## OAK PARK MIDDLE SCHOOL Title I, Part A Parental Involvement Plan

I, Barbara Longo, 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)

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| **Response:** Oak Park Middle School's Mission:     Our mission is to provide a caring and supportive atmosphere so that students can reach their fullest potential by supplying a safe, orderly and academically rich environment.     Parental Involvement Mission Statement:    Parents play an integral role in assisting their child's learning. Oak Park Middle School's faculty and staff will encourage parents to be actively involved in their child's education through the following: participate and serve on our advisory committee where we collaborate on school-based decisions, timely and multiple invitations to parent meetings, events and workshops, opportunities for volunteering, opportunities for learning at home, and collaboration with the community. |

**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 [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

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| **Response:** Parents are involved in the planning, review, and improvement of Title I programs including how parental involvement funds are used through the school's SAC. The SAC meets monthly with time on the agenda to review the implementation of Title I programs. During the spring SAC meeting, members evaluate and/or revise the PIP in addition to making plans for the use of the upcoming year's parent involvement funds.  Parents are sent a form to return if they are interested in joining SAC. We collect forms and then contact each parent and confirm they will be committing to monthly meetings and serving on our SAC. Once parent members are confirmed SAC is built. At our Annual Title 1 meeting parents vote on accepting this representative. After that, our first SAC meeting officers are elected and voted on. Documentation will be recorded in minutes of SAC and Title 1. |

**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)].

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| **count** | **Program** | **Coordination** |
| 1 | Individuals with Disabilities Education Act (IDEA) | Oak Park collaborates with the District's ESE department to ensure that parents of students with disabilities have the opportunity to participate in parent involvement programs and activities. Supplemental instructional support provided by Title I will be discussed with parents during the development of the students IEP. |
| 2 | Title X | Oak Park collaborates with the District's Homeless Liaison in the student services department to ensure parents of homeless students have the opportunity to participate in parent involvement programs and activities. Homeless Liaison will speak to faculty to include strategies and important tips to meet the needs of Homeless students. Also gave handouts on McKinney-Vento Act to FSL. |
| 3 | Title 1 Part A | A Family School Liaison will assist families by providing assistance, involvement, and development of our Family Resource Room. The Family School Liaison through Title 1 will coordinate and provide parents with the Parents Right to Know 2016-2017 information packet and Oak Park Middle School Compact that promotes family, student, teacher, administration interaction. |
| 4 | Title II | Oak Park teachers will participate in professional development for the purpose of training parents with technology programs to assist their children at home with academic support. |
| 5 | Title III | Oak Park collaborates with the Title III Program Specialist to ensure parents of ELL students have the opportunity to participate in parent involvement programs and activities. |

**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)].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Develop agenda, handouts, and/or presentation materials that address the required components | Leadership Team | September | Copies of agendas, PowerPoint presentation and handouts |
| 2 | Develop and disseminate invitations | Family School Liaison | September | Flyer with date of dissemination |
| 3 | Advertise/publicize event | Family School Liaison | September | Copy of Posting on school Web site and Automated Phone System |
| 4 | Maintain documentation | Family School Liaison | September | Title I online filing system. |
| 5 | Flexible times of meeting | Leadership Team | September | Agendas, sign in sheets |

**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)].

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| **Response:** The Oak Park Middle School Administration will meet monthly with parents for input into the development, implementation, and evaluation of school improvement goals. These meetings will be offered in the evenings as well as additional times as parent request are presented. Dinner and Child Care will be provided for the Title I funded events. Communication through newsletters, the school website, and the automated phone system will also be available to provide updates to parents of Oak Park Middle School. The existing Title I plan and Parent Involvement Plan (PIP) will be reviewed in the spring with the assistance of parents and their feedback. A final meeting in May will identify any further needs or areas of concern including barriers for greater participation by parents. |

