

**FERRELL MIDDLE MAGNET SCHOOL Title I, Part A Parental Involvement Plan**

I, Karen French, 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)

**Response:** To provide an education that enables each student to excel as a successful and responsible citizen by establishing partnerships with parents. Partnership opportunities will be comprehensive and coordinated, when appropriate, with other programs. They will include, but not be limited to, the components of successful family engagement programs contained in the National PTA Standards for Parent/Family Involvement Programs.

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**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:** Election of Ferrell Girls Preparatory Academy's (FGPA) SAC team occurs in September. Teachers and non-instructional support are nominated and elected by their peers. A recruitment letter in English and Spanish is sent home to solicit parent interest to become a SAC team member. Any parent who responds that they would like to be a part of the SAC team are placed on a ballot. During our first Conference Night on September 13, 2016, the parent SAC team members are elected by other parents. Each member is elected by the stake holder group that s/he represents.

During the SIP draft review, FGPA's academic coaches are present to address any questions or concerns the SAC team may have. FGPA's SAC team's recommendations that are then added prior to final approval of the SIP. Parent, Business Partner, and Community member's suggestions are documented in the SAC minutes. We maintain a Parent Suggestion Box in the front office which will be monitored weekly by the Lead Teacher to obtain additional recommendations.

The SAC team will make suggestions to aim significant portions of PI funds toward providing support materials for selected activities. Delivery and participation of the selected activities will be monitored by the SAC team during the year. During upcoming meetings, the SAC team will specifically examine results of the HCPS Tell survey results for Parents. Documentation will be stored in the TASK box located in the Main Office.

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## 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	Homeless Education Literacy Program Training	The Homeless Education Literacy Program works with students and parents to improve literacy at school and in the home by providing information on how to help their children. The Student Success Coach and the Guidance Counselor will coordinate efforts on behalf of the student and parent.
2	Conference Night Workshops	Each content area department (math, language arts, science, reading) offer parent training on how to help student improve learning gains. Departments will meet with Administration and Lead Teacher to determine the topics. The Lead Teacher will coordinate and advertise the topics covered by creating a flyer. The Principal will send home a parent link as a reminder.
3	English Language Learners (ELL)	The ELL staff will coordinate one annual Parent Leadership Council meetings to inform ELL parents about programs offered in the community. Information will include how to receive translation services as well as how to schedule conferences with teachers or staff. The meeting was held in conjunction with the Annual Title 1 meeting on September 10, 2016 for parents. The ELL staff will

		serve on the school's parent involvement committee. The Lead Teacher will coordinate the meetings.
4	Saturday School Enrichment Programs	In conjunction with the Saturday School Enrichment Programs offered to our students, we are offering parent workshops that focus will on issues and concerns girls face (cyber-bullying, brain development, building strong families and communities, community service, and other relevant topics). Topics for some of these Saturday workshops come from parent input during the year.
5	Curriculum Nights	At least two Curriculum Nights will be offered as a result of parent surveys. The first one is scheduled for mid October. The second will be during the Spring 2017. Parents will receive tips and tools on how to help their children at home. Each night will focus on two curriculum areas.

## 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	Develop Agenda	Principal & Lead Teacher	August 2016	Copies of Agenda, Sign-In Sheets, Parent Surveys survey
2	Develop Powerpoint	Lead Teacher	September 2016	Copy of the PowerPoint
3	Develop and Disseminate invitations to parents	Lead Teacher	September 2016	Copy of the Flyer sent home
4	Parent Link reminder	Principal	September 2016	Copy of the Parent Link text
5	Post on School Marquee	Asst. Principal	September 2016	Post on School Marquee
6	Develop Sign-In Sheets	Lead Teacher	September 2016	Copy of Sign-In Sheet
7	Distribute Title 1 & District Policy brochures to all families in attendance.	Title 1 Liaison, Teachers	September 2016	Copies of comment portion of District PIP that are returned to school & to District PI office.
8	Maintain Documentation	Title 1 Liaison	September 2016	Title 1 documentation box (TASK box) housed in the Title 1 liaison's office for monitoring purposes.
9	Title 1 Annual Mtg	Title 1 Liaison	September 10, 2016	survey results
10	Develop Survey	Lead Teacher	September 2016	copy of the 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)].

