

## DUNDEE RIDGE MIDDLE SCHOOL Title I, Part A Parental Involvement Plan

I, Stacy Gideons, 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)].

9/25/14  
Date Signed



Signature of Principal or Designee

## Mission Statement

### Parental Involvement Mission Statement (Optional)

**Response:** District and School-based Title I Parent Involvement Programs in Polk County will strive to BUILD RELATIONSHIPS to create real family engagement for every child, every family, every teacher, every day.

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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:** Parents are invited through various forms of communication to attend meetings throughout the year. During our April 11, 2014 meeting, guided discussion questions were used to introduce and gather input pertaining to the Parent Involvement Plan (PIP), Summary and Compact. Parents and staff present discussed changes, deletions and revisions to the Plan, Summary and Compact. The final documents were produced and approved by parents and staff members in attendance at our May 08, 2014 meeting. Agendas and minutes are on file. Ongoing meetings will be held throughout the 2014-2015 school year for additions, deletions and revisions to future School Parent Involvement Plans, and Compacts and in the decisions regarding funds for parent involvement. Our SAC, which includes parent participation determines how our 1% of Parent Involvement Funds will be spent throughout the year.

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## Coordination and Integration

Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1118(e)(4)].

count	Program	Coordination
1	IDEA - Individual with Disabilities Education Act	Parents are informed of parent and student rights under the Individual with Disabilities Act when they are notified of and during individual Education Plan meetings.
2	ELL-English Language Learners	Services and assistance are provided to students and parents who are English language learners.

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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	Annual/Open House Meeting to inform parents about Title I & the importance of parent involvement.	Administration, Staff, Facilitators, & Guidance	October 2014 / March 2015	Sign-in logs, Evaluations and Feedback
2	Develop invitations, agenda, sign-in sheets, handouts & PowerPoint to address Title I requirements.	Principal & Reading Interventionist	October 2014	Copies of invitations, agenda, handouts, sign-in sheets & PowerPoint

3	Maintain documentation.	Reading Interventionist	October 2014	Title I TASK box & online eTASK 2014-2015
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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:** Meetings in addition to the Annual Title 1 Meeting will also be provided at flexible times and dates for the parents' convenience. These meeting include Orientation, School Advisory Committee (SAC), parent conferences and scheduled parent involvement events throughout the school year. Parents can also meet with teachers before school and during teacher planning to participate in decisions relating to the education of their children, and to respond to any concerns or suggestions. Services such as child care and translation may be offered at selected meetings and will be provided if a parent indicates a need. In addition staff members can be contacted through emails at <http://schools.polk-fl.net/drms> > Staff or by student agendas.

## 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	Orientation	Administration, Staff, Reading Interventionist & Guidance	Provides parents with classroom & school expectations, curriculum & tour of the campus.	August 2014	Parent/Student participation, Sign-in log, Evaluations and Feedback
2	Morning with Mom	Administration, Reading Interventionist, Resource Team & Staff	Helps build closer relationship between mother, child and school while learning how to get involved.	September 2014	Parent/Student participation, Sign-in log, Evaluations & Feedback
3	Annual Meeting/Open House/Raiders Revelry	School wide - All personnel	Parents will be made aware of how Title 1 will help their child be more successful in school and how to help them at home.	October 2013/March 2014	Parent/Student participation, Sign-in log, Evaluations & Feedback
4	Bountiful Harvest Luncheon	Administration, Reading Interventionist & Resource Team	Helps build closer relationship between families & school personnel while learning how to get involved.	November 2014	Parent/Student participation, sign-in logs, Evaluations & Feedback.
5	Donuts with Dad	Administration, Staff, Reading Interventionist, & Guidance	Helps build closer relationship between father, child and school while learning how to get involved.	February 2015	Parent/Student participation, Sign-in logs, Evaluations & Feedback

6	Amazing Race	Administration, Reading Interventionist, Resource Team & Staff	Provides a quality time for parents to spend with their child while learning different strategies to support learning at home.	January 2015	Parent/Student participation, Sign - in Logs, Evaluations & Feedback
7	Goodies with Grandparents and Scholastic Book Fair	Media Specialist & Reading Interventionist	Provides information on literacy and connect parents with resources to help their student succeed.	April 2015	Grandparent/Student participation, Sign-in logs, Evaluations & Feedback
8	Awards Night	Administrators, Facilitators & Teachers	Provides quality time to celebrate with parents their child's accomplishments throughout the year.	May 2015	Participation & Sign-in logs
9	Parent/Teacher Conferences	Teachers involved & Guidance	Provides parents with vital information regarding student academics, events, deadlines, and tips for student's success.	Ongoing throughout the year	Conference forms, Parent Feedback & Attendance
10	Parent Resource Center	Reading Interventionist	Provides resources and information for parents about helping their child in all academic areas.	Ongoing throughout the year	Use of Center & Feedback
11	Newsletters, School Website & Connect-Ed Messages	Principal, MYP Coordinator & Tech Manager	Creates parent awareness of school events, available resources & other important information.	Monthly	Surveys & Attendance at events
12	Parent Portal	Tech Manager & Staff	Increases parent's awareness of their child's attendance & monitoring of grades.	Ongoing throughout the year	Comments of parents

## 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	Professional Development Trainings	APC & MYP Coordinator	Provides effective teaching strategies to better help student achievement.	Ongoing throughout the year	Sign - in Logs, ARROW Form & Feedback
2	Professional Learning Communities (PLC)	Principal & APC	Promote positive, effective relationship between teachers & parents, help teachers understand DATA & enhances the use of research based instructional strategies.	Ongoing throughout the year	Sign-in Logs, Feedback & Discussions
3	Academic/Grade Level Meetings	Principal, APC & MYP Coordinator	Provide teachers with strategies & hands on activities to help promote student achievement in specific curriculum.	Ongoing throughout the year	Sign -in Log, Participation & Feedback

4	PD360	Principal, & APC	Professional Growth	Ongoing throughout the year	Participation, Log Monitoring
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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:** The media center is open before and during school hours for parents and students to check out resource materials and to use the computer facilities.

