

## THOMAS JEFFERSON MIDDLE SCHOOL Title I, Part A Parental Involvement Plan

I, ROBIN ATKINS, 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:** Thomas Jefferson Middle School provides a safe and caring learning environment that meets the needs of all students. Through the cooperative effort of staff, parents, and the community, students are empowered to become successful life-long learners and productive citizens.

## 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:** During the annual Title I Meeting, parents will be invited and encouraged to join the PTSA in an effort to support the school and its programs. Thomas Jefferson Middle School utilizes Connected, personal phone calls and flyers to send messages to parents. The EESAC also includes parental involvement in the expenditure of funds.

## 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     | Parent Academy         | Community resources available to the community   |
| 2     | Parent Portal Workshop | Teach parents how to utilize the parent portal and the resources it offers                   |
| 3     | FCAA                   | Parent Meetings and Workshops to assist families in school matters.                          |
| 4     | Sant La                | Parent education, parent meetings, parent workshops, civic engagement, employment assistance |
| 5     | Communities In Schools | Provides projects in family strengthening.   |

## 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     | Send home parent letters in English and Creole | Administration     | September - Ongoing | Sign-in sheet             |

|   |                               |                |                     |                                  |
|---|-------------------------------|----------------|---------------------|----------------------------------|
| 2 | Open House                    | Administration | September-Ongoing   | Sign-in sheet                    |
| 3 | Connect Ed                    | Administration | September - Ongoing | Percent of successful deliveries |
| 4 | Send home flyer with students | Administration | September - Ongoing | Student Attendance               |

## 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:** Informational parent meetings such as Opening of Schools orientations, testing strategies to assist students and end of the year activities meetings are held at varying times to accommodate all parents who cannot attend meetings during work hours. In addition, our school counselor will be offering classes at varying times to assist parents in using the parent portal, enrolling students in virtual schools and completing free or reduced lunch and magnet school applications.

## 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     | Opening of Schools Orientation | Administration                    | Promote school expectations   | August 2016                | Sign-in rosters                        |
| 2     | PTSA Meeting                   | Administration and PTSA           | Promote parental involvement  | September 2016 - June 2017 | Sign-in rosters                        |
| 3     | Open House                     | Administration                    | Promote grade level expectations  | September 2016             | Sign-in rosters                        |
| 4     | Annual Title I Meeting         | Administration                    | Promote parental involvement  | September 2016             | Sign-in rosters                        |
| 5     | EESAC meetings                 | Phyllis Kirkland                  | Monthly meetings to share information with all stakeholders   | Various dates              | Minutes and Sign-in rosters            |
| 6     | Teacher/Parent Conferences     | Counselors                        | Parents are able to meet with teachers on a weekly basis to discuss their child's academic progress and behavioral issues as deemed necessary | September 2016 - June 2017 | Sign-in sheets                         |
| 7     | Curriculum Workshops (i.e.     | Administration/Curriculum Coaches | Allows teachers to present up-to-date information to parents  | August 2016 - Jun 2017     | Sign-in sheets, presentation materials |

|   |                               |            |   |              |                 |
|---|-------------------------------|------------|---|--------------|-----------------|
|   | Reading, math, science, etc.) |            | regarding curriculum and instruction                      |              |                 |
| 8 | Family Resource Night         | Counselors | Parents have access to community and government agencies. | October 2016 | Sign-in sheets. |

## 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     | Weekly team meetings                                     | Team Leaders/Administrators       | Partner with parents to assist in student achievement and behavior   | Sept. 2016 - June 2017   | Team meeting agendas               |
| 2     | EESAC Meetings   | Kirkland, Phyllis                 | Analyze parental involvement section of the School Improvement Plan and make recommendations as needed   | September 2016-June 2017 | Agenda, minutes and sign-in sheets |
| 3     | Data Chats   | Curriculum Coaches                | Allows teachers to disaggregate data from assessments and use it to drive instruction. This information can be provided to parents at individual parent meetings | Ongoing                  | Follow-up assignment results       |
| 4     | Curriculum Workshops (i.e. Reading, math, science, etc.) | Administration/Curriculum Coaches | Enables teachers to present up-to-date information to parents regarding curriculum and instruction   | August 2016 - Jun 2017   | Sign-in sheets                     |
| 5     | Differentiated Instruction                               | Curriculum Coaches                | Allows to teachers to address students who are not performing  | August 2016 - Jun 2017   | Sign-in sheets                     |

## 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:** School's social worker makes home visits when students display a need for additional services other than the one's offered at the school (academically). Monthly EESAC Meetings are hosted to give school-wide updates to all stakeholders. The Community Involvement Specialist makes home visits to decrease student absenteeism.

## 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:** Parent workshops will provide information about the Title I programs at Thomas Jefferson Middle School. EESAC meetings and team meetings will assist parents with the school wide curriculum. Data chats and other parent meetings will assist parents with measuring their child's progress and monthly assessments and give description of the student's ability levels. School marquee, flyers, and Connect-Ed phone messages will invite parents to the school to visit, ask questions, and give the opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children through the EESAC meetings.

## 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:** Administration will look for opportunities to call parents directly and share updates and other pertinent information. Weekly team meetings are hosted by grade level so that parents have the opportunity to visit the school and meet with their child's teacher to discuss academic, behavioral, and goals to meet for the 2013-2014 school year. Student services allow for parents to participate with agencies that provide services to the local community. These community agencies assist with LEP and SPED students and their families. Any pertinent information will be disseminated through school flyers, school marquee, school website, and telephone Connect-Ed service via multi-lingual messages.

## 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     | Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and                         | Career Day                             | Lashawn Gardner    | Parents will connect careers to education                                    | May 2017     |
| 2     | Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental | Parent Resource Fair                   | Counselor          | Parents will be better positioned to assist and advocate for their children. | October 2016 |

|  |   |  |  |  |  |
|--|---|--|--|--|--|
|  | involvement activities [Section 1118(e)(13)]. |  |  |  |  |
|--|---|--|--|--|--|

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## **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.

| count | Content and Type of Activity | Number of Activities | Number of Participants | Anticipated Impact on Student Achievement |
|-------|------------------------------|----------------------|------------------------|---|
| 1     | EESAC Meetings               | 4                    | 26                     | Increase in overall student achievement   |
| 2     | Open House                   | 1                    | 250                    | Increase in overall student achievement   |
| 3     | Resource Fair                | 2                    | 115                    | Increase in overall student achievement   |

### **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     | Instructional Strategies - Parts 1 & 2 | 1                    | 30                     | Increase in student achievement.          |
| 2     | Deliberate Practice Growth Targets     | 1                    | 30                     | Increase in student achievement.          |
| 3     | Instructional Strategies - Parts 3 & 4 | 1                    | 30                     | Increase in student achievement.          |
| 4     | The Transparent Teacher                | 1                    | 30                     | Increase in student achievement.          |

### **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     | Parents' work schedules and work conditions prevent them from attending parent functions. | Schedule parent functions at different times to increase the opportunities for parent participation.                                  |
| 2     | Non-English speaking parents  | Assure that information is readily available in their home language (Haitian Creole and Spanish) and provide translators when needed. |

### **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 |
|-------|-----------------|-----------------------------|
|-------|-----------------|-----------------------------|