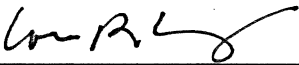


WEST HERNANDO MIDDLE SCHOOL Title I, Part A Parental Involvement Plan

I, Lori Lessley, 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)].



6-21-16

Signature of Principal or Designee

Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response:

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: 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: West Hernando Middle School convenes a monthly Title I Committee meeting. All parents are invited to become members of the Title I Committee and participation is solicited through backpack notices, and automated phone calls to the parents of every student at West Hernando Middle School. Parent membership is also recruited at Open House, Back to School Night, School Advisory Council and the Title I Annual Meeting. At these meetings, parents are participants in the planning of Title I parent involvement activities. Parent participation and input in these meetings is documented through sign-in sheets, agendas and minutes.

The Title I Committee is made up of staff and parents. All parents and community stakeholders are encouraged to participate in this committee. In addition to planning parent involvement activities, this committee receives updates on all aspects of the school-wide Title I program at WHMS. The existence of this committee and the opportunity to participate are advertised during an open house held prior to the start of the school year and a backpack notice is sent home with students during the first week of school. This notice is followed up with an automated telephone call to every parent using the Blackboard Connect system. The topics for the meetings include, but are not limited to the following:

August/September - School Grade, School Improvement Plan, Highly Qualified Staff, Ten Elements of a Title I school-wide program, the Family Engagement Team (FET), Title I Annual Meeting, The Parent Academy, and Parent Workshops planned for the school year

October - Staff Development, Parent Workshops available, Reading, Writing and Math initiatives, monitoring, student assessments

November - Title I Extended Learning, Scientifically research-based programs

January - Midyear Report, Data Analysis

February - Revision of the Title I Parent Involvement Plan, Revision of the Title I Compact, Eligibility Survey

March / April - Parent and Staff Surveys, Planning for Next Year

May - Calendar and Master Schedule, Time on Learning, Budget, Program Evaluations. At this meeting the school's Title I allocation will be available and the budget for the

coming year will be drafted, subject to review and revision by the Supervisor of Federal Programs. Priorities will be established for the use of Title I funds.

WHMS uses Title I funds to provide a full time Title I Facilitator to support school improvement initiatives, facilitate parent workshops, and enrollment in Extended Learning programs.

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	Exceptional Student Support Services	The Title I Facilitator will work with district and school-based ESE and assessment staff to ensure parents of students with disabilities are informed about Title I Part A, workshop opportunities for parents, state and local assessments and the qualifications of their child's teachers.
2	Title III ESOL	WHMS Title I staff coordinate with the ESOL teacher and ESOL para-professional to provide translation services for WHMS parents at Title I events when requested.
3	Students and Families in Transition	Title I staff coordinate with the District Homeless Liaison in accordance to the McKinney-Vento Act for the education of the Homeless Children and Youth.

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	Select a format such as whole school in classrooms	Title I Staff and Administration	No later than May of the preceding school year	Attendance Records and Event Response Forms
2	Select a date, time and location in consultation with feeder schools to eliminate time conflicts	Title I Staff and Administration	No later than May of the preceding school year	Attendance Records and Parent Response Forms
3	Publish notice to parent by backpack notice, automated telephone call, newspaper notice, marquee	Title I Staff	Within two weeks of meeting date	Attendance records will be evaluated for participation rates.
4	Prepare print materials for distribution at meeting.	Title I Staff	Prior to training staff for Annual Meeting	Parent Response Form comments reviewed for areas parents indicate a need for additional communication.

5	Meet with faculty to discuss format, procedures and expected outcomes for Annual Meeting.	Title I Staff	Within two weeks of the Annual Meeting	Faculty Training evidence will be the ERO record.
6	Teachers meet with parents in classrooms to review Title I program and parent rights	Title I Staff and Teachers	During first nine weeks of school	Agenda, Attendance Records and Parent Response Forms
7	Prepare a "Sorry we missed you" packet for each family unable to attend.	Title I Staff	Distribute during staff training	Combined total of sign-in sheet and receipts for packets
8	Distribute "Sorry we missed you" packets to teachers to be sent home in backpacks.	Classroom Teachers	Within one week of Annual Meeting	combined total of sign-in sheets and receipts for packets
9	Collect sign-in sheets after the Annual Meeting.	Title I Staff	Within three working days after the Annual Meeting	Parent Educator reviews sign-in sheets to ensure attendance was accurately recorded.
10	Follow up on parent requests and comments.	Title I Staff	Within two weeks after the Annual Meeting	Records maintained of follow-up correspondence and their results.
11	Records maintained of follow-up correspondence and their results.	Title I Staff	Within two weeks after the Annual Meeting	Attendance records will be evaluated for participation rates.

