

## HOWARD D. MCMILLAN MIDDLE SCHOOL Title I, Part A Parental Involvement Plan

I, Hilca J. Thomas , 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 mission of Howard D. McMillan Middle School's Parent Involvement Program is to build the school's and parents' capacity for stronger parent/family/school engagement.

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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:** Howard D. McMillan Middle School will involve parents through the development of the School Improvement Plan (SIP) and development of the school budget, through involvement in monthly scheduled EESAC, PTSA and PAC meetings. Parent surveys and a parent suggestion box, located in the Parent Resource Center, will also be used for parent input.

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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	Title III	Supplemental tutorial services provided to English Language Learners.
2	Title I Part A	Supplementary services are provided throughout the school year to ensure students requiring additional remediation are assisted through afterschool, before school and Saturday tutorials.
3	Title I Part C	Provide services and support within and outside the school to migrant students and parents in conjunction with the District Migrant liaison, Title I Community Involvement Specialist and the school Social Worker.

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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, Title 1 Plan, handouts, presentation materials addressing Title 1 required documents	Community Involvement Specialist	August/September	Copies of Agendas, PowerPoint presentation and handouts
2	Develop and disseminate invitations	Community Involvement Specialist	August/September	Multi-language flyer disseminated
3	Advertise/publicize event	Community Involvement Specialist	August/September	Posted on school website, posted on school marquee, Connect Ed Message
4	Develop sign-in sheets	Community Involvement Specialist	September	Sign-in sheets for meeting
5	Maintain documentation	Principal/C-I-S	September	Title 1 documentation box located in Principal's office.

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## 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:** Howard D. McMillan Middle School Parents are given the opportunity to meet with their child's teachers at scheduled Team Meetings, parent/student teacher conferences that may be scheduled throughout the year. Home visits will be conducted by the School Social Worker and the Community Involvement Specialist as needed or requested. Monthly meetings and workshops are scheduled before and after school to provide information and parental input during the academic year. The schedule may be modified as needed based on parent participation.

## 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	Annual Title 1 Parent Orientation	Principal and C-I-S	Parents understand student academic achievement and how it relates to Annual Measurable Objectives.	9-23-2014	Parent involvement and their need for clarification during the question and answer session.
2	New Student Orientation Meeting	Administrators and Counselors	Students become aware of the programs offered and school policies and procedures.	8-12-2014	New students were prepared for the first day of school.
3	Open House	Administrators and faculty	Class curriculum and objectives were discussed with parents.	9-23-2014	Parents will be able to monitor child's progress.
4	Magnet Fair	Assistant Principal and Counselor	Parents are made aware of their choices for magnet school programs.	10-2014-12-2014	Sign-in sheets and magnet school application submission.
5	EESAC Meetings	EESAC Chairperson	Parents and students are involved in the development and monitoring of the School Improvement Plan.	8-2014 - 6-2015	Implementation of the School Improvement Plan.
6	Parent Academy Workshops	Administrators and C-I-S	Parents understand the immersion of English Language Learners.	9-2014 - 6-2015	Sign -in sheets and parents will be more actively involved.
7	Parent Resource Center	Community Involvement Specialist	Parents are provided with school support and resources.	8-2014 - 6-2015	Parents will be more involved.
8	Individual conferences regarding technology and access to the Parent Portal	Community Involvement Specialist	Community Involvement Specialist will provide individual help to parents in how to log-in and access the Parent Portal	8-2014 - 6-2015	Sign-in sheets, handouts, and presentation materials.
9	Individual Subject Area Tutoring	Subject Area Teachers	Improve student academic achievement	8-2014 - 6-2015	Sign-in sheets, student enrollment,

10	Parent Involvement Plan and School/Parent Compact Review Meeting	C-I-S	Parents will review PIP and Compact and make suggestions	5-2015	Sign-in sheets, suggestions submitted
11	Challenging Higher Education in Our Schools (CHESS)	CHESS Facilitator	Implements a program and activities that are linked to improving academic achievement	8-2014 - 6-2015	Increased achievement in standardized scores

## 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	Implementing and coordinating Parent Involvement	Administrators and Team Leaders	Teachers gain strategies to create increased parental involvement	09/2014 through 05/2015	Parents attending school activities
2	Effective Conferencing	Administrators	Teachers gain effective conferencing techniques	09/2014 through 05/2015	Parents attendance at Team/Parent Conferences
3	Departmental Data Review	Administrators	Teachers understand AMO Progress and student achievement	8/2014 through 5/2015	Teachers gain understanding of AMO and school grade
4	Data Chats	Principal	Teachers gain an understanding of their students' academic performance	10/31/2014 through 11/04/2014	Teachers take ownership of thier students' academic performance
5	Five Dimensions of Teachers and Learning	Principal	Teachers gain effective strategies to be used in student engagement	10/01/2014	Sign-in sheets, handouts and presentation materials
6	Magnet Fair	Administrators and Counselors	Parents and students are aware of school choice options.	10/2014 through 12/2014	Students submitting applications for magnet High schools.
7	Writing Across Content Areas	Administrators and Reading Teachers	Teachers gain skills to implement writing in their content areas and therefore improve student achievement in writing.	9/2014 through 12/2014	Teachers will implement strategies in their content areas.
8	Community Involvement In-service Activities	C-I-S	C-I-S will be provided handouts, materials to take back to schools in an effort to improve the ability of staff to work effectively with parents.	9/26/14	Sign-in sheets, handouts, agendas, presentation materials
9	Community	C-I-S	C-I-S will be provided	10/10/2014	Sign-in sheets,

