

## MERRITT BROWN MIDDLE SCHOOL Title I, Part A Parental Involvement Plan

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

### Assurances

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

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Signature of Principal or Designee

Date Signed

### Mission Statement

Parental Involvement Mission Statement (Optional)

**Response:** The basis of Merritt Brown Middle School's mission statement focuses on parent involvement.

We strongly believe that all stakeholders are responsible for every students' education, and that only by having a series of workable beliefs, can the mission succeed.

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## Involvement of Parents

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

**Response:** Merritt Brown Middle School believes in involving parents in all aspects of its Title I programs. The SAC has the responsibility for providing input into the development, implementation and evaluation of the various school level plans, including the SIP and PIP. SAC members are elected as voting members following SAC guidelines as directed by the State. All parents were given the opportunity to review the plans and to offer their input prior to approval. For the PIP, Spring surveys were sent to parents seeking their input on activities, training, and materials they needed to help their child. Results of the parent Spring survey were reviewed by the SAC to determine needed changes. During SAC meetings when PIP and SIP are discussed, the committee will decide, with input from parents how the parental involvement funds will be used. Rebecca Collins, Parent Liaison is responsible to maintain documentation from parents.

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## Coordination and Integration

Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1118(e)(4)].

count	Program	Coordination
1	Homeless Education and other community agencies	Agencies will be invited to provide information to both teachers and parents as appropriate throughout the school year.
2	Exceptional Student Education	ESE provides parent workshops and newsletters to assist parents in working with their children both at home and within the school system. Supplemental instructional support provided by Title I will be discussed with parents during the development of IEP's.
3	Title III, Part A	ELL/Coordinate with Title I, Part A for parent involvement meetings. Translator provided (as feasible)

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## Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop agenda, handouts and/or presentation materials to address required components	Principal, or designee, or Title I Parent Liaison	September	Copies of agenda, handouts, PowerPoint presentation
2	Develop and disseminate invitations to Annual Meeting	Principal or designee	September	Copies of flyer/invitation with date of dissemination
3	Advertise/publicize annual meeting	Principal or designee	August	Copies of publicity (flyers, announcement sent to district office, etc.)

4	Develop Sign-in sheets and parent evaluation forms for annual meeting	Title I Parent Liaison	August	Sign-in sheets for meeting and individual classrooms; evaluations
5	Maintain documentation	Principal, or designee, or Title I Parent Liaison	August/September	Title I documentation kept in Front Office with a copy given to District Title I RT

## Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

**Response:** The leadership and staff of Merritt Brown Middle School have a strong belief in the importance of parental involvement and so offer meetings at a variety of times to accommodate the schedules of parents. Parent survey data indicated this was a need and survey data was used to help determine the most convenient times for parents to attend meetings. SAC meetings will be held in the early evenings, after school hours. Merritt Brown will also have an alternate meeting time available in the morning when applicable. Workshops and other parent meetings will be scheduled during the evening hours. In an effort to offer access to information to parents who cannot attend any of these meetings, Merritt Brown will update its school website to include information and handouts from these meetings. Additionally, the school newsletter will contain information about the meetings and hard copies of handouts will be available in the school front office in the Title I notebook.

## 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 Annual Meeting	Principal, or designee, or Title I Parent Liaison	Increase student achievement in all subjects	August/Sept	Sign-in sheets and evaluation data
2	Open House-Each teacher provides expectations of student achievement and how parents can support at home	Classroom Teachers	Increase student achievement in all subjects	August/Sept	Classroom sign-in sheets
3	Aspire Parent Meeting	Aspire Teachers	Increase student achievement in Reading and Math	Sept.	Sign-in Sheets
4	Donuts with Dad	Title One Liaison	Increase student achievement in all subjects	Sept.	Sign-in sheets
5	Science Fair Parent Night	Science Teachers	Increase student achievement in Science	Nov.	Sign-in Sheets

