## Title I, Part A 2019-2020 Parent and Family Engagement Plan

## Harns Marsh Middle SCHOOL

## I, Linda Maere, 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 8101, 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 1116)];
* 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 1116)];
* 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 1116
* 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 1116)];
* If the plan for Title I, Part A, developed, 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 1116];
* 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 1116)];
* 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 [Section 1116)
* 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 1116)].

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

**Mission Statement**

Response: Every Student, Every Day, Gains Knowledge

Parental Involvement Mission Statement: Every Parent, Every Day, Supports Student Learning

**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 [Sections1116)].

We will have a minimum of 5 meetins during the school year to review the Title 1 budget, expenditures, and trainings purchased using Title 1 dollars. We will send out a School Messenger announcement one week prior to the meetings as well as the day before the meeting. We will also post all dates on our school website. The focus will be on how funds from Title 1 support student learning.

**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 1116].

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| **count** | **Program** | **Coordination** |
| 1 | IEP | Provide information on expectations and how parents can support their children. As well as their child’s current progress. |
| 2 | ESOL | Provide information on expectations and how parents can support their children. As well as their child’s current progess. |
| 3 | 504 | Provide information on expectations and how parents can support their children. As well as their child’s current progress. |
| 4 | MTSS | Provide information on expectations and how parents can support their children. As well as their child’s current progress. |
| 5 | Academic Reviews | Provide information on expectations and how parents can support their children. As well as their child’s current progress and advice on how to improve academically. |
| 6 | Parent/ Teacher Conferences | Provide information on expectations and how parents can support their children. As well as their child’s current progress. |
| 7 | Parent Support for Academic Programs at HMMS | Provide information on expectations and how parents can support their children. As well as using Aleks, AR, School Messenger, Focus, Castle and Peachjar. |

**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 1116)].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | A Title I Annual Meeting | Adminstration, Parents, School Staff, Classroom, Teachers, Parent Involvement Specialist | August 29 | Flyer, agenda, sighn-in sheets, meeting minutes(summary/synopsisof parent commentsand questions) Annual Title I Parent Survey |
| 2 | Open House | Adminstration, Parents, School Staff, Classroom, Teachers, Parent Involvement Specialist | August 8 | Flyer, agenda, sighn-in sheets, meeting minutes(summary/synopsisof parent commentsand questions) Annual Title I Parent Survey |
| 3 | Parent will review the parent compact | Adminstration, Parents, School Staff, Classroom, Teachers, Parent Involvement Specialist | August 29 | Flyer, agenda, sighn-in sheets, meeting minutes(summary/synopsisof parent commentsand questions) Annual Title I Parent Survey |

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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 1116)].  The Administration will send School Messenger Notices, mail letters, and post on the school website all meeting times. Feedback from attendees will determine the time of future meetings. Our school social worker will make house visits, phone calls, and send messages as needed to involve parents that are not available to come in for a meeting. Our ESE department head will hold phone calls if parents are not available for meetings regarding their child’s academic. Academic review meetings will be held when the parents are available or held over the phone if they are not available. |

**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 1116)]. 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 1116)].Include information on how the school will provide other reasonable support for parental involvement activities under Section 1116 as parents may request [Section 1116)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Annual Title I  Meet & Greet | Adminstration, Teachers | Provide information to parents on expectations and how parents can help their children. | August 29th  6-7pm | Flyers, Agenda, Sign-in Sheets, Handouts, Evaluation Forms |
| 2 | SAC Meetings | Adminstration and SAC Chairs | Increase the level of involvement of parents to become more active in the decisions made at the school. | August 27th, Oct. 22nd, Dec. 10th, Feb. 25th and April 28th | Flyers, Agenda, Sign-in Sheets, Handouts, Evaluation Forms |
| 3 | Math/ALEKS  Night | Adminstration, Teachers | Provide information to parents on expectations and how parents can help their children. | September 4th  6-7pm | Flyers, Agenda, Sign-in Sheets, Handouts, Evaluation Forms |
| 4 | Literacy Nights | Adminstration, Teachers | Provide information to parent on the program and how it can benefit their student. | October 2nd  6-7pm | Flyers, Agenda, Sign-in Sheets, Handouts, Evaluation Forms |
| 5 | Incoming 6th grade Orientation | Adminstration, Teachers | Provide information to parent on the program and how it can benefit their student. | Once in the beginning of the year and once at the end of the year. | Flyers, Agenda, Sign-in Sheets, Handouts, Evaluation Forms |
| 6 | Science and Career Night | Adminstration, Teachers | Provide information to parents and students. | November 6th  6-7pm | Flyers, Agenda, Sign-in Sheets, Handouts, Evaluation Forms |
| 7 | Academic Celebration for 6th, 7th, and 8th grade | Adminstration, Teachers | Provide information to parents and students. | Nov. 1 10:00  Jan. 24 10:00  April 3 10:00  May 25 1:00 | Flyers, Agenda, Sign-in Sheets, Handouts, Evaluation Forms |
| 8 | Avid & Cambridge Night | Adminstration, Teachers | Provide information to parents and Avid & Cambridge students on the program. | August 28th  6-7pm | Flyers, Agenda, Sign-in Sheets, Handouts, Evaluation Forms |

