The leadership and staff of Avon Park Middle School strongly believe in the importance of family involvement, and therefore the administration took a survey at the end of the year SAC meeting on the best times for parent meetings. Teachers are also available before and after school when requested. Parent conferences are scheduled on Monday, Wednesday, and Friday mornings primarily, but some have been held on other days to accommodate the parents.

At the last School Advisory Council Meeting in May 2016, after going over all the information with the parents in attendance, we took a vote about the number of meetings. It was voted that we keep our meetings every month for convenience. They voted to keep the time at 5:30 and incorporate any other information at that time during or after the SAC meeting.

During the January report card pick-up night, between the hours of 4:30 and 6:30 P.M., parents can pick up their child's report card or they can pick it up the next morning. If they don't pick them up during those two times, we will send home with students the following week.

## **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	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Assessments are discussed during individual conferences	Classroom Teachers	Teachers will conduct individual conferences with parents to discuss student's academic achievement, expectations, and goals for the year. This meeting will help parents monitor their child's progress and work with educators to improve the achievement of their child.	August- June	Conference Logs/Parent will have a greater awareness of the curriculum and the FSS and EOCs.
2	Progress Monitoring Plan Intervention Letter for Parents of Struggling Students	Administration	Reviewing curriculum, test scores, and ways to improve the achievement of students.		Sign-in sheets and minutes

3	Bring Your Parent to Breakfast	Faculty/CLT/Principal	To share with parents the quality of work we are expecting from our students. We invite the upcoming 5th graders to attend.	Мау	Sign-in sheets
4	Pacantiane	School Guidance Counselor/Administration/LCRT/District Psychologist	Students receive awards to celebrate accomplishments for the year.	September- June	Increase student achievement through MTSS/RTI process.
5	Report Card Night with Students and Parent	Principal/All Staff	Parents and students will meet with the staff in a non-threatening atmosphere to discuss middle school grading criteria.	January	Sign-in sheets/Number of parents in attendance
6	MTSS/RTI Meetings	MTSS team members	Involve parents in creating a plan to meet academic concerns	September- June	Sign-in sheets of Parents in Attendance.
7	Curriculum "Showcase" Night	Principal/All Staff	Parents will meet with staff in a non-threatening atmosphere.	May	Sign-in Sheet
×	SAC Meetings	Classroom Teacher/Reading Coach	their child become successful at school.	September - May	.Sign-in Sheet
ıu	FSA Award Night	Admin/ Teachers	Recognize students for outstanding achievements on FSA	September	Increase student achievement

# **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	Preschool Curriculum Leadership Team	Administration	Review data to make school wide decisions and to build parent/teacher/student relationships.	August	Observations, Progress Monitoring, and On-going Professional Development.
2	Pre-Week Faculty Meetings	Administration/CLT Members	Discuss parent contact logs, positives and negatives, discipline, and re-do policy. School Improvement and Parent Involvement Plan were discussed and revisions were made on both documents.	August	Parent Contact Logs
3	Preparation for Report Card Night	Administration	Bridging the gap between home and school to build better relationships between families and the staff at APMS. Report Cards will be passed out at this event, so parents can schedule conference/s with teachers.	August and January	Sign-in sheets of all parents in attendance
4	Preparation for Bring Your Parent to Breakfast	Administration	Bridging the gap between home and school to build better relationships between families and the staff at Avon Park Middle School.		Sign-in sheets of all parents involved.

#### 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 Avon Park Middle School staff communicates with parents/guardians via phone calls, e-mails, teacher web pages, conferences, Parent/Teacher Breakfast, Parent Social, the Curriculum "Showcase" Night, sporting events, band/chorus concerts, and student planners. Avon Park Middle School has a school website that notifies parents of upcoming events and provides links to content area resources. A monthly newsletter called "The REDlines" is sent home with students and is available in the front office for parents, as well as being on the website. The newsletter is full of upcoming events and information about Avon Park Middle School for parents and students. The newsletter is printed in English and Spanish.

Every nine weeks, progress reports and report cards go home with students, so parents without computers can keep up with student grades. The staff through conversations with parents share the Pinnacle Website, so parents can keep up with student grades and assignment due dates.

A Parent Resource Area is located in the front office where various applications and/or brochures on the Health Department-Shot Information, Sporting Schedules, Box Top Information, PTO Information, School Advisory Committee Dates, School Shirts, Free and Reduced Lunch Information, Pinnacle Access, Insurance-Florida Kids-Care, Bus Schedules, Florida Virtual School, YMCA, and 21st Century After-School Program Applications. Parents of struggling students are directed to the Title One Resource Teacher or Guidance Department for the necessary help for their student. A sign-in notebook will be located in the front office to document parent visits and items of interest to them at the time of visit. Title One Resource Teacher will be responsible/monitor the

notebook and the resource area. The Front Desk Receptionist monitors the sign-in sheet and fields questions.

Evidence of effectiveness would be the replenishing of the brochures and the number of parents we serve during the day.

#### 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:** Parents were notified by the call out system of the Title One Annual Meeting and Orientation times for Avon Park Middle School. At the annual Title One meeting of parents in September, Avon Park Middle School shared information about the Title I programs, the curriculum, and academic assessments. All notes/minutes from this meeting and all meetings will be kept in the Title One Resource Notebook.

