## ELECTA LEE MAGNET MIDDLE SCHOOL Title I, Part A Parental Involvement Plan

I, Scott Cooper , 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:** The mission of Electa Lee Magnet Middle School is to inspire students to reach their highest potential and to acquire a love of learning by providing an artistically enriched environment. |

**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:** · SAC (bi-monthly meetings)· Ongoing ConnectEd calls and quarterly school newsletter· Quarterly family involvement events (Parent University, etc.)· Weekly 2-way communication via website/social media.· Parental review (survey/discussion) of Title I expenditures at Title I, SAC and Parent University 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)].

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| **count** | **Program** | **Coordination** |
| 1 | Homeless | We will work with Project Heart to provide resources, school supplies and uniforms for homeless students to remain in school. |
| 2 | ESOL/Migrant | We will work with our ESOL/Migrant HSL to assist with communication, increase communication and accessiblity for non-English speaking families. |
| 3 | IDEA | We collaborate with our ESE department and ESE teachers to provide and offer supplemental instructional support for parents during the development of the students iep. |
| 4 | Title I | We will collaborate with our TI resource staff to maintain compliance and exemplary practices. |
| 5 | Technology | We will coordinate to provide additional academic resources and instructional opportunities for staff and students. |

**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 | Develop agenda and presentation that addresses the required components | Principal or designee | late August | Title I documentation  |
| 2 | Connect Ed invitations, phone calls, posted on marquee, posted on website | Principal or designee | late August | sign-in sheets, parent feedback |
| 3 | Hold meeting | Principal or designees | September 8th | sign-in sheets |
| 4 | Evaluate meeting | Principal or designee | September 2016 | 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:** · SAC meetings will occur bi-monthly in the evenings.· Parent University or other family opportunities will occur both before school, and in the evening. Other events may occur on weekends or other times, based on parent availability.· Graduation Enhancement Technician (or other staff member) will make home visits, related to parent involvement/attendance/Project Heart and other Title I program support.· Parent/teacher conferences will occur before school at 8:30am.· Plans will be made to establish community partnerships for transportation & child care. All family involvement events are family-friendly.· ELL/ESOL events are hosted in the evenings; summer enrichment program also offered during school hours. |

**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 | Open House  | staff, administration, volunteers | Parents will be informed about elective courses; Parents will learn about resources available (YMCA, AVID, signing up on Focus portal, etc.) | Fall 2016-August 6th | feedback from families, sign-in-sheets |
| 2 | Annual Parent Meeting/Title I Information Meeting | administration, 1st period teachers | Parents will learn about Title I programs, classroom expectations, and how to become involved at school | Fall 2016-September 8th | feedback from families,acknowledgement sheet to confirm the info. was shared, evaluation |
| 3 | Parent/Family University/aka FamiLEE Events | admin, staff/departments, volunteers | Parents will be informed about curriculum, academic resources, technology, enrichment activities, and more, which will enable them to provide support for their children | Quarterly (mininum) | feedback from families,sign-in sheets, surveys |
| 4 | Parent Meetings/Conferences | teachers, guidance counselor, admin, or GET | Parents will learn about their child's performance in each class and what the child needs to do in order to improve his/her grade | on-going | feedback from families and teachers; documentation of students' grades, input forms or notes at conferences |

**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 | Faculty Meetings | Principal or designee | Staff will be informed about Title I services, parent involvement initiatives, the School Improvement Plan, Parent Involvement Plan, and the Title I Compact | on-going; monthly | Feedback from staff, sign-in sheets |
| 2 | Eric Jensen Book Study-Growth Mindset | All staff members | Staff will have a growth mindset about teaching students who live in poverty; Staff will learn what they can do to work with students' families | 2016-2017 school year | Moodle discussion posts and responses |

