

JORGE MAS CANOSA MIDDLE SCHOOL Title I, Part A Parental Involvement Plan

I, Mr. Elio Falcon, Jr. , 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

9/27/16
Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: Jorge Mas Canosa Middle School believes that positive parental involvement is crucial in increasing student learning and achievement. The faculty, staff and administration is dedicated to maintaining open lines of communication with parents and in providing quality meetings/workshops that will facilitate active parental participation and support in the school's curricular and academic goals. One major goal is to provide a rigorous international education that challenges our students to become globally literate by inspiring them to achieve their maximum potential while meeting their personal, social and cognitive needs.

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: Jorge Mas Canosa Middle School will actively encourage parents to participate in the planning, review, and improvement of our school's Title I program including involvement in the decisions regarding how funds for parental involvement will be utilized. This will be facilitated by holding our Title I Annual Parent Meeting during which parents will receive an overview of the Title I program. At this meeting, to be held on September 20, 2016, we will provide our parents with information regarding the school's participation in the Title I Program, and we will distribute copies of our Parental Involvement Plan and Parent-School Compact, in addition to Title I budget information. Additionally, parents will be given the opportunity to provide input in the planning and implementation of the school's Parent Involvement Plan. All parents will be invited to our ESSAC and PTSA meetings in order to increase parental input and participation. This will provide yet another way for parents to actively participate in the school's decision-making process. Other parental activities/functions that will be offered are parent/teacher conference days, Open House, Curriculum Fair, and New Student Orientation, among others. Parents will receive notification of all activities and meetings via fliers, Website postings, App notifications, letters, and Connect-Ed messages.

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 | Individuals with Disabilities Education Act | Supplemental instructional support provided by Title I will be discussed with parents during the development of the students Individualized Educational Plan (IEP). |
| 2 | Parent Academy Courses | The school's Parent Academy Coordinator will monitor and assist with the coordination of communication with information relative to Title 1 that parents need to receive. |
| 3 | Parent Workshops | Curriculum leaders, administration, and the Student Services Department coordinate and implement informational meetings relative to academic achievement and social well-being of all students. |
| 4 | Monthly Calendar | Activities and events will be published monthly by the Activities Director of the school with informational flyers that parents need to have in order to promote parental involvement. |
| 5 | Parent Resource Center | The CIS will maintain pertinent and updated information for parents to read and access. |
| 6 | Parent Information Booth | Parent Information Center with Kindness PIC(K): Information booth with refreshments will be set up after school. With the assistance of Parent Volunteers and the CIS, parent who are picking up their child will also be able to pick up school information. |
| 7 | Blackboard Connect 5 | Parents will be kept informed relative to curriculum initiatives, such as iPrep, iReady, FSA information, via email/phone Blackboard Connect communications system. |
| 8 | Town Hall Meetings | Parents and community members will receive information relative to local town hall meetings to encourage participation and learn about new initiatives. |
| 9 | Magnet Fairs and | Students and parents will be invited to attend local high school magnet fairs |

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| | Expo | when application window opens beginning on October 1st. |
| 10 | PTO Membership Drive | Parents will be invited to join the PTO and participate in quarterly activities to celebrate students' success and increase parental involvement. |
| 11 | EESAC Meetings | Monthly EESAC meetings will take place and parents are encouraged to provide input relative to the school improvement plan's goals and objectives. |

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 | Development of agenda, PPT, and handouts such as School-Parent Compacts and the School's PIP | Assistant Principal and Community Involvement Specialist | September 20, 2016 | Meeting agenda, minutes, Title I Powerpoint presentation, parent sign-in sheets |
| 2 | Develop and distribute meeting invitations/announcements (fliers, parent letters) | Community Involvement Specialist | September 14, 2016 | Meeting fliers and parent letters |
| 3 | Bilingual Connect-Ed Automated Telephone Messages sent to all homes | Assistant Principal | September 16, 2016 | Connect-Ed messages report |
| 4 | Develop parent sign-in sheets | Community Involvement Specialist | September 20, 2016 | Sign-in sheets collected from meeting |

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 surveys will be distributed to ascertain which would be the most accommodating time and day(s) to hold school activities and parental meetings. Meanwhile, Parent conferences and team meetings will be regularly scheduled before school Monday, Wednesday, and Fridays. Evening parent workshops, PTSA meetings, curriculum fairs will be conducted in the evenings. However, the Social Worker will be available to conduct home visits during the school day when deemed necessary by the Administration and the Parent Resource Center will remain open during the school day and during community school hours after school.

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 | School's Parent Resource Center | Administration, Community Involvement Specialist | Provides resources and activities targeting the improvement of academic achievement | On-going throughout school year | Increased achievement on State and District Assessments |
| 2 | Miami-Dade County Public School's Parent Portal | Community Involvement Specialist | Allows parents complete access to view and monitor their child's attendance and academic performance | On-going throughout school year | Increased achievement on State and District Assessments |
| 3 | School's Annual Title I Parent Meeting | Administration, Community Involvement Specialist | To provide an understanding of the Title I Program, increase collaboration between school and home, and to ultimately increase academic achievement through parental involvement | September 20, 2016 | Increased achievement on State and District Assessments |
| 4 | Parent Academy | District, Administration | Facilitates an array of informative and pertinent workshops for parents | On-going throughout school year | Increased achievement on State and District Assessments |
| 5 | Provide parents with their child's individual 2015 FCAT, FSA, CELLA, and EOC Reports | Administration, Counselors, Teachers | Provide parents with their child's FCAT and other assessment data results, including areas of deficiency so that parents can provide additional assistance. | August - November 2016 | Increased achievement on State and District Assessments |
| 6 | Parent/Teacher Conferences | Counselors, Teachers, Administrators | Provide opportunities for teachers and parents to collaborate, discuss academic progress and to equip parents with strategies through which school and home can work together to improve academic performance | On-going throughout school year | Increased achievement on State and District Assessments |

