

## **SOUTHWEST MIDDLE SCHOOL Title I, Part A Parental Involvement Plan**

I, Tye Bruno, 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  
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Date Signed

### **Mission Statement**

#### **Parental Involvement Mission Statement (Optional)**

**Response:** District and school based Title I Parent Involvement in Polk County will strive to build relationships to create real family engagement for every child, every family, every teacher, every day.

Southwest Middle School's mission is to provide the maximum learning potential for all students by increasing family engagement through ongoing communication, high expectations, and activities that build capacity.



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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:** Through multiple forms of communication such as parent newsletters, flyers, marquee, parent emails, Remind, SWMS social media platforms, and our school website, we will extend an invitation for parents to come on campus, to review and participate in the development of the Parent Involvement Plan and to become a member of our schools SAC committee. Spending of Title I's 1% will be discussed at these meetings. Parental feedback will be collected through event evaluations and meeting minutes on how parent programs and activities can be funded to help parents help their children.

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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	IDEA - Individual Disabilities Act	Parents are informed of parent and student rights under the Individual with Disabilities Act when they are notified of and during the (IEP) Individual Educational Plan meeting,
2	ESOL	Provide services to students and parents who are English Language learners.
3	Title II	Title II funds provide professional development resources. School Technology Services provide technical support, technology training, and licenses for software programs.
4	Title X- Homeless	The Hearth Program, funded by Title X, provides support for homeless students. Title I provides support for this program and many other activities through the Hearth Program.

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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	Schedule Annual Parent Meeting	Principal/APC/TI Contact	August 12, 2016	School Calendar
2	Develop Flyer for families	TI Contact	August 24, 2016	Flyer
3	Develop Flyer #2 for families	TI Contact	September 2, 2016	Flyer #2
4	Agenda	TI Contact	September 6, 2016	Agenda
5	Develop Sign-In Sheets	TI Contact	September 6, 2016	Sign-In Sheets Summary
6	Parent Input/Evaluations	TI Contact	September 6, 2016	Copy of Evaluation Results
7	Explain Title I PowerPoint, Compact and Parent Involvement summary to all attending families	Principal/TI Contact	September 13, 2016	Copies of materials, including the Powerpoint, PIP, and other resources that were distributed. Evaluation results.
8	Discussion of Compact	TI Contact	September 13, 2016	Copies of materials, including the Powerpoint, PIP, and other resources that were distributed. Evaluation results.



9	Discussion of curriculum/state assessments	TI Contact	September 13, 2016	Copies of materials, including the Powerpoint, PIP, and other resources that were distributed. Evaluation results.
10	Discussion of barriers (childcare/transportation/meals/translation)	TI Contact	September 13, 2016	Copies of materials, including the Powerpoint, PIP, and other resources that were distributed. Evaluation results.

### 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 Involvement Meetings will be first held in the evenings. At the first meeting the team will decide on flexible times and dates to hold future meetings. (Majority will make the decision)

\* All times are subject to change.

\* Translators are available if notified one week in advanced.

\* The first parent meeting of the year will be the Annual Parent Meeting that is dated 9/13/16 from 5:30-6:00 p.m., with an alternate meeting date on 9/15/16 from 8:30-9:00 a.m.

\* Conferences are held from 8:25 to 8:55 a.m. Monday through Friday.

\* SAC is usually held on a week night beginning at 5:30 in the library. We can have between 4-8 meetings a year.

\* Other parent activities will be included and ongoing throughout the school year.

### 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	Newsletters	TI Contact	Parental information as to what is happening on campus academically	Monthly	Survey
2	5th Grade Parent Night	Guidance	Introduce 5th Graders to 6th Grade Teachers, programs, and facility.	End of Second Semester	Parent Evaluation
3	Choices	Guidance	Provide students and parents with information on careers.	Second Semester	Student 4 Year H.S. Plan
4	8th Grade H.S. Guidance Dept. Visits	Guidance	Planning for High School	Second Semester	Plans and Scheduling
5	Math Family Night	Math Coach/Teachers	Introduce/Incorporate MAFS to activities that could be done at home	First Semester	Parent Evaluation
6	Reading Family Night	Literacy Coach/Teachers	Introduce/Incorporate LAFS to activities that could be done at home	First Semester	Parent Evaluation
7	Curriculum & Assessment Info Night	Admin/TI Contact/ Math & Literacy Coach	Explain the approved curriculum that students are using, standards that they are working towards, and go over the State Assessments (expectations).	Second Semester	Parent Evaluation