Parent resource brochures, full of free information for parents on various topics is located in the guidance department area of our 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 school wide 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:** Information about Title I programs - Information about the School Parent Compact and the School Parent Involvement Plan are explained during the Annual Title 1 Meeting, on school website at <http://dra.polk-fl.net> >Parent Involvement Title I and within this document. Additional information can be obtained by contacting 863-419-3088.

In order to provide parents timely information about programs, curriculum, assessments, and achievement expectations, Dundee Ridge Middle Academy will provide a variety of means of communication. Parents will be notified using the school website, newsletters, Connect-Ed, flyers, meetings, curriculum documents, progress reports, standardized assessment reports, e-mails, student agendas, and individual parent conferences. Progress monitoring exams are given three times a year in Math, Reading, Science and Writing through a District implemented program. Florida State Standards testing is conducted in the spring. In addition, parents can monitor grades using the Parent Portal system by going to our school website <http://dra.polk-fl.net>, and by requesting parent/teacher conferences using student agendas, e-mails or phone calls to the teachers or Student Services department. For parents who do not have access to the internet, the school will provide interim reports the week of Sept. 15-19, 2014; Dec. 1-5, 2014; Feb. 23-27, 2015; May 4-8, 2015, and report cards the months of Nov. 4, 2014; Jan. 30, 2015; April 14, 2015 and June 4, 2015. School also sends home a monthly newsletter with important events and dates to remember, and school information. Teachers routinely contact parents on an individual basis to communicate their child's progress. All notes and pertinent communication sent home is also sent in Spanish for our non- English-speaking parents. A translator is available to translate notes and is present for individual parent meetings as needed.

Parents and the community are strongly encouraged to attend and participate in the School Advisory Council (SAC) and Parent Engagement Teams. Through your participation, we will be able to work closely to ensure success for students, the community and our school. Meetings will be held throughout the year at various times. Parents will be informed of meetings via one or more of the following methods: flyers, Connect-Ed messages, school newsletter or website. During those meetings, parents receive information on school discipline, grades, Annual Measurable Objectives (AMO), Title I, parent involvement and school activities. A school survey will be provided and collected at every parent activity focused on building capacity. In addition, parents are encouraged to contact the school with concerns or to share 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)].

**Response:** To the extent practical, Dundee Ridge Middle Academy will send parents information concerning school, parent programs, meetings, student progress and activities, to homes in the language parents can understand. The school provides full opportunities for the participation of parents with limited English proficiency, and disabilities. Printed materials and written communication are available in Spanish. An interpreter will be provided if needed and available to assist with the translation of correspondence, written or verbal communication between the school and home. An interpreter will also be available upon request for clearer communication between the school and parents during conferences, phone calls or school visits. Please contact the school at (863) 419-3088 24 hours in advance if you require special services.

## 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)];	Parent teacher conferences and Parent workshop activities.	Administration, Reading Interventionist & Resource Team	Designed to help improve student achievement.	Ongoing throughout the year
2	Adopting and implementing model approaches to improving parental involvement	Donuts with Dad, Morning with Mom, Family Night & Amazing Race	Administration, Reading Interventionist & Resource Team	Fun family filled academic workshops designed to increase parental involvement	Ongoing throughout the year

	[Section 1118(e)(11)]; and	Family workshop activities		within the school & home.	
3	Developing appropriate roles for community- based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Inviting businesses and organizations to become involved with Dundee Ridge Middle Academy	Administration, Reading Interventionist, Community Business Partners Coordinator & SAC	Volunteers & mentors help bridge the academic gap by helping improve a child's self - esteem, attendance, communication & behavior. In addition, improving relationships with these groups will lead to increase student achievement.	Ongoing throughout the year

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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	Orientation	1	665	Provides parents with classroom & school expectations, curriculum & tour of campus
2	Donuts with Dad	1	113	Helps build closer relationship between father, child and school while learning how to get involved.
3	Annual Meeting/Open House/Knight Night	1	549	Helps parents understand the benefits of being a Title I school & the importance of parent involvement.
4	Bountiful Harvest Luncheon	1	128	Helps build closer relationship between families & school personnel while learning how to get involved.
5	Amazing Race	0	0	Provides a quality time for parents to spend with their child while learning different strategies to support learning at home.
6	Morning with Mom	1	115	Helps build closer relationship between mother, child and school while learning how to get involved.
7	FCAT Parent Knight/Knight Club	0	0	Assistance to parents in understanding national, state & local goals, standards & assessments.
8	School Newsletter	10	953	Provide information to parents about upcoming events and helpful educational tips.
9	School Website	10	953	Provide information to parents about events, give helpful educational tips, and display pertinent parent involvement documents.

### **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	Professional Development Trainings	6	65	Provides effective teaching strategies to better help student achievement.
2	Professional Learning Communities (PLC)	8	65	Promote positive, effective relationship between teachers & parents, help teachers understand DATA & enhances the use of research based instructional strategies.
3	Academic/Grade Level Meetings	20	65	Provide teachers with strategies & hands on activities to help promote student achievement in specific curriculum.
4	PD360	2	65	Professional Growth



## 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	Parents with limited education	Make every parent feel welcome at all times.
2	Language	Have a translator available when needed and send home written information in the home language.
3	Parents not realizing the importance of their involvement in their child's education.	Capacity building activities/ workshops for parents on the importance of parent involvement.