**Response:** The Instructional Leadership team, the Title I contact, SAC and PTA board have collaborated to make arrangements that will provide alternative meeting schedules for planned activities. Parent survey results were reviewed to determine the best times to hold meetings and events. Flexible meetings will be scheduled and held at various times and days throughout the school year. Most of the meetings will be held in the afternoon and in the evening. Some meetings will be offered in the morning at the beginning of Saturday Academies. A bilingual interpreter will be available at all meetings. In addition, our Parent Resource Room, Guidance Department, ELL Department, and Media Center are open every school day from 7:30-3:30 for parents to pick up or check out materials. The Academic Coaches and Instructional Support staff members are available to meet with parents until 7:30 pm during Conference Nights. The computer lab will be open to parents and students during Conference Nights. Staff is available to conduct meetings throughout the school day based on parental needs. Our social worker is also available one day a week to conduct home visits and work with parents.

2016

Tiger Cub Camp- July 27& 28, 2016 7:30AM-3:00PM

August 8- Open House/ Meet the Teacher - 1:00- 3:30 pm

September 10- Title I Annual Meeting & ELL Services 9:30 AM

September 10- Celebrate Hispanic Heritage Saturday School- 9 AM-12 PM

September 13- Conference Night- 4:30-7:00 PM- PTSA meeting, Edsby Sign Up & Help Session, Academic Tutorial Help

October 15- 10-1PM- Mother & Daughter Day

October TBD: Curriculum Night Math & Language Arts 6:00-7:30

October TBD- Fall Festival Saturday School & Sharing Data with Parents Workshop 9AM-12PM

November TBD- Family Honor Roll Breakfast- 8:00 AM

November 1 Conference Nights 4:30-7:00

December TBD- Open House

2017

February 7- Conference Night 4:30-7:00

February TBD- Family Honor Roll Breakfast- 8:00 AM

Academic Support, Helping your Child Prepare for FSA,

February TBD- FSA AIR Writing Saturday Academy 9:00 am - 12:00 pm  
Parent Workshop Topic TBD

February 18 - Father /Daughter Day Building Better Relationships

April 18 - Conference Night 4:30-7:00

April TBD- FSA Saturday Academy 9:00 am - 12:00 pm Parent  
Workshop Topic TBD

May TBD- Family Honor Roll Breakfast- 8:00 AM

May TBD- New Family Orientation

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## 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
1	Edsby training	Tech Specialist, School Champion, District	Increase parental involvement by teaching them how to check their child's progress and achievement.	Workshops Offered Every Conference Night (4x year)	survey, student scores
2	Title 1 Meeting	Lead Teacher	Inform parents of Title 1 resources available. Increased parental involvement and tips on how to increase student achievement and also provided Cornell Notes	September 10, 2016	sign in , survey