## 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	Dual Capacity - Family and Community Engagement	TI Contact	Encourage staff to create effective family-school partnerships to support student achievement and school improvement	2016-2017 school year	Teacher/Parent Feedback
2	Creating Family Friendly Schools	TI Contact	Encourage staff to create a positive, welcoming environment for our families with the goal of parents feeling welcomed and appreciated at our school	2016-2017 school year	Teacher/Parent Feedback

## 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:** \*SWMS Newsletters

\*Math & Reading Family nights to reinforce reading/math strategies being taught across the curriculum.

\*Curriculum/Assessment Information night for parents to gain a better understanding of the standards that are being taught and the statewide assessment that measures their understanding of the standards.

\*Parents have access to a computer on-campus as a Parent Resource Center in the case that they need to get on Parent Portal or use the internet for educational information.

\*Parent Resource Involvement Centers (PIRC) - four locations located across Polk County that offer parent resources, materials to check out and classes/workshop.

\*School website - offers upcoming events, links to Title I resources and district information.

\*Books Bridge Bus Program is a mobile library that promotes literacy.

\*Book Fair evening event for parents and their children in the Fall and Spring.

\*Campus visit from 5th Graders in the Spring of 2016 (Parents are encouraged to attend).

\*HS Guidance dept. visits 8th grade students during second semester.

\*District Parent University

\*Activities will be added throughout the school year for students and parents to help with education and the environment of being "family friendly."



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## 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:** SWMS will provide parents information through the Parent PRIDE Compact, the Parental Involvement Plan, the PIP Summary Brochure, PIN Notebook, parent emails, agendas, School Newsletters, Parent Portal, flyers, Remind, & other social media platforms. Curriculum and assessments are explained through conferences, parent/teacher phone calls, e-mails, face to face meetings, and during the Annual Meeting when parents make classroom visits. Information about Title 1 programs will be explained during the Annual Meeting on September 13, 2016. Information is also posted on our school website and in the PIN notebook. Assessments in Reading, Writing, Math and Science will take place several times a year. Parents will be informed of curriculum and assessment expectations through the website and at Curriculum/Assessment Night. Information regarding scores and their significance will take place at the corresponding curriculum Parent Nights. State Assessments and End of Course Exams in Reading, Math, Science, Civics, and Writing will take place in March through May of 2017. Proficiency levels are determined by the state and school district. Assessment information will be shared with parents during Parent Nights, parent conferences, and during SAC. By joining the SAC committee the parents will have an active part in the development of the School Improvement Plan, receiving data on school progress, and help with decisions on money for Title I funded resources. Parents who participate on the Parent Involvement Team will help develop the Compact and write the Parent Involvement Plan Summary.

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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:** SWMS, has on staff, at least 3 Sign Language translators, bilingual teachers, and paras. With notification, we can meet the needs of parents that speak other languages. This will enable them to fully participate in their child's education. On the SWMS Website parents will find key information relating to our school translated into Spanish and Haitian Creole. Parent meetings are advertised through flyers, website, marquee, and the Blast. Parents will be notified via all forms of school communication to participate in SAC and family involvement activities. Parents will be empowered as stakeholders and parent involvement programs, Title I budget, and activities will be discussed.

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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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## **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.

[Uploaded Document](#)

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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.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Reading Night/BINGO for Books/Fall Book Fair	2	55	provide strategies and resources to increase/promote literacy
2	Annual Meeting	1	132	Information shared w/parents will help build partnerships and offer opportunities for parent engagement
3	Student Success Night/Spring Book Fair	2	17	provide information on testing, standards, resources for cyberbullying, etc.
4	Incoming 5th Grade Parent Night	1	82	provide information on the transition from elementary to middle school
5	iMom's/All Pro Dads	1	0	encourage positive relationships for families

### **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	Family Friendly Schools	2	65	Give information on ways to promote communicate between families and schools.

### **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 scheduled at times that families cannot attend	Efforts will be made to accommodate parents and offer events on a more flexible schedule
2	Parents unaware of events	Efforts will be made to communicate with families in a variety of ways, multiple times

### **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 Capacity of Parents	Offering parents dinner before each scheduled activity to encourage attendance.
2	Book Fair	Incorporating book fairs with academic parent night to increase participation