## FT. MCCOY SCHOOL Title I, Part A Parental Involvement Plan

I, Michael Hearn , 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:** Fort McCoy will work as a team with parents, teachers, and the community to provide high-quality educational curriculum that effectively prepares the students for high school and beyond. |

**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 will be encouraged to attend the Title I Annual Meeting as well as SAC and Title I meetings throughout the year. These meetings will provide the parents with information and input on the Title I budget and programs.   Parents are invited to attend the School Advisory Council meetings as scheduled. During the first meeting, a vote is taken to put the SAC leadership in place and those in attendance are placed on the roster. More than 50% of the SAC are parent (non-employee) representatives.  During the SAC meetings, parents will be involved in the continual review of the School improvement plan, the parent involvement plan, and the Parent-school compact. Parents are allowed input on how Title I funds are being spent at the school site. |

**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 | Nutrition Programs | Guidance identifies families in need and coordinates “Food 4 Kids”—a weekend food backpack program providing nutrition supplements. |
| 2 | Violence Prevention Programs | Anti-bullying/violence prevention addressed through middle school guidance lessons on early release days. |
| 3 | Violence Prevention Programs | Fort McCoy School is a Positive Behavior Support School and utilizes school-wide expectations to support harmonious relationships. |
| 4 | Homeless | Guidance identifies all Homeless/Migrant students; coordinates with MCPS liaison to meet entire families’ physical, social, and academic needs. |
| 5 | Title I, Part C: Migrant | Guidance identifies all Homeless/Migrant students; coordinates with MCPS liaison to meet entire families’ physical, social, and academic needs. |
| 6 | Title I PreK Program | Fort McCoy will provide information about HIPPY to our parents of Pre K students. We no longer have an onsite Head Start program. |
| 7 | Title II | Fort McCoy School participates in District and Title I professional development. |
| 8 | Title III | Fort McCoy School participates in Title III, ELL program by providing assistance to identified students and monitoring their progress. |
| 9 | HIPPY Program | Home Instruction for Parents of Preschool Youngsters (HIPPY) is a parent involvement and school readiness program. HIPPY offers free home-based early childhood education for three, four, and five year old children working with their parents as their first teacher. The parent is provided with a set of developmentally appropriate materials, curriculum, and bookds designed to strengthen their children's cognitive skills, early literacy skills, social/emotional and physical development. Representatives from this program will hand out flyers at Open House and parent events and can be contacted by interested families in our school. |
| 10 | Individuals with disabilities education act (IDEA) | Fort McCoy coordinates with the ESE, Student Services Department of MCPS. Supplemental instructional support is shared with parents as they are invited and attend their child's IEP meetings. Teachers and staff will follow the MTSS policies and processes. |

**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 and establish date | Assistant Principal | August | Power Point, Agenda |
| 2 | Send flyer home to parents, Connect 5 message | Assistant Principal | early September | Flyer |
| 3 | Annual Parent Meeting | Principal | late September | Sign in Sheets |
| 4 | Maintain Documentation | Assistant Principal | August - May | monitoring documents uploaded to school's jump drive ISP uploads to Federal Programs Portal |

**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:** Open house and SAC meetings are offered in the evening to allow for parents to attend. SAC meetings are held monthly. Parent activities will be held during the school day, before school and after school as well as in the evening to allow for maximum parent involvement. Child care can be provided for events when a need is displayed. Parents unable to meet during before or after school times are welcome to schedule appointments during the school day on a case by case basis. |

**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 | 6th Grade Informational meeting | 6th grade team | Organizational skills/Parent Involvement | September 2015 | Evaluations/Sign in sheets |
| 2 | 100 Book Challenge | Media Center | increase reading through competition | Fall/Spring | Student Involvement |
| 3 | Family Literacy Night | Teachers/Business Partner Committee | Allows the parents to see what is expected on writing assessments | October 2015 | Agenda, Sign in sheet, Parent Surveys |
| 4 | Web-based Info Meetings | Teachers | Assisting parents to navigate the parent portal, student desktop, and other helpful websites. | Beginning October 2015 | Agenda, Sign in sheet, Parent Surveys |
| 5 | Parent Conference Night | Elementary teachers | Assist parents in keeping up with their student's progress | November 2015 | Agenda, Sign in sheet, Parent Surveys |
| 6 | PreK Parent Workshops | PreK teacher | Affords information to parents about cotent that students are learning and how to assist them at home. | Quarterly | Agenda, Sign in sheet, Parent Surveys |
| 7 | Kindergarten Meet the Teachers | Kindergarten Teachers | Setting expectations for the successful beginning their school career | August 2015 | Agenda, Sign in sheet, Parent Surveys |
| 8 | Grade level parent engagement projects | Teachers | Teachers hope to reach more parents and have them engaged in their students education. This will have a postitive impact on student achievement | Aug 2015-May 2016 | Emails, text messages, sign in sheets, parent evaluations |