			summary.		
3	FSA AIR Parent Workshop will be conducted. Parents will receive tips, hints and strategies to assist their child in preparation for the FCAT to make gains in academic achievement	Principal, Academic Coaches	Offer FSA AIR strategies to parents so that they can provide support at home.	October 2016, February 2017	HCPS Tell Survey
4	Offer Parenting Partner workshops to provide strategies that will enhance/ improve parenting skills in support of student learning	Parent Involvement Committee	Provide Information to parents on how they can help their children in support of student learning.	September 2016- May 2017	survey, sign in sheet
5	Conference Nights will be held to reinforce the parent-teacher-student assessment partnership that will result in an increase of student achievement.	Classroom Teachers	Provide information to parents on their child's current level and develop a plan to reach their goals in order to make academic gains.	Mid- Term each quarter	sign in sheets
6	AVID Parent Nights focusing on different topics	AVID Site Team	Provide Information to parents on how they can help their children in support of student learning	Quarterly	Sign in, survey
7	Academic Support from Coaches during Conference Nights	Academic Coaches	Provide Information to parents on how they can help their children in support of student learning	Mid-Term each quarter	survey, sign in sheet
8	Data Sharing will be conducted to assist parents in understanding their student's academic achievement data.	Classroom Teachers, Academic Coaches	Increase parent/guardian's awareness of assessment tools used to monitor their student's academic progress.	September 2016	sign in sheet
9	Father Daughter Dance/ Mother Daughter Day	Lead Teacher & Guidance Counselor	Increase parent/guardian's awareness of assessment tools used to monitor their student's academic progress.	September & November 2016	sign in sheet
10	Curriculum Nights	Principal, Lead Teacher, SALs & Academic Coaches	Increase Parent Involvement. Provide assistance to help children at home.	October 2016, February 2017	sign in sheet

## 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	Creating Family Friendly Schools training will be provided	Administrators	To build a supportive environment that will improve the ability of staff to work effectively with parents.	December 2016	Survey & Sign in sheet
2	PLCs will be conducted	Grade level teams, resource teachers and administrators	Improve the ability of staff to work effectively with parents to increase academic achievement.	Each week	PLC log
3	Edsby Training/ iPad Training	Technology Specialist, Edsby Champion	Increase communication between staff and parents; provide updates on school activities in support of student learning.	August-October	Teacher websites
4	Conduct book studies, readings, activities and discussions on how to increase parental involvement in the school setting	Grade level teams, resource teachers and administrators	Improve the ability of staff to work effectively with parents to increase academic achievement.	October - May	Participant feedback
5	Student Led Conference Training	Lead Teacher	Increase parent/guardian's awareness of assessment tools used to monitor their student's academic progress.	September 2016-May 2017	Sign In Sheet

## 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:** Our school has a resource center where parents can go to learn how to type, create a resume and other important skills needed to maintain a job. A parent involvement liaison will be available to assist parents when they visit the center. The resource center is located near the Guidance Office and contains a wide range of information for support and opportunities for our students and families. Based on parent input and suggestions from last year, we are continuing our Father Daughter Dance and Mother Daughter Day and adding in another family day with an emphasis on building better relationships. We will use survey results to create Parent Workshops to be held in conjunction with student Saturday Schools from September through May. Parent sign-in/comment sheets will be collected weekly and filed in the TASK box after attendance and comments are reviewed.

## 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:** We will send out letters, flyers, and invitations to our parents to encourage them to attend all informational meetings. Our PTSA Executive Board will be working to develop a website that will submit information about upcoming activities as well as informational meetings that may be of interest to parents. Teachers will utilize conference nights to inform parents about special services such as tutoring. The office will also keep updated information in our Parent Involvement Area which will include a calendar of upcoming events. All written information will be sent home in both English and Spanish no later than 7-10 days prior to a meeting or activity. The Parent Liaison and the School Leadership Representative will form a committee of parents and teachers to work together to create activities and information to share with parents.

Parent surveys will be issued at the end of many activities and meetings to allow parents to give feedback on how well we are working to make our school a Family Friendly School. A more accessible informational center will be organized in our office to welcome parents and to offer information about our school and services in the surrounding community. Parents will be informed through informational meetings about all assessments that our students will take. Bilingual speakers will be available to assist parents who speak little or no English. Parent Link will be used to remind parents about upcoming meetings and activities. The school marquee will continuously display information about important dates, information, and announcements.