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 | "Back to School" Night | Diana Diaz De Arce | The CIS will meet with staff members to gauge what student needs have to be addressed at the "Back to School" Night. | September 20, 2016 | Staff Sign In sheet |
| 2 | 6th Grade Student Orientation | Diana Diaz De Arce | Provide parents and students with pertinent information about middle school and curriculum so that incoming students can make a successful transition into middle school | August 13, 2016 | Staff Sign In sheet |
| 3 | Parental Involvement | Administration | For the faculty to gain an understanding of the school's Title | August 19, 2016 | Meeting Agenda and Staff Sign In |

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|---|---|------------------------|--|---------|------------------------------------|
| | training and Title I Overview for all faculty | | I program, Parental Involvement Policy, Parental Involvement Plan and how to build collaboration between school and home | | sheet |
| 4 | Volunteer Orientation | CIS and Administration | Community service hours provided to support programs and activities after school. | Ongoing | Volunteer database and sign in log |

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: Jorge Mas Canosa Middle School will continually improve and enhance the school's Parent Resource Center in order to implement successful and effective parental involvement policies and activities that will increase student academic performance and build collaboration between parents, teachers, and administrators. JMC Middle School will expand the Parent Resource Center to provide a wider variety of resources and services that are useful to parents. In order to provide parents with a way to monitor their child's academic performance and attendance from home, parents will be encouraged to register for and regularly monitor the District's Parent Portal. Certified volunteers will assist with the recruitment and training of parents who wish to participate in PTSA activities and functions. Workshops will be scheduled through the Department Chairpersons to address what parents can do at home to support their child's academic success, such as the an iPrep Parent Meeting and Open House Night. The school will send parents Connect-Ed messages, fliers, and letters to inform them of Parent Portal tutorials offered by the Community Involvement Specialist in the Parent Resource Center.

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: At the Annual Title I Parent Meeting, Jorge Mas Canosa Middle School will hold an orientation/overview of the Title I program, the school's curriculum/special programs, the new Florida State Standards and assessments such as the FCAT and EOCs. Parents will receive information about the FCAT proficiency levels and expected levels of performance in addition to the new Code of Student Conduct, Progressive Discipline Plan, and Dress Code/Uniform Policy. Parents will be invited to all PTSA and EESAC meetings held at the school so that parents may be included in the school's decision-making process. In addition, using the Connect-Ed messaging system, parents will be notified about school functions and when their child is absent. This will increase and facilitate communication with parents, provide updates on school functions in both English and Spanish, and eventually lead to an increase in both parental involvement and student achievement. In addition, parents will be informed of the designated

parent/teacher conference days as needed on Mondays, Wednesdays, and Fridays.

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: Both the Community Involvement Specialist and Administration at Jorge Mas Canosa Middle School will ensure that access to computers and other media is equally accessible to all parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory children. Jorge Mas Canosa will strive to provide all written parental communications in both English and Spanish. Both the school's Parental Involvement Policy and the District's will be distributed to parents in English and Spanish. The school will inform parents of activities/events through bilingual telephone messages sent via the Connect-Ed automated message system, fliers, and letters. Reasonable efforts will be made to assist parents of Students With Disabilities or those of English Language Learners in understanding the needs and rights of their children in their primary language.

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.

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 | iPrep Math Parent Meeting | 1 | 55 | Provide parents with an overview of the iPrep math program |
| 2 | Science Fair Parent Orientation | 1 | 85 | Provide parents with an overview of science fair project requirements and ways for parents to assist their child in the process. |
| 3 | Cambridge Student Orientation | 1 | 150 | Provide parents and students with pertinent information about our Cambridge magnet and about middle school curriculum so that incoming students can make a successful transition |
| 4 | Open House | 1 | 900 | Allows parents to meet their child's teachers and establish a foundation for collaboration between school and home in order to improve student achievement |
| 5 | Title I Annual Parent Meeting/Orientation | 1 | 80 | Promote all the Title I resources at the school which support student achievement |
| 6 | Class Trip Meeting | 1 | 15 | Engage students and parents in globally relevant field trips |
| 7 | Barnes and Noble Night | 1 | 60 | Engage families in reading beyond the classroom activities. |
| 8 | Night of the Arts | 1 | 200 | Promote appreciation for the arts and music electives. |
| 9 | Curriculum Fair | 1 | 90 | Provide information relative to the instructional program for the upcoming school year. |
| 10 | PTSA/Magnet Parent Meetings | 4 | 80 | Provide parents with information of events and fundraisers to support school programs. |

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 Faculty Orientation | 1 | 104 | To provide faculty with a Title I program overview including Title I programs and resources available for our students and parents. |
| 2 | CIS Meeting | 1 | 1 | CIS Received information relative to DAC and PAC in order to maintain parent involvement. |
| 3 | Team Leaders Meeting | 1 | 10 | Meeting with all grade level team leaders conducted to reiterate parent access to teachers, counselors, and administration. |

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 | Activities should be offered more often in English/Spanish | School will develop and offer activities in both English and Spanish |
| 2 | ConnectEd messages sometimes do not reach parents because numbers phone numbers in the system are invalid | Assign clerical personnel to update student contact information from the emergency contact cards |
| 3 | Increase involvement of parents of ELL students | Hold informational meetings with ELL parents so they can become familiarized with school rules, procedures, resources, and curricular updates |

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 |
|-------|-----------------|-----------------------------|
|-------|-----------------|-----------------------------|