## HOWELL L. WATKINS MIDDLE SCHL Title I, Part A Parental Involvement Plan

I, Don Hoffman , 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:** Howell L. Watkins Middle School strives to provide parents with the social and academic skills that are necessary at home and school that will have the students college and career ready. |

**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:** 1. Parents are involved in the discussion of Title 1 funds. Their input will be documented through meeting minutes and evaluations2. The school will involve parents with the decision making process and improvement of Title 1 programs by inviting them to school meetings and getting their input. Meetings will be announced via Parent Link Call-out Systems, Marquee and school Newsletter, and social media sites, e.g. Twitter and Facebook.3. Parents will be invited to participate in school's monthly School Advisory Council Meetings. Their participation will be documented through meeting sign-ins.4. All school correspondence will be translated for parents in their native language via the school's Language Facilitator.5. Additional parent meetings will be held to discuss family involvement goals of the year, to review the School Policy Plan/ School Compact, testing data, parent training linked to improving students' achievement, and School Choice options.  |

**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 | T. Leroy Jefferson Medical Society Mentoring Program | Provides parents insight on specific skills the students will need to prepare for future medical career opportunities, also gives activities the parents can work on at home. |
| 2 | Quarterly ESOL Parent Meetings | ESOL Parent meetings include valuable information related to compliance and curriculum. In-depth information shared by reading and mathematics coaches related to the curriculum. Provide ESOL parents with hands on trainings in various educational activities. The meetings are coordinated by administrators, coaches and ESOL Contact.  |
| 3 | Monthly SAC Meetings | Served in an advisory capacity to the school, and in the development of the educational program and in the preparation and evaluation of the SIP. All SAC meetings are open to the public. Meetings are consist of principal, administrators, teachers, parents and community leaders. Empowering parents with the skills and strategies to support their children at home. |
| 4 | Pre-Med and Robotics Academy | Provides specialized opportunities for students within and outside of Howell L. Watkins attendance boundaries. The Pre-Med and Robotics Academy program allows children from a Title 1 environment to experience all the possibilities the academy program offers. The experience gives many students a nurturing environment and the opportunity to excel and master many fundamental skills need to succeed in careers in medicine and engineering. The medical program is an intensive three-year program emphasizing science, mathematics and communication skills. Our program prepares students to enter a high school medical magnet program. In the Robotics program, students design, build and test robots. Working together on guided and open-ended engineering projects. Students develop creativity and problem-solving skills along with other important mathematics and science knowledge.  |

**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 | School Family Involvement Policy | Principal and Assistant Principals | Oct-Nov (2016-2017) | Parent feedback School Effectiveness Survey |
| 2 | Upload School Improvement Plan  | Principal | September (2016) | Parent feedback School Effectiveness Survey |
| 3 | Availability of SPAR Report  | Principal | November (2016) | Parent feedback School Effectiveness Survey |
| 4 | Parents Right to Know | Principals and Assistant Principals | August (2016) | Parent feedback School Effectiveness Survey |
| 5 | School Compact | Principal and Assistant Principals | September (2016) | Number of Compacts returned |
| 6 | Parent Conferences | Guidance and Assistant Principals | Ongoing (2016-2017) | Parent feedback School Effectiveness Survey |
| 7 | Annual Meeting: inform parents, provide school's data showing proficiency levels and results  | Principal and Assistant Principals | September (2016) | Parent Survey School Effectiveness Survey |
| 8 | Advertise flier & marquee | Principal and Assistant Principal | September (2016) | Parent Survey School Effectiveness 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:** Howell L. Watkins Middle School has coordinated SAC meetings on the second Thursday of each month. This will enable parents to plan for one night per month.Principal, Assistant Principals and Safe Schools Facilitators will conduct home visits as needed.Community Language Facilitator works with parents as needed. He translates correspondence and translate within conferences when necessary.Flexible schedule of meeting times are offered to parents (mornings, afternoons and evenings). Parent meetings are conducted at various times to accommodate the needs of all parents. Flexible meetings such as, ESOL Family Night, PEG, Principal's Breakfast, Donuts with Dads and Curriculum Night. Child care service is provided for parents to attend these meetings.  |

