

FOX CHAPEL MIDDLE SCHOOL Title I, Part A Parental Involvement Plan

I, Ray Pinder, 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

9/9/16
Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: The parent involvement mission of Fox Chapel Middle School is to provide a caring learning community where each parent is an integral partner in their child's education and students, teachers, and parents work together to develop lifelong learners.

Involvement of Parents

Response: Fox Chapel Middle School's parents are involved in the planning, review, and improvement of the school's Title I Parent Involvement Plan, School Improvement Plan, and Title I school-wide programs. FCMS holds a monthly Title I Committee meeting and all parents are invited to become members. The committee is made up of staff and parents. We encourage parent participation and use the following methods to inform our parents and guardians: notices sent home, school website, automated phone calls, and personal calls (to parents responding to parent surveys conducted during Open House held prior to the start of the students' school year and information gathering notices are sent home the first week of school). At our Title I Committee meetings facilitated by the Title I Facilitator, parents are involved with reviewing our progress on the school improvement goals, approving the Title I budget for FCMS, and planning Title I activities (such as one of our parent involvement activities, student-led conferencing) designed to improve student performance in Reading, Writing, Science and Math. The content areas covered during these meetings include: Extended Learning, and the Midyear Report, revision of the Title I Parent Involvement Plan and Compact, Parent Surveys and Franklin Covey's Leader In Me.

Parents are also invited to become a member of the FCMS's Family Engagement Team. Teachers and other school level educators nominate parents to represent our school and our principal selects the parents to become members of FET. One of the most important tasks FET members are responsible for is encouraging other parents at our school to become actively involved in leadership committees such as our School Advisory Council (SAC) and Parent-Teacher-Student Association (PTSA).

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	ESOL (English Speakers of Other Languages) and ESE (Exceptional Student Education)	The Title I staff works with our ESOL coordinator to ensure that information sent home is translated in a language and format parents can understand. The Title I staff also coordinates with the ESE Department for Parent trainings that are held at the school.
2	Hernando County Boys and Girls Club	The Boys and Girls Club after care housed at the school site agrees to provide free childcare for Title I parent workshops, through meetings with the Boys & Girls club staff in advance, after approval from their supervisor.
3	Adult Education Program	The Title I program coordinates the Parent Academy with the Adult Education program.

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	Consult with stakeholders on time and date of meeting	The Title I Staff and School Administration	Beginning of school year 2016-2017 school year	Parent surveys and Title I Committee meeting minutes were used to determine the date and time that would best suit our parents.

2	Invitations sent home, automated phone calls, marquee notification, school website	Title I Staff and School Administration	Within three weeks of the scheduled 2016-2017 Annual Meeting in September	Attendance records and exiting surveys will be evaluated for participation rates
3	Copies of all materials will be sent home with students of parents that missed the Annual Meeting	Title I Staff and School Administration	Overview training session for all staff after the Annual Meeting with explicit instructions	Receipt from teachers that materials were received by parents, event response form comments will be reviewed for areas parents indicate a need for improvement
4	Train staff on format, procedures, and planned results for the Annual Meeting	Title I Staff and School Administration	Within a week prior to the Annual Meeting	Records of the staff training and parent comments on response form will be used to evaluate effectiveness
5	Prepare and distribute parent sign-in sheets and surveys to staff for the Annual Meeting	Title I Staff	One week prior to Annual Meeting	Copies of sign-in sheets, tabulation of number of participants, Parent Engagement
6	Follow up on parent requests and comments from the Annual Meeting	Title I Facilitator	Within two weeks after the Annual Meeting	TIF will keep records of follow up correspondence and results
7	During the Annual Meeting, parents and students report to the student's first period class	All Teachers	During the first 9 weeks of the start of school	Event Response Forms, Comments will be review for areas that parents indicate are need for additional information.