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: Parents are surveyed at the Title I Annual Meeting and through the "Sorry we missed you" packet sent home to parents unable to attend to determine the most convenient time for meetings. Title I Committee meetings and the SAC meeting are held monthly. These are held on the same evening to eliminate the financial burden on parents to attend two separate meetings. These dates and times are voted on by parents and parental preference is noted in the meeting minutes. Parents are asked about flexible time and the types of workshops they would like to see the school engage in. An Open House is held for parents in the afternoon prior to the start of school. The Title I Annual Meeting and Back to School Night is held in the evening during the first nine weeks of school for parents to learn about Title I programs and requirements. The District Family Engagement Team (FET) meets on selected Wednesday mornings throughout the school year. Additionally, the Title I Facilitator is available for evening appointments to ensure parents can access resources after regular school hours. This service is available by calling 797-7035 extension 338.

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
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1	Family Engagement Team (FET) – A bi-monthly meeting of parents from Title I schools.	District and School Title I Staff	Parents will increase understanding about the availability of such Title I services Extended Day/Year programs available to improve student mastery of skills	October, January, April	Evaluation will be conducted using the Event Response Form, Data Analysis Report and attendance data.. Success will be measured using positive parent comments.
2	Title I Annual Meeting to explain requirements of Title I Part A.	Title I Staff and Teachers	Parents will increase understanding of resources available that are funded through Title I. Parents will also receive information about Highly Qualified Status of Staff, High Quality Curriculum, Assessments and Accountability for Student Achievement.	Within the first nine weeks of each school year.	Evaluation will be conducted using the Event Response Form, Data Analysis Report and attendance data.
3	Sixth Grade Orientation to Middle School	Administration, Instructional Staff, Title I Staff	This will provide parents with important information for students transitioning from elementary school to middle school. The anticipated outcome is that parents and students should diminish adjustment issues that impact student ability to focus on academics during the first nine weeks.	May 2015	Attendance data and guidance feedback during first nine weeks.
4	Math Mania Workshop for Parents	Title I Team and Math Department	Parents will be able to support student learning through increased understanding of Florida Math Standards	Second Semester	Evaluation by parents
5	Florida Standards and Assessments Workshop for Parents	Title I Team and Assessment Teacher	Parents will be able to support student learning through increased understanding of Florida Reading and math standards and the associated assessments	First Semester	Evaluation by parents
6	Parent Academy - The Parent Academy offers digital resources aimed to help families stay engaged with their child's academic and social success.	District Team in Collaboration with School	Parents will be able to support student learning through increased access to and use of state and local resources to support student learning.	Ongoing throughout school year	Evaluation by parents
7	College and Career Readiness Expo	District Team	Parents will be supported in transitioning their students to high school and beyond	October 25, 2016	Evaluation by parents

8	Technology Test Drive - Web-based Resources for Parents	District Team and WHMS Staff	Parents will be able to support student learning through increased awareness of no-cost resources to monitor student progress and support learning. This could include a component addressing social media and cyber security.	First Semester	Evaluation by parents
9	Overview of Guidance services and resources available including how bullying is addressed	School Staff	Parents will be able to support student learning by knowing the resources and support available through school guidance counselors	First Semester	Evaluation by parents
10	Acceleration Options	School Staff	Parents will be able to support learning and enrichment for their students by increasing awareness of and access to digital learning resources such as E-Hernando and FLVS and acceleration options.	Second Semester in preparation for course selection for the following school year and for summer enr	Evaluation by parents and enrollment data for E-Hernando and FLVS

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	Title I School-wide Program – Staff members will be trained on the Ten Elements of a school-wide program and the Title I Annual Meeting requirements	Title I Staff	Increased parent involvement should produce increased student achievement.	First nine weeks of school	Sign-in Sheets and Meeting Agenda
2	Title I Compacts Training	Title I Staff	Increase staff awareness of the importance of a strong partnership between school and home.	First Semester	Increased completion rate for Title I Compacts
3	Parent / Family Friendly Schools	Title I Staff and Families in Transition Specialist	Increase staff ability to support parents by making the school environment welcoming	First Semester	Observation by administration

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: Full-time Title I funded Facilitator will select print resources and appropriate materials to assist parents working with their children. Title I Staff will provide access to computers for parents to access student reports and progress monitoring tools available on Edline and support the preparation of bi-weekly progress reports and newsletters to keep parents informed about their child's progress and events at West Hernando Middle School. The Title I Facilitator will also be available late by appointment to provide access for parents who cannot be available during school hours. Please contact the Title I Facilitator at 797-7035 ext. 338 to make an appointment.