6	History Fair Parent Night	History Teachers	Increase student achievement in History	Jan.	Sign-in sheets
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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	Engaging Students with Poverty in Mind	Principal, district personnel	Increase student achievement in all subjects	PLC Meetings	Sign-in sheets
2	Module I: The Importance of Parent Involvement	Principal, Title I and other district personnel.	Increase student achievement in all subjects	During the school year	Sign-in Sheets
3	Module II: Building Ties Between Home and School	Principal, Title I and other District Personnel	Increase student achievement in all subjects	During the school year	Sign-in Sheets
4	Module III: Implementation/Coordination of PI Programs	Principal, Title I and other District Personnel	Increase student achievement in all subjects	During the school year	Sign-in Sheets
5	Module IV: Communicating and Working With Parents	Principal, Title I and other District Personnel	Increase student achievement in all subjects	During the school year	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:** A parent involvement committee consisting of teachers and parents will meet regularly to investigate and plan parent involvement at Merritt Brown. Additionally, available throughout the year a Title I notebook of important information for parents is located in the front office so that parents who cannot attend meetings have information available to them. The Parent Liaison is responsible for maintaining and updating this. Information is also available to parents on both the school and district websites and the parent portal. Teachers will update information on the parent portal for parents and the administrator will ensure websites are maintained. Informational brochures are available to parents throughout the year in the guidance office.

## 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 meeting of parents in September, Merritt Brown will hold a general meeting where information will be presented about the Title I program, curriculum and academic assessment. Parents will learn about the school wide program and about opportunities to participate in decisions related to the education of their child. Parents will be given an overview of the PIP and other information including websites and ways to assist their child at home. During classroom visits, teachers will provide additional information relating to their classroom and subject matter. Teachers will maintain sign-in sheets and provide a copy to the Principal for documentation. The Title I notebook and log in the front office will be maintained to document when parents requested and received information. Informational packets for parents who were unable to attend the annual meeting will be available in the school office. Additionally, throughout the year, parents receive information through a variety of media such as the school and district websites; teacher communication; distribution of report cards and other assessment data; and through a variety of parent workshops and parent conferences. Parent Portal available daily.

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## Accessibility

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

**Response:** Merritt Brown Middle School will take necessary steps to ensure that communications for all parents are in a format and to the extent practical, in a language parents can understand. Materials will be translated when feasible and /or requested by parents to ensure all parents have the opportunity to participate in the education of their child. Should interpreters be needed at workshops or meetings, one will be provided to the extent practical and for a language parents can understand. District employs a Spanish speaking parent liaison who is available to translate. Title I offers additional translation services. Spanish, Vietnamese, Russian, and Chinese are predominant requests for translations, although other languages are available. All parents may request auxiliary aids and services of their choice such as sign language, Braille, etc. To ensure meaningful participation by informing the school of this need when enrolling a student or by phone call, email or letter to the Principal. Additionally, parents can request services on any workshop evaluation form. All requests for services will be kept by the Principal and /or Title I Parent Liaison for documentation purposes.

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## Discretionary Activities

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:  
☒ Not Applicable

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count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
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## **Upload Evidence of Input from Parents**

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

[Uploaded Document](#)

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## **Upload Parent-School Compact**

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload an electronic version of the Parent-School Compact.

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## **Upload Evidence of Parent Involvement in Development of Parent-School Compact**

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

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

[Uploaded Document](#)

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## **Evaluation of the previous year's Parental Involvement Plan**

### **Building Capacity Summary**

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	Title One Meeting	2	164	Parent Involvement
2	Open House-Each teacher provides expectations of student achievement and how parents can support	1	164	Parent Involvement
3	Reading, math, Social Studies and/or Science nights where parents are given specific skills	1	73	Parent Involvement/Academic Success
4	Provide parent leadership opportunities through SAC	4	40	Parent Involvement
5	Distribute Florida Standards	4	749	Parent Involvement/Academic Success
6	Student planners contain pertinent School Information	1	749	Parent Involvement/Student Success
7	Parent/Teacher Conferences	100	100	Parent Involvement/Academic Success
8	Iris Alerts	8	171	Parent Involvement
9	Home Visits	35	35	Student Success
10	Remind Text Alert	15	171	Parent Involvement

### **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)].

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	Engaging Students with Poverty in Mind	1	49	Student Success
2	Module 1: The Importance of Parent Involvement	1	49	Parent Involvement/Student Success
3	Module II: Building Ties Between Home and School	1	49	Student Success
4	Module III: Implementation/Coordination of PI Programs	1	49	Parent Involvement
5	Module IV: Communicating and Working with Parents	1	49	Parent Involvement/Student Success

### **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	Family work and extra curricular schedules	Merritt Brown will continue to offer parent/family events in the evening. We will make the information from the meeting available to parents in a hard copy format. All information will be kept in our Title 1 purple binder in the front office. Surveys and volunteer forms will be available at our open house and at all family nights. All our events will be posted early, in newsletters, on the marquee in the front of the school, IRIS alerts, text alerts and also posted on the Merritt Brown website.
2	Work Schedule	Merritt Brown will offer activities at different parts of the day to help accomodate Parents

### 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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