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: Meetings and parent conferences are offered and are held at different times of the day to increase parent participation. We provide home visits and childcare for meetings as needed per request. Event response forms are utilized after every event to gather information about their satisfaction about the event. In the spring, parents are given Title I Parent surveys to gather information to be used for the following school year and to evaluate our performance on the present year's parent involvement. Title I Committee meetings are held after school on a Monday each month along with SAC meetings. Open House is held for parents and students in the afternoon/evening prior to the start of school. The Title I Annual Meeting/Back to School Night is held in the evening during the first nine weeks of school. The Title I Facilitator is available for phone calls and visits by calling 797-7025, ext. 254.

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	Title I Facilitator Monthly Meetings	District and School-based Title I Facilitator	Parents will understand the availability of Title I services such as extended day tutoring	August 2016 through May 2017	Evaluation will be conducted using the event response form and attendance data
2	Title I Annual Meeting: Parent's Right To Know SPAR (school grades) Title I programs How to be involved Compact	Title I Facilitator	Parents will increase understanding of the resources available to students that are funded through Title I. Parents will also receive information about Highly Qualified Status of Staff, High Quality Curriculum, Assessments and Accountability	Meeting will be convened within the first nine weeks	Success will be measured by tabulating attendance data.
3	Student-Led Leadership Nights, Grades 6-8	Grade level teachers/Title I staff	Student led conferences provides parents with important information about what their student is doing in each class as well as WIGs and Leadership roles.	One evening each semester during the 2016-2017 school year	Evaluation will be conducted using the event response forms and attendance data
4	Edline Parent Workshop	Title I Facilitator/Teacher on Admin. Assignment	Show families how to access Edline, get them signed up if needed, how Edline is structured, how to contact teachers through Edline	One evening during the first 9 weeks of the 2016-2017 school year	Evaluation will be conducted using the event response forms and attendance data
5	7 Habits Workshops	Title I Facilitator, Administration, and select Certified training Teachers	Parents will become aware of the 7 Habits of Highly Effective Teens/Families that is being taught to the students and given suggestions on how to implement the habits at home.	Several evenings during the 2016-2017 school year	Evaluation will be conducted using the event response forms and attendance data
6	Leadership Summit (assembly & afternoon session) for all grade levels and parents	Title I Facilitator, Administration, and select LIM Teachers	Students and Parents will receive information on how to incorporate the 7 Habits into their everyday lives and continue these habits throughout their lives.	Once during the school year	Evaluation will be conducted using the event response forms and attendance data
7	State Assessment Training	Assessment Teacher	To inform parents and students about the new state testing so the students know what is going to be expected.	One per year	Evaluation will be conducted using the event response forms and attendance data
8	College & Career Readiness Expo	Parent Academy	To give info on: Career Technical Education (CTE), Advanced Placement (AP), Dual Enrollment (DE), International Baccalaureate (IB),	One per year	Evaluation will be conducted using the event response forms and attendance data

			eSchool, SunTech, ROTC, Visual and Performing Arts		
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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	Franklin Covey's Leader In Me during PLC's	Administration and Title I Facilitator	Provide teachers with booster trainings on the Leader In Me and how to prepare for student led conferences	One PLC every 9 weeks	Evaluation will be conducted using sign in sheets
2	How to reach out to parents during PLC's	District Family Engagement Team	Increase student achievement by increasing parent involvement	First 9 weeks	Evaluation will be conducted using 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: The FCMS Title I Staff will assist parents by providing parental engagement workshops which will give parents printed resources and appropriate materials to assist their children academically.

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: During the Title I Annual Meeting, we will provide parents with information about our Title I programs, descriptions and explanations of the curriculum taught on each grade level, the new state exams and predictor assessments (SAM and FAIR). Title I Committee members will review and provide input for the School Improvement Plan. Any parent committee members' unsatisfied comments are submitted to District level personnel (District Title I Supervisor and Coordinator of Family Engagement). The Fox Chapel Middle School Title I Parent Involvement Plan will be developed jointly with parents through the Title I Committee each April and May then reviewed by the District

Coordinator of Family Engagement. The revised plan is presented to the committee for review and input. Parent participation from those not able to attend the meeting is solicited through notices sent home and calls by the Title I Staff. Parents are then given a one week period to comment on the Title I Parent Involvement Plan. Comments are recorded and maintained for public review at the District level by the Supervisor of Federal Programs and/or Coordinator of Family Engagement and at the school.

