

L C SWAIN MIDDLE SCHOOL Title I, Part A Parental Involvement Plan

I, James Thomas , do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Assurances

- The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
- Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1118(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].

Signature of Principal or Designee

Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: L. C. Swain is dedicated to improving the educational opportunities for all students by increasing parental and community involvement in the educational process. Our goal is to increase the percentage of students considered high school ready by providing effective and relevant instruction to meet the needs of all students in a safe and supportive 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 [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

Response: Parents are strongly encouraged to be active in the decision making process as stakeholders at

L. C. Swain Middle School via the School Advisory Committee (SAC). All parents are invited to be active participants in SAC. The parents who attend and/or become members of SAC are able to provide meaningful input, via voting, on how the SAC and Title I Budget allocations are spent. The SAC's activities for the upcoming year include developing and reviewing the School Improvement Plan (ongoing) and monitoring the expenditures that are overseen by the SAC. Additionally, the SAC will be involved in assisting school staff in the development of school policy. The SAC will meet monthly to discuss instructional activities and programs that are occurring across the curriculum. The SAC will also support the instructional team by giving parental insight/recommendations in making a positive impact on student achievement. All meetings are documented by having an agenda, sign-in sheet, and minutes to memorialize items that were discussed.

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	Annual Title I Meeting	Parents who attend will have an opportunity to discuss existing programs available and the benefits attached
2	Counseling Opportunities	Parents will receive information regarding community agencies, such as MCUSA and the Multicultural department, available to provide counseling services.
3	Multicultural Department Support	Trilingual School Counselor provides additional support to our ELL and non-ELL students and their families. Counseling, classroom support, home visits, parental support are some of the services that are provided. Social service facilitator is available upon request from the Multicultural Department.
4	Department of Safe Schools	A Safe Schools Coach will be available on campus to provide school-wide support through School-based team, School-wide Positive Behavior Support, and student mediations and mentoring programs.

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	Flyers in various languages, phone tree messages	Admin, CLF	October 4 - October 10, 2016	flyers, phone message
2	Power Point Presentation	Admin, CLF	October 13, 2016	sign-in, agenda
3	School Compact	Admin, CLF	October 13, 2016	Power point presentation, agenda
4	Parent Right to Know	Admin, CLF	October 13, 2016	Power point presentation, agenda
5	Assessment Performance Update	Admin, CLF	October 13, 2016	Power point presentation, agenda
6	Title I Initiatives/Budget	Admin, CLF	October 13, 2016	Power point presentation, agenda
7	Family Involvement (PIP)	Admin, CLF	October 13, 2016	Power point presentation, agenda

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: Parent University is offered to our parents the second Wednesday of each month at 5:30-7:00pm. Parents are contacted through parent link and/or personal calls from the CLFs urging parents to attend. Light refreshments will be provided and child care is offered for the parents who need it. Most of L. C. Swain's events such as Open House, Curriculum Night, etc. are held in the evening between the hours of 5:30 pm - 7:30 pm, and the time is fluid so parents are able to attend at any time during that window based upon convenience. SAC meetings are held the first Thursday of each month at 6:00 pm.

Parent-Teacher conferences are held in the mornings before school at 8:30. However, if needed, meetings are also scheduled after school to accommodate parents who are unable to attend in the mornings.

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	Parent University	Administration, Teachers, and community leaders	Parents and Teachers work together with students in mind to improve their parenting strategies that support their child's education.	Every 2nd Wednesday of the month	sign-in, agenda, and evaluation
2	Math and Science Night	Administration, Teachers	Provide parents with simple and fun activity ideas that are designed to support and improve math and science achievement.	to be determined	sign-in, agenda, and evaluation
3	Literacy Night	Administration, Teachers	Provide parents with information and strategies that may be employed at home to support and improve reading achievement in school.	to be determined	sign-in, agenda, and evaluation
4	Homework Help Lab	Teachers	Provide parents with the opportunity to participate in the homework help session with their child and the teacher with the intent that the parent will be available to learn strategies to implement at home.	M-Th before school	attendance (sign-in sheets), lesson plans/topics covered

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	Training on Ed-Line	ITT, various staff	Provides the opportunity to establish communications between teachers and parents.	on-going	sign-in
2	All Content Areas/ Parent University	PU Coord, CLF, Teachers	Provides the parents and teachers an opportunity to learn quick ways of teaching a lesson at home	on-going	sign-in, agenda, and evaluation
3	Parent Resource Center	PU Coord	Provides training on how to support parents.	on-going	sign-in, agenda
4	Parent Conference	PD team, Guidance	Provide tips on how to have a successful parent conference	on-going	sign-in, agenda
5	Cultural Diversity	PD Team, Guest	Best Practices for Teaching Latino Students; Understanding the Latino Culture	on-going	sign-in, agenda

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: Parents are encouraged to participate in Parent University to further their education, not only for their child(ren), but also for themselves. Parent University provides materials and trainings, such as needed literacy, math, and FSA training, not otherwise available, to support parents in improving their children's achievement. SAC provides the parents, teachers, business partners and community-based organizations a school-forum to discuss various ways to promote student achievement.