**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:** · Update front office waiting area, including "volunteer center" and resource center bulletin board.· Actively solicit parent volunteers for VIP (Very Important Parents) group aka SAC. · Provide parent chaperone opportunities for field trips.· Invite families to arts performances and showcases(music, fine arts, theater). · Provide take home resources (discussion questions, family activities) that are sent home or provided at FamiLEE Night events. · Invite parents, teachers, and students to join the Relay for Life team. · Recruit parent volunteers and support for extra-curricular sports teams(basketball, soccer, cross-country, volleyball, flag-football,etc.)· Have families help organize and chaperone after school dances. · Have families work with Student Government/PBS to plan incentives.· Invite families, students, and staff to come together for dinners, outings, or other community events.  |

**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:** We will hold a Title I Annual meeting in which we will discuss the Title I program, the curriculum and academic assessments. Parents will learn about the school wide programs, how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child. Written communication will be available in English and Spanish whenever possible. If families need information to be interpreted, it can be arranged. This includes translation services for the deaf and blind parents. We also have a Very Important Parent Group aka School Advisory Council (SAC) where families can ask questions, formulate suggestions, and gain insight about school initiatives. They can also request parent university nights if they would like to have our school teach more on a specific topic.A Parent Right to Know Letter was also sent home with students during Quarter 1. |

**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:** The school will provide opportunities for full participation in the parent involvement activities including parents with limited English proficiency, disabilities, and migratory children. The parent involvement plan is summarized on page 22 of students' agendas. It is followed by the Compact on pages 23-24, which is printed in English and Spanish. Efforts will be made to provide Written communication in English and Spanish. An ESOL Parent Information Meeting will also be hosted during the school year. Throughout the year, interpreters will be provided as requested. Information on the school website can also be translated in different languages. If other languages are needed schools can contact the TI office where a school district interpreter will provide translation options. The English Language Survey results will be used to determine the number and specific needs for translations into a language other than English. LEA and school personnel will run the Language Survey report to determine any changes based on fluctuations in student populations. American Sign Language translation will be available through coordination with Manasota Lighthouse for the Blind and Community Center for the Deaf and Hard of Hearing. Translation services will be provided as needed. The LEA has acquired Connect Ed an automated telephone service. The LEA has acquired FOCUS an online student tracking system available to parents. |

**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:

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| **count** | **Activity**  | **Description of Implementation Strategy** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** |
| 1 | Maximizing parental involvement and participation in their children’s education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)]; | GET will be conducting home visits and meeting with students and their families; Parents can also arrange parent/teacher conference or contact teachers via phone or email | Graduation Enhancement Technician, teachers | The goal is to address attendance concerns and to ensure that the student is not missing school; More time in the classroom learning should lead to increased student achievement.  | on-going |
| 2 | Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | Harvest United Church members volunteered at our Annual Parent Meeting/Back to School Night; They will also be participating at various events throughout the year such as Parent/Family University nights, student performances, etc. We are also building more community partners this year and having them share info. at different events such as Open House, Back to School Night, and at community events | Harvest United Church volunteers, community partners/volunteers, administration and staff | Students will have additional mentors and will learn about the importance of civic engagement/community involvement.  | on-going |

**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%5C189060%5CDownloads%5CfileUploads%5C410761_2016-2017_uploadEvidenceParentInput.docx) |

**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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**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%5C189060%5CDownloads%5CfileUploads%5C410761_2016-2017_uploadCompactEvidence.docx) |

## 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 | Title I Annual Meeting | 1 | 200 | Families were made aware of resources available at Lee and their rights since it is a Title I School |
| 2 | Open House | 10 | 200 | Students and their families learned about the elective courses available at our school and how to help their child be successful |
| 3 | Parent Universities/FamiLEE Events | 3 | 500 | Students had time with families to learn about resources to support academics, explored science and technology with STEAM Night, and learned about reading practices for Literacy Night |

**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 | Book Study-Teaching with Poverty in Mind | 1 | 100 | Teachers read a book and collaborated with teachers at Bayshore High School to discuss strategies for working with parents and students |

**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 | Lack of participants | Each department will host an event to spread the word in advance; increased communication using website, ConnectEd, and flyers; Having events at community locations and at different times/on performance nights |
| 2 | Language | Sending more information home 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** |