**GALAXY MIDDLE SCHOOL Title I, Part A Parental Involvement Plan**

I, Karen Chenoweth, 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)].

Karen Chenoweth 9/20/2018

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| **Signature of Principal or Designee** | Date Signed |

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **Response:** Galaxy Middle School believes that parent involvement is essential to student achievement. The Parent involvement Plan strengthens our partnership with parents as we work collaboratively to teach children. At Galaxy Middle School, we know that through the collaborative efforts of all people who support our students, we will continue to excel at teaching the skills children need to be productive members of society. |

**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 invited and are encouraged to participate and become members of the School Advisory Council (SAC) which meets every month. During SAC meetings, parents will be provided information on the school's Title I allocation. SAC members provide input on the Parent Involvement Plan and the Title I budget, as well as all other plans related to school improvement. Parent surveys are also used to solicit parent input. Comments from parents are documented on SAC minutes. One component of being a Title I school is to review the Parent Involvement Plan and the School Improvement Plan. The PIP is available on our website and there's a hard copy located in the front office. |

**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 | Title X, Homeless | Title X Coordinator provides services to families to ensure that students have school supplies, community resources, and transportation. |
| 2 | Title I, Part D | Transition plans are coordinated with the Department of Juvenile Justice with funds from the Neglected and Delinquent programs. |
| 3 | Title III | Parent Leadership Council meetings are held at the district level for parents of ELL students to provide them with different trainings and operations. |

**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), Adequate 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 | Establish Open House /Annual Meeting date and activities | Principal and SAC | May | Date set on School Calendar and parent sign in sheets |
| 2 | Prepare agenda for Open House/Annual Meeting | Principal | September | Completion of Agenda |
| 3 | Gather information on Title I such as brochures and DVD outlining services | Assistant Principal | September | Information prepared for distribution |
| 4 | Train teachers about plans/goals of Open House/Annual Meeting | Principal and Assistant Principal | September | Faculty meeting minutes and comments |
| 5 | Advertise open House/Annual Meeting | Principal, teachers | September | Number of attendees, survey, newsletter, flier, website, connect-ed message |
| 6 | Open House/Annual Meeting | Teachers | September | Sign-in sheets, Title I survey |

**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:** Workshops and meetings will be scheduled at different times to accommodate parents' varying schedules and availability. Guidance services are available for students/guardians before school, during lunch, and after school. Meetings may be scheduled in the morning, afternoon, or evening. For example, activities such as Open House and Curriculum Nights are held in the evening. Generally, SAC meetings are held in the late afternoon. Input for the School Improvement Plan is solicited from parents; and parents can offer input at meetings, via email, or at parent conferences. Teachers hold parent conferences individually or by teams in the morning, and can be scheduled at different times as needed. Parents get information on student test scores and interventions that may be in place for a student that are used to assist in closing the achievement gap. |

**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 | Open House and Title I Program Information, Open House | School Staff | Provide information to parents on expectations and how parents can help their children | September | Sign-in sheets, Title I survey |
| 2 | Galaxy Showcase | Event Coordinators | Showcase student accomplishments and building community | October | Sign in sheets |
| 3 | Science Fair Night | Contact, School Staff | Showcase student accomplishments | December | Sign in sheets |
| 4 | Social Studies Fair | Contact, School Staff | Showcase student accomplishments | February | Sign in sheets |
| 5 | Literacy Fair | Contact, School Staff | Showcase student accomplishmens | April | Sign in sheets |
| 6 | Parent Training/SAC Membership training | SAC Chair, Principal | Increase parent knowledge of academic expectations and how best to support their children | October | SAC sign in sheets |
| 7 | Science Fair Training at SAC | Academic Coach | Increase parent knowledge | October | Agenda and Sign in sheet |
| 8 | Social Studies Fair Training at SAC | Department Team Leader | Increase parent knowledge of Social Studies Fair requirements | November | Agenda and Sign in sheet |
| 9 | FSA Practice Assessment at SAC | Reading Coach | Increase parent knowledge of curriculum | December | Agenda and Sign in sheet |