On-line Lunch Application Campaign 2016-2017

Ed-line Activation Campaign 2016-2017

Science Fair

Homework Help Lab

Open House

STEM Night

New Student Orientation

THRIVE for incoming 6th graders

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: Communication is very important to ensure that our parents are aware of their child(ren)'s achievements.

Parents are invited to attend Open House so that they may meet with the Teachers and have the opportunity to discuss curriculum and classroom management procedures as well as receive information regarding Common Core/Florida Standards.

Literacy Night events are held through Parent University. These events allow parents to receive training from the academic coaches regarding strategies and homework skills that will support their child's academic achievement.

Ed-line is an online program used to communicate with parents. The school's Ed-line website features an extensive and current calendar of activities and important dates, events, school administration, and faculty-related information, etc. Parents and students can use their passwords to check student's grades in each class as well as email the teachers to maintain communication between teachers and parents.

Parents are invited to Parent /Teacher Conferences, which are scheduled by the grade level School Counselor in the mornings or afternoons, at the parent's convenience.

When teachers conference with parents, the teachers discuss progression or regression on the Fall/Winter Diagnostics and provide parents with the SAL-P. During this time, teachers and guidance counselors strongly promote the various tutorial sessions available to assist our students.

The School Compact, School Policy Plan, and the School Improvement Plan are developed by all stakeholders: Parents, Students, and Teachers.

Parent-link is used to communicate upcoming events for parents.

Marquee is used to communicate upcoming events to the community at large.

Parents are encouraged to follow updates for the school via the school's website, Facebook, twitter, and Instagram.

Flyers are sent home in various languages via student backpacks. Language facilitators make personal phone calls to parents inviting them to attend school events.

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: Parent flyers and parent link calls regarding important information are done in all three languages (English, Spanish, and Creole) to insure that all parents are informed. Parent University meetings are held in three different languages (English, Spanish, and Creole). Parents receive translation within their respective native language. The Community Language Facilitators are available for parent conferences, SAC, Parent University, Open House, Curriculum Night, Honor Roll Breakfast and other events where the school is aware that translation is needed. Migrant parents and students are invited to participate in all school activities. Parents of ESE students are able to have conferences with all teachers as well as attend transition meetings to address student IEP goals, accommodations, and strategies to increase student achievement.

Language facilitators make personal phone calls to parents inviting them to attend school events.

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:

☒ Not Applicable

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	Title I Annual Meeting	1	13	Establish a collaborative effort with parents in working towards the academic success of students.
2	Open House	1	347	Provide parents with an opportunity to communicate with teachers and staff. Provide parents with information that will better enable them to monitor their child's progress.
3	Edline and Florida State Assessments and Standards	1	49	Provide parents with information on the Florida State Standards and tips on how to assist their child with homework.
4	Math Night	1	24	Small group trainings for students and parents with various science, technology, engineering, and math activities.
5	Science Night	1	52	Small group trainings for students and parents with various science, technology, engineering, and math activities.
6	Health Fair / Wellness Night	1	28	Empower parents with the knowledge of better nutrition.

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	Best Practices for Teaching Latino Students / Understanding the Latino Culture	1	56	Equip teachers with strategies to understand and better serve our multicultural student population.
2	Effective Parent-Teacher Conferences	1	63	Improved communications between teachers and parents will lead to improved student performance.
3	ESOL Strategies	1	58	Empower teachers with strategies to work more effectively with our ELL students and parents.

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	Language	Provide communications in various languages and increased communications through language facilitators. Language facilitators make personal phone calls to parents to invite and encourage participation in school events.
2	Limited Literacy	Courses/trainings for parents.
3	Child Care for younger	Provide babysitting

	children	
4	Meeting times conflict with dinner time/work schedules	Provide light dinner or snacks for participants

Best Practices (Optional)

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

count	Content/Purpose	Description of the Activity
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