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## 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:** Our school will provide full opportunities for participation using multiple facets of communication. All information will also be available in Spanish and Haitian Creole. Monthly newsletters will be sent out with information from each grade level, content area, and much more. Parent Link will be used for each parent involvement event and to share any other important/time sensitive information that needs to be delivered. Also, fliers will be sent home with students two weeks prior to an event. In addition, we have an ELL resource teacher that will plan and hold an initial ELL meeting for parents that have students with limited English proficiency. Important school information about uniforms, behavior plans, conference structures, and communicating with teachers



will be discussed. Spanish and Haitian Creole information will be provided and translators will be available for conferences regularly. A sign language interpreter will also be available to assist if needed. Meetings will be held in readily accessible areas that do not require going up stairs. Telephone calls will be made if a parent is unable to attend a meeting because of their impairment.

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## 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	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)];	Various trainings will be held at different times and days to allow times that will work better for parents.	Principal and Parent Involvement Committee	Increased parental involvement, will increase student achievement.	September 2016- May 2017
2	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Community members and business partners will be invited to become involved in the implementation of school improvement strategies.	SAC, PTSA, and Administration Team	Improved relationships with these groups will lead to increased student achievement.	September 2016- May 2017

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## Upload Evidence of Input from Parents

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

[Uploaded Document](#)

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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.

[Uploaded Document](#)

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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.

[Uploaded Document](#)

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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.

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	August 15- Transition to Middle School/ Tiger Cub Camp- August 15, 2015 9 AM-12PM	1	73	Increase the comfort level of incoming 6th grade students by targeting the areas that cause the most stress. Teaching organizational and study skills to encourage student success.
2	August 16- Open House/ Meet the Teacher ñ 1:00- 3:30 pm	1	472	Increase parent involvement and student achievement by providing resources to assist parents in helping their daughters
3	September 24- SAC Elections during Conference Night	3	11	Increase parent involvement, parent input with school goals, and decisions with how SAC funds spent.
4	Conference Nights- 4:30- 7:00 PM-	2	859	Increase parent involvement and student achievement by providing resources to assist parents in helping their daughters
5	September 25- 6 PM- AVID Induction Night and Family Event	1	53	Increase parental involvement, celebrate academic success, and inform parents of progress and academic points.
6	September 28- Title I Annual Meeting & ELL Services 10:00 AM	1	87	Informational meeting given about Title 1 programs, LEA services, parent involvement opportunities, and family academic opportunities.
7	Saturday Schools	8	695	Students receive academic support and enrichment through themed interdisciplinary lessons. Parents and faculty can attend various workshops (cyber-bullying, safety, community service, etc.)
8	PTSA Meetings	3	28	Increase parent involvement, parent input with school goals, and decisions with how to best support student achievement and celebrating success.
9	SAC Meetings	3	11	Increase parent involvement, parent input with school goals, and decisions with how SAC funds spent.
10	October 3- Father/ Daughter Dance- 4:45- 6:00 PM	1	110	Increase parental involvement, help parents better understand their daughters and learn how to support them academically
11	Family Honor Roll Breakfasts	6	724	Increase parental involvement, celebrate academic success, and inform parents of progress and academic points

12	November 16-Mother Daughter Workshop and Tea- Building Better Relationships- 10AM-12PM	1	125	Increase parental involvement, help parents better understand their daughters and learn how to support them academically and emotionally.
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## 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	During 2 of our faculty meetings the APC and Edsby champion teacher demonstrated best practices	2	40	Communicating with parents early on in the grading period allows parents to assist students at home in completing work and turning it in on time. Also, if there are any issues going on at home that the teacher needs to be made aware of; reaching out helps build better relationships for better communication
2	Edsby Training	2	40	Increase methods of communicating with students and parents on the success and concerns of the student achievement in each class.

## 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	As a magnet school we serve students in 52 different zip codes. Some of our families have transportation challenges and others must travel over an hour to get to the school	We will continue to send home surveys to receive feedback from families on ways to best serve them. we will also schedule activities both during the week and on Saturdays to accommodate different work schedules. Meetings and activities will be set - up both during and after school to allow flexibility for parents and their schedules. A suggestion will be made to offer activities off campus and in a public library in the communities we serve.

## 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
1	Increasing Parent Participation	For the 3rd year in a row this event has been a huge success involving parents in school activities. Several parents attend