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: Title I Program information is provided at the Title I Annual Meeting and sent home to parents unable to attend. This includes information about the parent's right to know the highly qualified status of their child's teachers. Additional information regarding Title I funded programs and resources will be included in the bi-weekly school newsletter, Friday Fly By. Automated calls and backpack notices will be provided to alert parents to opportunities to participate in parent workshops and school-based committees such as the School Advisory Council and Title I Committee.

Curriculum information is explained at the Annual Meeting in each core content classroom. Assessments including content assessed, format and proficiency levels are explained to parents through print media sent home by backpack, at School Advisory Council meetings and parent workshops.

Parents are invited to attend monthly Title I Committee and School Advisory Council meetings to participate, as appropriate, in decisions about school budget and programs. Solicitation to participate is conducted through automated phone calls, backpack notices, the WHMS website, school newsletter and the school marquee. Additionally, parents may participate in decisions regarding their child by attending ESE annual staffing meetings for their child, and parent conferences called at the request of the parent or the teacher.

Parents not satisfied with the school-wide program are encouraged to submit their comments which will be included with the plan and submitted to the local education agency.

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: Translation to Spanish is available for general meetings, if requested, and for standardized documents such as the District Parent Involvement Plan, the School Parent Involvement Plan, and the School - Parent Compact. Parents will be informed of meetings and opportunities for involvement in a timely manner. Meetings will be publicized through the media, school parent groups, on the school website, on the school bulletin board, through school-wide automated telephone messages, backpack notices, and a bi-weekly newsletter. WHMS is an ESE cluster site serving students with both cognitive and physical disabilities. As such, the school is fully compliant with provisions of the Americans with Disabilities Act in terms of physical accessibility to all areas of the campus. Parents requiring additional assistance may call the school at 797-7035 to make arrangements for individual tours or to work with school staff when additional assistance is needed.

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)];	District Level trainings at which parents receive training about resources available through the school district and from FLDOE	District and School-based Title I Staff	Increased parental awareness of available supports	At least three times, approximately bi-monthly beginning first nine weeks.
2	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)];	Teachers are available for parent conferences before school, mid-day during planning periods. Parent workshops and meetings will be conducted in the late afternoon and early evening to accommodate parents who cannot participate during school hours.	School-based instructional staff and Title I staff	School-based instructional staff and Title I staff Increased accessibility of staff to support parents working with their children	Monthly Title I Committee Meetings, parent conferences throughout the year as requested by the teach

Upload Evidence of Input from Parents

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

[Uploaded Document](#)

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	Getting to Know FSA workshop	1	175	Parents and students attending this workshop received printed and web-based resources to help them work with their children at home to understand the new Florida Standards Assessment and the types of tasks required by the web-based assessment.
2	Open House	1	404	Face to face meeting between parents and each of their child's teachers to open communication at the start of the school year.
3	Title I Annual Meeting to explain requirements of Title I Part A	1	229	During this meeting parents were provided materials to help them increase their understanding of Title I school-wide programs: Highly Qualified Staff, High Quality Curriculum, Assessments and Accountability for Student Achievement.
4	Sixth Grade Orientation to Middle School and Parent Institute for Incoming Sixth Graders	1	231	During this workshop parents were provided important information for their child transitioning from elementary school to middle school. This workshop diminishes the adjustment issues that impact the child's ability to focus on academics during the first nine weeks.
5	Reading Rally	3	154	Parents increase understanding of Florida Reading Standards and resources available to work with their child.
6	Math Mania	1	175	Parents and students participated in hands on math application activities to increase understanding of mathematical practices and Florida Math Standards.
7	Title I Committee Meetings	10	56	Attending these meeting helped parents increase their understanding of resources available by Title I funding to the school.

Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118 (e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Title I School-wide Program – Staff will be trained on the Ten Elements of a school-wide program	1	44	By increasing staff awareness of parental involvement for Title I parents will feel more comfortable communicating their issues to administration which will improve student achievement.

2	Reaching the Millennial Parent	1	13	By increasing staff awareness of different methods for reaching out to parents, WHMS will increase parental engagement to support student achievement
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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	Timing of Meeting	WHMS will survey parents in September to ensure activities are scheduled for the accessibility of the largest number of participants possible.
2	Language	WHMS will ensure bi-lingual calls are made to notify parents of students who are enrolled in the ESOL program and the home language is Spanish.

Best Practices (Optional)

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

count	Content/Purpose	Description of the Activity
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