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Report Card Night | OPMS Staff | Parents will get one on one face to face teacher time to discuss their child's report card. Suggestions on how to assist their child at home with assignments. | October 26, 2016 | sign in sheets |
| 2 | Literacy Night | OPMS Staff | Content specific sessions will be provided for parents. Information will include grade level proficiency, strategies parents can use at home, and assessment methods. | October 26, 2016/January 19, 2017 | Advertisements, agenda, sign in sheets |
| 3 | Math Night | OPMS Staff | Content specific sessions will be provided for parents. Information will include grade level proficiency, strategies parents can use at home, and assessment methods. | October 26, 2016 | Advertisements, agenda, sign in sheets |
| 4 | Technology Connections | OPMS Staff | Parents will gain knowledge of various technology being used instructionally with their students | January 19, 2017 | Advertisements, agenda, sign in sheets |
| 5 | Curriculum Night | Administration, teachers, Instructional Coaches | Parents learned expectations including content standards including course Syllabus | September 12, 2016 | Advertisements, agenda, sign in sheets |
| 6 | AVID Night | AVID Coordinator | Parents will learn AVID Strategies from their students and be able to learn strategies to assist their student at home for high school and college readiness strategies. | March 29, 2017 | Advertisements, agenda, sign in sheets |
| 7 | Title I Annual Meeting | Administration and FSL | Parents will receive a folder with important information about how to access Skyward. Parents will learn of the curriculum, assessments, the school's participation under Title I Part A, and their rights to be involved so that they can assist their child to be academically successful. | September 12, 2016 | Advertisements, agenda, sign in sheets |
| 8 | College/Career Expo | OPMS Staff | Parents and students will receive specific information regarding various careers and how having an education can assist them with jobs in the future. | March 29, 2017 | Sign-In Sheets |
| 9 | Knights at the Museum | NJHS | Parents and students gain special effects and heavy adventure with an uneven plot. Parents get to watch their children act. | March 24, 2017 | Advertisements, Sign-in Sheets, and agenda |
| 10 | Incoming 6th grade Day Camp | OPMS Staff | Parents and Students obtain information on expectations, course selection and promotion requirements, tour of campus | June 2, 2016 | Advertisements, Sign-in Sheets, Agenda |
| 11 | Science Night | OPMS Staff | Parents and students will gain knowledge of science and how it relates to every day life. | October 28, 2016 | Advertisements, Sign-in Sheets, Agenda |

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | The Importance of Parent Involvement | Family School Liaison, Title I Contact and Title I Specialist | Improve the ability of staff to work effectively with parents by providing examples of best practices for parental involvement. | October 19, 2016 | Agenda and Sign in Sheet |
| 2 | Cultural Diversity Training follow up for staff | PLC, Dr. Willis-Frye, George Shannon & Dave Harris | Improve the ability of the staff to work effectively with parents | Meet Monthly | Sign-in Sheets, Agenda |
| 3 | Skyward | District Level Personnel | Communication Tool to assist closing the gap with parents. | November 2016 | Sign-In Sheets, Agenda |
| 4 | Decision ED | District Level Personnel | Data Base and will allow teacher's to have immediate access to data that will be shared with parents during conferences. | October 17, 2016 | Sign-In Sheets, Agenda |
| 5 | Bully Proof Your School | Dave Harris | Safe, orderly environment. All stakeholders will be trained therefore increasing awareness across community. | September 28, 2016 | Sign-In Sheets, Agenda |

**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)].

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| **Response:** Oak Park Middle School will have a Family Resource Center located on school grounds behind the eighth grade building. The Family School Liaison will track the usage of resources and materials checked out by parents and all parent contacts. The Parent Resource Center will be open at designated hours throughout the school day and after-school hours to accommodate our working families. Laptops and IPADS will be available to the parents, along with other resources that may be checked out and taken home. The school website has a Title I section that allows the parents to research ideas and access additional online resources to better prepare their student for assessments in all content areas. Before and after-school tutoring will be offered in Math and Reading for our Silver Knights.   Both a food and clothing pantry are housed in the Family Resource Center. The Family School Liaison works closely with Title I parents. |