August 8, 2016, Avon Park Middle School held its Orientation. During the classroom visits, teachers provided additional information on the subjects they teach, assessment plans, and how parents can help at home. Teachers maintained sign-in sheets and provided a copy to the assistant principal who also maintains documentation on the dissemination of information, distribution methods, and timelines.

The Blackboard Connect system is used to notify all parents in Spanish and English of upcoming events such as: 7th grade shots, Dress Code Policies at Avon Park Middle School, Report Cards going home, informing parents of important FSA testing dates, bus information, weather reports (when necessary), school start-up times and dates, holidays, early release days, and SAC/PTO meeting dates and times.

Parents that attend the SAC/PTO meetings gain valuable information about the School Improvement and Parent Involvement Plans. We share data with them about test scores and behavior issues. We ask for input from them on how we can better support them. The ELL para or other staff members are available to translate.

Parents are notified through phone calls in English and Spanish, notes in planners, progress reports, and report cards about concerns teachers might have with individual students by suggesting a parent conference. The school phone number is provided and a translator is provided upon request. The ELL Para notifies the Data Operator if

progress or report cards need to be in Spanish or English. All call-out information will be kept in the Title One Notebook in the Title One Resource Teacher/Dean's Office.

Important information is shared with the community via our school sign in front of the office. Important dates and events are posted for all to see when driving through parking lot or in front of the school.

Important information is also included in the monthly newsletter, "The REDlines", which goes home with the students and is available in the front office is in English and Spanish. All this information is shared on our school website as well.

Information is shared with parents and documented with sign-in sheets, meeting notes, and phone logs. All information is kept in the Title 1 Notebook in the Dean's 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)].

**Response:** Avon Park Middle School provides families with an interpreter for conferences and meetings. Our ELL para helps teachers communicate with parents via phone, notes, or home visits. The ELL para helps students better understand the curriculum in their native language (Spanish). The administration, with the help of the ELL para, will monitor the home languages and provide additional languages when that population percentage increases to a level that is necessary and feasible.

APMS uses the ConnectEd system, which sends out messages in English and Spanish for our non-English speaking families. The LEA's migrant recruiter will communicate with migrant families if needed.

APMS takes appropriate steps to ensure parents with disabilities have an equal opportunity to participate in and enjoy the benefits of all offered activities.

APMS has had the Home-School Compact and Parent Involvement Plan transcribed in Spanish. The District has a letter of teacher qualifications and the code of conduct transcribed in Spanish for our parent's convenience.

#### **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
11	of other parents (Section	the initial SAC	Administration and PTO President	By involving parents in SAC and PTO meetings, they will feel more comfortable with the teachers who also attend. It helps the parents communicate with the teachers about their child.	September, October, November, January, April, May
2	at a variety of times, or conducting in-home conferences between teachers or other	going progress	Guidance Dept/ESOL Para	Involve parents in their child's education.	Progress and Report Cards every nine weeks
3	Adopting and implementing model approaches to	Flyers, letters, phone calls to parents notifying them of "Bring Your Parent to Breakfast" event.	Administration	Bridging the gap between home and school by having parents meet teachers in a non- threatening atmosphere.	September

# **Upload Evidence of Input from Parents**

Upload evidence of parent input in the development of the plan. <u>Uploaded Document</u>

# **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	Assessments are discussed during individual conferences	100	10	Teachers will conduct individual conferences with parents to discuss student's academic achievement, expectations, and goals for the year. This meeting will help parents monitor their child's progress and work with educators to improve the achievement of their child.
2	Bring Your Parent to Breakfast	1	180	Parents will meet with staff in a non-threatening atmosphere.
3	8th Grade Awards Reception	1	180	Students will receive awards by maintaining their GPA and behavior.
4	Report Card Night with Students and Parent	1	350	Parents and students will meet with the staff in a non-threatening atmosphere to discuss middle school assessments and FCAT.
5	MTSS Meetings	40	10	Involve parents in creating a plan to meet academic concerns
6	Curriculum "Showcase" Night	1		To share with parents the quality of work we are expecting from our students. We invite the upcoming 5th graders to attend.

# **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)].

		Number of		Anticipated Impact on Student Achievement
	Preschool Curriculum Leadership Team	1	11()	Review data to make school wide decisions and to build parent/teacher/student relationships.
2	SAC/PTO Meetings	8	15	Discuss with parents the School Improvement Plan, Title 1 Plan, and the Parent Involvement Plan. Elect new officers
3	Pre-Week Faculty Meetings	6	In ( )	Discuss parent contact logs, positives and negatives, discipline, and re-do policy. School Improvement and Parent Involvement Plan were discussed and revisions were made on both documents.
4	Preparation for Report Card Night	1	1/2	Bridging the gap between home and school to build better relationships between families and the staff at APMS. Report Cards will be passed out at this event, so parents can schedule conference/s with teachers.
5	Preparation for Bring Your Parent to Breakfast	1	75	Bridging the gap between home and school to build better relationships between families and the staff at Avon Park Middle School.

#### **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	Time of Meetings	Discussed at May SAC meeting for different times that would better accommodate parents.
2	After care for small children	Offer after care for children, so parents can attend meetings.
3	Language Barrier	Offer interpreters.

# **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)

count Content/Purpose Description of the Activity