**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 | Quarterly ESOL Parent Meetings | Administration & ESOL Contact | Strategies and Content Based Standards are covered. | Quarterly | Evaluation/Parent feedback School Effectiveness Survey |
| 2 | Curriculum Night | Administration & Teachers | Writing, Reading and Math strategies shared with parents. | September 15, 2016 | Parent feedback School Effectiveness Survey |
| 3 | PEG (Parent Education Group) | Guidance Counselor | Provides opportunities for counseling techniques for parents and students in the areas of grief, anger management, bullying, peer pressure, self-esteem, academic achievement and safety. | Ongoing | Evaluation/Parent feedback School Effectiveness Survey |
| 4 | Parent Dinner & Data Night  | Administration | Parents will review students data/performance and strategies will be suggested. | March 2017 | Evaluation/Parent feedback School Effectiveness Survey |
| 5 | Parent Teacher Conference Day | Administration/Leadership Team/Teachers | Parents will learn about their child's progress and receive training about FSA scores and the FSA test and how the class performance is preparing them for the FSA test | November 8, 2016 | Parent feedback School Effectiveness Survey |

**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 | Training - Communicating with Parents | Coaches and Resource Teacher | Strategies and communication techniques shared with staff. Provides opportunities for staff to build and maintain working relationship with parents. | September 15, 2016 | Attendance/logs & Evaluations |
| 2 | Sensitivity Training for Staff | Assistant Principal | Building relationships with teachers and parents, building this rapport will assist with enhanced student acheivement | December 8, 2016 | Attendance/logs & Evaluations |
| 3 | Family Involvement Policy | Principal | Teachers will be aware of the Policy Plan for FY' 17 | September 15, 2016 | Parent feedback School Effectiveness Survey |

**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:** The academic coaches will provide a training relevant to the standards being addressed in the classrooms. They will also provide take home resources that can be used to support their child learning while addressing the specific standards.Parents will be provided with an evaluation at the end of the activity. |

**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:** Progress Reports will be sent home every 5 weeks so that parents can remain informed about their student's academic performance, through newsletters, edline, the marquee and call outs. The student agenda and edline page will ensure parents are aware of school policies for homework and class work. Curriculum Nights are used to review curriculum, assessments and standards, so parents will have a better understanding of their children's education. The nights are facilitated by the coaches and resource teacher.Parent/teacher conferences are conducted throughout the year to inform parents about students progress. Parents are invited to the Title 1 Annual Meeting, and they are also invited to review the SIP, the Policy Plan and the School Compact; and give feedback and help make decisions. Parents receive this information about the meetings by way of the marquee, edline, and call outs. |

**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:**  |

**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

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| **count** | **Activity**  | **Description of Implementation Strategy** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** |

**Upload Evidence of Input from Parents**

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

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**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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## 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 | Curriculum Night | 1 | 230 | Improve student achievement |
| 2 | Quarterly Newsletter | 4 | 28 | Keeping parents informed regarding curriculum and other school related activities |
| 3 | Parental Pride Night | 1 | 180 | Getting parents involved & sharing resources with parents to build capacity to improve student achievement |
| 4 | Parent Teacher Conferences  | 1 | 220 | Provide an opportunity for parents to meet the teachers about their childs progress as well as receive info about the FSA scores and understand how their class is preparing them for the FSA test |

**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 | Sensitivity Training for Staff | 1 | 70 | Improving relationships with students/parents, this will bring about an increase in student achievement. |
| 2 | Training - Effective Communication | 1 | 70 | Building effective communication skills, this will help all staff members realize the correlation of being able to connect through communication with the students to increase student achievement |
| 3 | Family Involvement Policy  | 1 | 70 | Awareness and importance to abide by the plan to ensure staff members realize the correlation of a strong bond with the family and the 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)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Lunch Forms issues- due to lack of computers at home  | Newsletters in various languages, as well as the CLF reach out to out to the ESOL population invite them to come to school to use our computer labs to complete the lunch forms on line (using our computers) |
| 2 | Transportation issues for parents | Parents were recruited to pick students pick up and bring one friend or neighbor. |
| 3 | Technology Training of technology training to complete lunch forms online. | Parents were invited to attend technology training which assist them in completing the online lunch forms. |

**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** |