## ROCKWAY MIDDLE SCHOOL Title I, Part A Parental Involvement Plan

I, Ms. Melanie Megias , 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:** Rockway Middle School's Parental Involvement's mission is to provide parents and community members with a Home-School partnership that creates a nurturing and mutually respectful environment which focuses on the family as a whole, allowing the children to lead productive and fulfilling lives. |

**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:** The school involves the parents by conducting parent meetings, offering parent workshops, involving parents in the planning, review and creating the Parent Involvement Policy and School-Parent Compact. The school will also provide parents with information about Title I Programs. |

**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) | Supplemental instructional support provided by Title I will be discussed with parents during the development of the student's IEP. |
| 2 | Title II | Provide professional development modules to support the professional development needs of the staff including the parent involvement specialist. |
| 3 | Title III | Provide Home Language Assistance tutoring sessions before and after school. |

**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 | Sending Home Announcement Flyers | CIS and Assistant Principal | 15 days prior | Sample flyer provided |
| 2 | Create and send a ConnectEd Message | Assistant Principal | 5 and 2 days prior | ConnetEd message stored |
| 3 | Create Power Point on Title I Program specific to Rockway Middle School | Assistant Principal | 2 weeks prior | On file |
| 4 | Reserve and prepare Auditorium for Meeting | Custodians | 2 days prior | Custodial Schedule |
| 5 | Conduct Meeting Presentation | Principal | Day of Meeting | Agenda/Minutes |
| 6 | Question/Answer Session | Assistant Principal | Day of Meeting | Agenda/Minutes |

**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:** Flexible meeting times are provided both in the morning and in the afternoons. Eight meetings have been scheduled on a monthly basis in order to accomodate the parents. The CIS is available at the school M-F between 10:00-4:00 pm. |

**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 | Sending Home Information on to help students with FCAT and other state exams | CIS and Assistant Principal | Parents Will be Better Informed Regarding Assessments and Achievement Standards | Twice Annually | Copies of Information |
| 2 | Create and send ConnectEd Messages regarding Meeting Times and Dates | Assistant Principal | Visiting the Child's School and Maintaining Open Communication Between Teachers and Home | Monthly | Communication Logs |
| 3 | Create Power Point on Title I Program Specific to Rockway Middle School | Assistant Principal | Understanding State's Standards and Content | September 2014 | Meeting Agenda |
| 4 | Conduct Parent Workshops on Literacy and Test Taking Strategies | CIS, Assistant Principal, Reading Coach | Improved student test scores and success in classwork | November 2014, February 2015 | Meeting Agenda, Meeting Sign-In Sheets |

**Staff Training**

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Understanding Title 1 | Assistant Principal, CIS | Improve the ability of staff to work with parents | October 2014 | Meeting Agenda and Sign-In Sheet |
| 2 | Establishing ties between home and school | Assistant Principal, CIS | Improve the ability of staff to work with parents | November 2014 | Meeting Agenda and Sign-In Sheet |

**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:** The Curriculum Fair, Parent Resource Fair and Florida Assessment Informational Parent Night are conducted annually to encourage and support parental involvement. An Honor Roll breakfast, Breakfast with the Staff, and Holiday Luncheon are held each year in order to promote parental involvement and participation at the school. |

**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:** Communication logs are maintained by each teacher and the Community Involvement Specialist in order to monitor the amount, type and reasons for the contacts. Communication regarding the dissemination of information of Title I Program is done via flyers, emails, telephone contact and person-to-person. Meetings dates are scheduled twice a week with parents regarding academic progress, assessments and proficiency levels. Input is received and discussed within the TEAMS. |

**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:** Part of our commitment at Rockway Middle School, includes providing full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children through ensuring that all school correspondence and communication are in both English and Spanish, as well as by providing translation services as needed and assistance upon request for those parents with disabilities. In addition, the school will host parent meetings on an array of subject areas through The Parent Academy (TPA). The school will disseminate information through various sources such as parent letters, flyers, Connect Ed messages, posting on the school's Webpage, progress report and report cards, informational letters that go along with instructional software and how to implement it at home, STAR and FAIR reports, Reading Plus reports, FCAT results and data interpretations provided by the State's Department of Education, and last but not least, parents and teachers meet to speak to discuss their child's academic progress so that the student's strengths and weaknesses can be addressed. |

**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:

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| **count** | **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| 1 | Maximizing parental involvement and participation in their children’s education by arranging school meetings at a 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)]; | Parents will be invited to attend PTSA meetings, EESAC meetings, Honor Roll Breakfsts, Literacy Night, Teacher/Parent Breakfasts, and Community Involvement Specialist sessions. | Assistant Principal and CIS | Parents are better informed of the progress their children are making and functions of the schools activities. | Monthly |

**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\193765\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\GFW00LBB\fileUploads\136821_2014-2015_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\193765\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\GFW00LBB\fileUploads\136821_2014-2015_uploadCompact.pdf) |

**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\193765\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\GFW00LBB\fileUploads\136821_2014-2015_uploadCompactEvidence.pdf) |

## 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 | Sent home information to help students with FCAT and other state exams. | 4 | 1000 | Parents will be better informed regarding assessments and achievement standards. |
| 2 | Created and sent ConnectEd Messages regarding meeting times and dates | 9 | 1000 | Maintaining open communication between teachers and home so the parents are able to monitor student progress. |
| 3 | Uploaded a Power Point Presentation on Title I specific to Rockway Middle on school web-site. | 1 | 1000 | Gives clear understanding of state standards. |
| 4 | Conducted parent workshops on literacy and test-taking strategies | 2 | 300 | Improved student test scores and success in classwork. |

**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 | Understanding Title I | 1 | 75 | Improve the ability of staff to work with parents |
| 2 | Established ties between home and school | 1 | 75 | Improve the ability of staff to work with parents |

**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 current 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 | Transportation | Try to communicate to parents through email, phone messages and mail, in addition to school meetings. |
| 2 | Parent work schedules | Provide meetings and activities at different times, in efforts to try and accomodate the different work schedules parents have. |

**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** |