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: The Title I Facilitator, administration, and support staff work together to provide full opportunities for parent involvement for all students and their families. Parents will be informed of meetings and opportunities for involvement in a timely manner. Meetings will be publicized by school-parent groups, the school website, the school bulletin board, school marquee, school-wide automated telephone messages and flyers/notices sent home with students. Our Title I staff will collaborate with the ESOL school staff to ensure communication to parents in the language and format that best meet their needs. Also, they work with the Exceptional Student Education (ESE) staff to assist parents and students with disabilities as defined by the American with Disabilities Act.

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	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Our parent representatives, School Improvement Facilitator, along with our Principal will attend FET (Family Engagement Team) meetings that are held at our District office which give valuable training and information that we can also share at our Title I Committee meetings.	FCMS Family Engagement Team (FET)-School Improvement Facilitator, Principal, and staff	Research and studies show that actively involved parents promote better school and student achievement. Parents will increase their understanding about the availability of such Title I services as tutoring and Extended Day/Year programs that are available.	Bi-monthly meetings/trainings
2	Maximizing parental involvement and participation in their children's education by arranging school meetings at a	During planning phases, parent responses will be used to determine schedules for events and activities. The	Title I Facilitator	Our parent survey responses indicate the days and times that our parents can attend events and activities.	During the first Title I Committee and on-going throughout the 2016-2017 school year, minimum of eight

	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)];	content of these activities and meetings will be determined by the parents' and students' needs.			
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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	Open House/Schedule Pick up	1	420	Increase Student Performance
2	Annual Meeting/Title I Info	1	219	Increase Student Performance
3	College & Career Readiness Expo	1	8 students/ 7 parents	Students and parents will have a better understanding of what is required at the high school level and beyond.
4	Leadership Day	1	29 parents/ 74 Community members	Invitation to community members, parents, district staff to tour our school and witness the LIM program at FCMS during the school day.
5	Title I/SAC Meetings-Data, Parent info, other	8	6 avg.	School Data/budget/Info shared with school staff, parents, and community members
6	Grade Level Leadership Nights-Fall	3	48 students/ 58 parents	Increase Student Performance/Sharing of Leadership Responsibilities/WIGs by students
7	Grade Level Leadership Nights-Spring	3	126 students/ 149 parents	Increase Student Performance/Sharing of Leadership Responsibilities/WIGs by students
8	Leadership Summit (assembly & afternoon session) for all grade levels and parents	3	556 students/ 19 parents	Students and Parents will receive information on how to incorporate the 7 Habits into their everyday lives and continue these habits throughout their lives. Through this, students will become more focused on the things in life that are most important like their school work and being successful.
9	FET District Meetings	4	3	Better understanding of the Title I requirements and development of leadership skills for parents.
10	Tigers & Telescopes	1	21 students volunteers/ 46 students/ 21 parents	Coordinated effort through all grade levels of Science for the week leading up to event which leads to increased participation and achievement in Science.

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 School-Wide Overview Training: Annual Meeting,	1	45	Educated staff on the implementation and coordination of school-wide programs and the importance of effective parental

				engagement and involvement
2	Student-Led Conference Training for teachers to inform them of the value in parental involvement and	1	45	Educated staff on the implementation and coordination of student-led conference night and the importance of effective parental engagement with the Leader In Me

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	Building the Capacity of Schools – All Subgroups	The utilization of Title I staff to oversee the implementation of the Title I parent involvement program. The Title I staff will continue to send out invitations through different methods to inform all parents of parent involvement activities occurring at Fox Chapel.
2	Strategies used to present information to parents did not match the preferred learning style of parents	Provide student led workshops that will increase the appeal and relevance for parents

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	Building the Capacity of Schools	Having the Title I staff oversee the implementation of the Title I parent involvement program. The Title I staff called every parent who responded that they were attending activities the day before/day of the activity to remind them of the upcoming event.