	Engagement Leadership Conference		handouts, materials to take back to schools in an effort to improve the ability of staff to work effectively with parents.		handouts, agendas, presentation materials
10	Higher Order Analytical Thinking Skills	Principal	Teachers gain effective strategies to be used in student engagement.	09/2014	Sign-in sheets, handouts, and presentation materials.
11	Unwrapping Florida Standards for Language Arts, Mathematics, Science and Social Studies	Administrators/Team Leaders	Teachers gain effective strategies to be used in student engagement and provide a clear set of goals and expectations.	8/2014 through 11/2014	Sign-in sheets, handouts, and presentation materials
12	Increase Rigor/Student Engagement	Administrators/Team Leaders	Teachers gain effective strategies to increase rigor and student engagement.	8/2014 through 11/2014	Sign-in sheets, handouts, and presentation materials
13	Vocabulary Development and Comprehension	Administrators	Teachers gain effective strategies to build knowledge through content-rich text and improve student vocabulary development and comprehension.	12/2014 through 6/2015	Sign-in sheets, handouts, and presentation materials
14	Referencing Text, Analysis and Interpretation of Data to compose long and short written responses across content areas	Administrators	Teachers gain effective strategies to build knowledge through content-rich text.	12/2014 through 6/2015	Sign-in sheets, handouts, and presentation materials

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## 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:** Howard D. McMillan Middle School will provide an easy, accessible and user-friendly Parent Resource Center that provides up-to-date information, with resources such as: Workshops that are available through the school, the Title 1 Neighborhood Resource Center as well as other community workshops. Monthly Parent workshops will be conducted through school personnel and the Parent Academy. Parents will be invited to attend: The New Student Orientation Meeting, Title 1 Annual Parent Meeting, Open House, Magnet Fairs, monthly Student Recognition Ceremonies, Honor Roll Assemblies, student performances, such as: Dance, band, afterschool activities, intramural sports and games. Students will be nominated and recognized at Dr. Perez' Monthly Town Hall Meetings. Parents will be encouraged to attend PAC/DAC Meetings throughout the school year.

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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:** Howard McMillan Middle School will hold an annual parent meeting where information will be provided to parents about the Title 1 Programs, the curriculum and academic assessments given throughout the year. At this meeting parents are informed of the Parent Involvement Plan and how parents can participate in the review and development of the plan. Parents will learn about the schoolwide program and how they can participate in the education of their child. Parents are informed of how to schedule parent-teacher conferences. A copy of the School/Parent Compact will be provided to each parent and parents will learn how it is developed with parental input and utilized during team parent/student/teacher conferences and student academic counseling. All Title 1 information is available through the Parent Resource Center and is also available on the school website.

Howard D. McMillan Middle School offers a challenging curriculum to students. Students are given opportunities to take high school level honor and gifted classes in Algebra I, Geometry, Earth Space Science and Biology. FCAT Level I and II students are enrolled in Intensive Reading and Intensive Mathematic courses for remediation. Student assessment, informal and formal, are given through the use of teacher observation, teacher-made tests and quizzes, Interim Assessment, FAIR, CELLA, Florida Standards and FCAT.

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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:

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)];	Conduct home visits in order to reach parents that cannot attend school meetings	Community Involvement Specialist and School Social Worker	Keeping parents involved and informed about students' academic and attendance progress	09/2014 through 05/2015
2	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	Provide monthly parent workshops through the Parent Academy	Community Involvement Specialist	Parents understand students' curricula requirements	09/2014 through 05/2015
3	Developing appropriate roles for	Involving community	Community	Students are	09/2014

	community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	based organizations in providing uniforms and meals for students	Involvement Specialist and counselors	provided with basic necessities	through 05/2015
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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.

<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	Annual Title 1 Parent Orientation	1	377	Parents understand student academic achievement and how it relates to AMO
2	New Student Orientation Meeting	2	154	Students become aware of the programs offered and school policies and procedures.
3	Open House	1	440	Class curriculum and objectives were discussed with parents
4	Magnet Fair	1	189	Parents were made aware of their choices for magnet school programs
5	EESAC Meetings	9	16	Parent and students are involved in the development and monitoring of the School Improvement Plan
6	Parent Academy Workshop	9	64	Parents are provided a variety of topics to improve student outcomes.
7	Parent Resource Center	9	696	Parents are provided with school support and resources.
8	Individual conferences regarding technology and access to the Parent Portal	9	150	Community Involvement Specialist will provide individual help to parents in how to log-in and access the Parent Portal

### **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	Implementing and coordinating Parent Involvement	1	56	Parents Attending school activities
2	Effective Conferencing	1	56	Parent Attendance at Team/Parent Conferences
3	School-wide Data Review	1	56	Teachers gain understanding of AMO and school grade
4	Data Chats	1	56	Teachers take ownership of their students' academic performance
5	Magnet Fair	1	56	Students submitting applications for magnet schools
6	Reading Across Content Areas	1	56	Teachers will implement strategies in their content areas

### **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)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Some parents were unable to attend school activities due to work schedules and transportation.	Offer workshops, meetings, activities and conferences at different times
2	Some parents feel intimidated to attend school activities due to language barriers	The school will provide translation services for parents. Some activities will be conducted both in English and Spanish.

### 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
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