**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 | Shared Decision Making | Sharon Lavallee | Training provided to SAC members regarding shared decision making regarding school improvement decisions | November | Input of SIP Parent Compact, Improved student achievement |
| 2 | Volunteer and Business Partner Training | Tara Dean | Training on how to implement parent programs and utilize volunteers appropriately | December | Increased parental involvement and parent programs |
| 3 | Title I Program Overview | Jennifer Protnick/Sharon Lavallee | Teachers will learn about what is offered through Title I services | October | Sign-in sheets, exit slips, agenda, presentation materials |

**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:** Galaxy Middle School’s computer lab in the Media Center is available to families during the week, as needed. The Media Center provides computers with internet access that families may use. Parents can check out books and educational materials to be used at home. Galaxy Middle School holds numerous family activities throughout the year to encourage families to take active interest in their child's education. Open House is held is September. At this event, parents meet teachers and learn about curriculum and expectations for the year. Parents are encouraged to volunteer in the classroom and to join PTA. Information on Title I programs are shared at the Open House using brochures and an informational Power Point presentation. Galaxy Middle hosts a Showcase during which there is a program offered to the parents on how to 'Survive Middle School' and gives parents support, resources, and strategies as how to best encourage and support their children to be successful. Galaxy offers a “Divide and Conquer” math night in April which allows parents to learn about the Math FSA their child will take. |

**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:** Information about the Title I programs will be provided through newsletters, booklets/brochures, and an informational PowerPoint shown during Open House. The Title I Parent Involvement Plan brochure and Title I booklet are sent home with each student. Curriculum and assessment information is shared by teachers at Open House, during parent conferences, during the Galaxy Showcase, and through newsletters. Florida Standard Assessment information is sent home to parents via backpack and is also available on our website. Connect Ed messages are sent out regularly to increase parental participation. Communication is also completed through Galaxy Homework Hotline. The marquee displays meetings dates, times and topics. Parents may provide input to the school via parent input forms and surveys. |

**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:** Information regarding parent participation is provided to parents via school website, Connect-ed phone messages, newsletters, parent/teacher conferences, parent portal, student backpacks, workshops, meetings and online gradebook. District information is available in English and Spanish. When requested, the District will provide a translator for other languages if school staff are not able to assist. Books and videos in Spanish are available through the ESOL teacher. ESOL paraprofessionals translate information for parents over the phone and at conferences. There is a Parent Leadership Committee meeting for parent of ELL students. The Parents-to-Kids program is offered yearly in English and Spanish. Parents with special needs are accommodated. Galaxy Middle School is handicapped accessible. |

**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)]; | Parent conferences, IEP meetings, and PST meetings, are scheduled so that parents can be present and provide input. Phone conferences are available for parents that are unable to attend. | Teachers, Administration, School Counselors | Involved parents make the home to school transition complete. | Ongoing through June 2019 |
| 2 | Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and | Five Star Implementation | Cindy Zanaglio | Increased student, teacher, and parental motivation which effects study habits. | Ongoing through June 2019 |

**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\pcorr\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\6KXGTV62\fileUploads\646791_2016-2017_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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**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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**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 | Open House Parent Night | 1 | 400 | Each teacher gives a synopsis of their course and year-long objectives. |
| 2 | Science Fair/Family Night | 1 | 90 | Display and presentation of science fair projects to students and parents. |
| 3 | Social Studies Fair | 1 | 75 | Parents and students are able to view presentations regarding historical topics. |

**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 | Gradebook- What parents see | 1 | 70 | Increased homework and/or class assignment completion |
| 2 | Ways Volunteers can benefit teachers in the classroom | 1 | 70 | Individual tutoring for struggling students. |

**Barriers**

Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(E)].

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| **Count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Times of meetings | Adjust times to accommodate working parents. |
| 2 | Child care | Events created that allow for siblings |
| 3 | Language | Translated information/ bi-lingual presenters on hand |

**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** |