**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)].

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| **Response:** During Oak Park Middle School's monthly Title 1 meetings, the Title 1 programs will be discussed. Parents will receive handouts identifying the curriculum, academic assessments used to measure student progress, contact information for their child's teacher, instructions utilizing Skyward where parents can access student homework, grades, and test scores as well as the ability to ask teachers questions on their students' performance in class. Invitations will be given for parents to participate in SAC/PTO meetings which will afford them a greater opportunity to participate in their child's education. Minutes from those meetings will document parental input regarding comments/suggestions. |

**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)].

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| **Response:** Oak Park Middle School parents will be notified through the school website, and the automated phone system regarding all scheduled meetings related to Title I. Flexible meeting times will be offered to accommodate our working families. All notifications will be translated in Spanish. Translators will be provided upon request. The school complies with the American's With Disabilities Act. The hard copy of the Title I Plan, the Parent Involvement Plan, School Improvement Plan, and Compact are available in the front office, Parent Resource Center, and online at Oak Park Middle School's website. Copies/summary of the plans are in both English and Spanish. OPMS currently does not have any Migrant students but services are available if we should get enrollments. |

**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:

X Not Applicable

**Upload Evidence of Input from Parents**

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

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| [Uploaded Document](file:///C:\Users\williamss\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\JSF8IB1A\fileUploads\350251_2016-2017_uploadEvidenceParentInput.pdf) |

**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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| [Uploaded Document](file:///C:\Users\williamss\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\JSF8IB1A\fileUploads\350251_2016-2017_uploadCompact.docx) |

**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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| [Uploaded Document](file:///C:\Users\williamss\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\JSF8IB1A\fileUploads\350251_2016-2017_uploadCompactEvidence.docx) |

## 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.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Annual Title I Meeting | 1 | 52 | Parents will learn curriculum expectations, their role and right(s) as a Title I school parent and how they can provide input regarding educating their student. |
| 2 | AVID | 1 | 41 | Parents learned AVID strategies to support their student at home with preparation for high school, college, and career. |
| 3 | Open House | 1 | 76 | Parents were given a school overview, grade level, and curriculum specific information to be used to assist their student's academic progression. |
| 4 | Family Consumer Science Family Night | 1 | 68 | Parents gained knowledge of how to assist their student with mathematical concepts through sewing. |
| 5 | Incoming 6th Grade Parent Night | 2 | 122 | Parents gained knowledge of Standard Operational Procedures for Oak Park Middle. This information assisted them with helping their student with the transition from elementary to middle school. |
| 6 | Redi-Step Events | 1 | 58 | Parents gained knowledge of testing scores for their children. |
| 7 | Career/College Expo | 1 | 22 | Parents gained knowledge to assist their child to be successful. |

**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)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Cultural Diversity Training | 1 | 42 | Oak Park Middle School Staff gained an awareness and learned various strategies that will assist them when teaching a culturally diverse population of students and identify strategies to improve parent collaboration. |
| 2 | Parental Involvement Staff Training | 1 | 48 | Teachers learned new ways to reach parents and partner with them to increase 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)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Parent access to computers | Flexible hours of FSL |
| 2 | Parent access to "take home" laptops to check and get online student help | Flexible hours of FSL |
| 3 | Working Parent(s) - No extra time | Flexible hours for school activities and dinner. |
| 4 | Parents who believe they do not have the ability to help their student with assignments. | Offer parent events that offer teachable moments and strategies. |
| 5 | Parent who feel intimidated by the school and teachers. | Work to ensure that the school climate is inviting. Positive phone calls home. |
| 6 | Limited English | Bilingual Personnel |

**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)

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| **count** | **Content/Purpose** | **Description of the Activity** |
| 1 | Effective Communication | Title I Newsletter and Utilized Callout System |