**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 | Progress Monitoring/MTSS | Teachers/Administration | Academic progress review. These meetings are to evaluate the student progress and assist in implementing adequate interventions for student achievement. We will impact student achievement with the monitoring of progress.Effective home/school communication. | Ongoing/Monthly | Student grades |
| 2 | Pre-SAT meetings | Student Assistance Team | Optimizing student achievement. We will pre-identify students who need interventions to improve performance.Effective home/school communication. | Ongoing/as needed | Student grades |
| 3 | School wires Teacher webpageTraining | Mr. Brady and Ms. Woerner | Effective parent and student engagement. Keeping parents aware of classroom goals and assignments, therefore, increasing completion of homework, resulting in better understanding of content. Student achievment should increase. | August | Teacher Evaluations |
| 4 | Parent Education trainings | Parent Liaison | Liason will share with teachers effective measures to build parent involvement in their child's education to help improve academic achievement. | Quarterly | Parent Evaluation Surveys |
| 5 | Elementary Parent Liaison Tranings | Parent Liaison | Improve communication between elementary parents and teachers. | Quarterly | Teacher evaluations, sign in sheets |
| 6 | Middle school matters | Parent Liaison | improve communication between middle school parents and teachers | August 2015 | sign in sheet and evaluation |
| 7 | Skyward Trainings | Teachers/gladiators | Teachers will be able to effective record grades and keep accurate attendance in order to identify problem areas for students. | August 2015 | Sign in sheet, evaluations |

**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 Parent Resource On Wheels makes regular visits to the campus and offers parents information and support. Administration will set up the times of the visits and the van personnel will have a sign in for the parents. Fort McCoy School has a parent liaison that helps build communication between the school and home. The Title I Parent Resource Center will offer materials for teachers and parents to check out to provide extra practice at home. Teachers are also encouraged to check out items from the resource center to use in their classrooms.    Parents receive the "Cougar Chat" newsletter as well as Skylert messages from the school. The articles and messages come from various school personnel to advise and inform the parents. Report from Skylert can be pulled to help us determine who is consistently receiving the communication.     Parents are invited and encouraged to attend SAC meetings and participate in other on campus activities on a regular basis. Sign in sheets will be shown for evidence.    The Parent Access will be available to all parents as well as the school website to monitor their child's progress. On parent access, parents have access to grades, test scores and the school's website. Student desktop is available for parents through their childs login information. Student access contains the links for the eTextbooks, teacher websites, and important links to items such as eMarion and Office 365. All of these technology options can be accessed from home or from school computers as parents need them.     We conduct two book fairs a year to allow parents and students to purchase appropriate reading materials. This encourages students to choose what they read on their own.    Open House is done in September to allow parents to meet the teachers and hear from the teachers about the expectations of the students and to ask any questions they may have. |

**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:** Ft. McCoy will set up a parent meeting for Title I participants during the September Open House. Parents are encouraged to attend and will be invited to attend the SAC meetings in which some of the policies will be decided upon. Parents are also welcome to meet with administration by appointment at their convenience to add any input that they may have on the plan. Information on Title I Programs are also highlighted in our Student Handbook and our Monthly Newsletter. Parent reminders/flyers of programs are sent out 3 weeks prior to the event with a follow up call the week of the event. Administration approves all flyers and newsletters.    All communication will be translated into the language that the parents understand. |

**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:** Parents, including parents of SWD, are notified of school events via: Skylert messages, School wires teacher webpages, the school website and the school newsletter throughout the school year. Special parent events will be promoted using these mediums as well as printed flyers sent home and in some cases personal phone calls to parents. SAC meetings will include upcoming events and the school calendar available on the MCPS website at the beginning of each school year to enable parents to plan for report cards, progress reports and other planned events. As new students enroll they are provided with a handbook containing important school information. In the rare case that we need a newsletter or message translated into another language, we will seek assistance through the district ESOL department. Our site is accessible by parents who may have disabilities. Any parent who may need assistance due to a disability will be accommodated as appropriate. Documentation is stored on the Title I portal. |

**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\salesc\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\J2QGK7WS\fileUploads\420531_2015-2016_uploadEvidenceParentInput.docx) |

**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\salesc\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\J2QGK7WS\fileUploads\420531_2015-2016_uploadCompact.doc) |

**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\salesc\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\J2QGK7WS\fileUploads\420531_2015-2016_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** |

**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** |

**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** |

**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** |