**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 | Technology Training for Chromebooks, Castle, SMARTBOARDS, Focus, and School Messenger | Technology Team | Teachers will be trained on how to assist parents on homework, checking grades, AR, discipline, and class work through the chromebook. | August-  Ongoing | Presentation notes, in-service records, agenda |
| 2 | Title I training | Adminstration/ Staff | Teacher will be trained on the specifics of Title I and what it means for parents, students and educators. | August-  Ongoing | Presentation notes, in-service records, agenda |
| 3 | Newsletter articles with research- based parent involvement articles and letters home with academic support needed | Adminstration/ Staff | Research based news articles will be distributed to teachers through the school newsletter to further educate teachers on effective ways to communicate and work together with parents to further their child’s education. | August- Ongoing | Presentation notes, in-service records, agenda |
| 4 | Volunteer training | Parent Involvement Specialist | Improve the ability of teachers to work with parent volunteers to increase student achievement. | August- Ongoing | Presentation notes, in-service records, agenda |
| 5 | Faculty trainings | Adminstration/  Staff | Demonstrate and train faculty to effectively use the trainings provided. | August- Ongoing | Presentation notes, in-service records, agenda |
| 6 | School Messenger | Adminstration/  Staff | Demonstrate and train faculty to effectively use the system and teach them why it is a relative and useful way to communicate with parents | August,  Ongoing | Presentation notes, in-service records, agenda |

**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 1116)]. The school website will post articles on how they can support their child’s learning and educational growth.

**Communication**  
  
Describe how the school will provide parents of participating children the following [Section 1116]:

* Timely information about the Title I programs [Section 1116]; Website and School Messenger will be used to give parents timely information about what is happening at our school and how they can get involved.
* 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; Meetings held during the first semester of the school year will allow parents the opportunity to learn about our programs, curriculum, and how we will be assessing their child during the school year on the standards.
* 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 116] Parent suggestions during our SAC meetings, Title 1 meetings, and family nights will be used to allow parents the opportunities to share their concerns about the education of their child.
* If the schoolwide program plan 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 1116]. If parents share that what their child is learning is not in alignment with researched best practices, we will meet collectively to re-evaluate our school curriculum and work with the district to improve our practices.

**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 1116)]. Our School website, School Messenger and Peachjar will be used to communicate to our parents in Spanish and English all information regarding our parent involvement activities.

**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:

Not Applicable

**Upload Evidence of Input from Parents**

**We will upload from each parent meeting a copy of the agenda and it will be located in our Title 1 Toolkit.**

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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 1116].  
  
**A copy of our Harns Marsh Middle School School-Parent Compact for 2019-2020 will be uploaded into our Title 1 Toolkit.**

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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 1116)].  
  
**A copy of our SAC meeting with discussion about the school compact at the end of the 18-19 school year will be uploaded in our Title 1 Toolkit.**

## In this section you are reviewing the 2018-2019 parent involvement activities. You will need to put in the number of times you offered the events and how many participated

**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 1116)]. 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 | Reading Night | 1 | 72 | To increase the students achievement |
| 2 | Math Night | 1 | 83 | To increase the students achievement |
| 3 | Goodies for Guardians | 1 | 75 | To increase the students achievement |
| 4 | Science Night | 1 | 147 | To increase the students achievement |
| 5 | 6th Grade Open House | 1 | 194 | To increase the students achievement |
| 6 | Culver Night | 1 | 75 | To increase the students achievement |
| Totals | | 5 | 646 |  |

**Please submit total number of Parent Involvement activities and total number of parent involvement participants to Annette Tartaglia by May 8,2019**.

## In this section you are reviewing the 2018-2019 staff training activities. You will need to put in the number of times you offered the events and how many participated

**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 1116)].

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| **Count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Technology Training- review | 1 | 42 | Technology Specialist Teachers will be trained on how to maintain individual teacher sites in Focus to keep parents informed about class work and homework. |
| 2 | Title I training | 1 | 678 | Teachers will be trained on the specifics of Title I and what it means for parents, students and educators. |
| 3 | Faculty trainings | 1 | 95 | Demonstrate and train faculty to effectively use the School Messenger and teach them why it is relative and useful way to communicate with parents. |
| 4 | Newsletter articles with research based parent involvement | 1 | 95 | Research based news articles will be distributed to teachers through school newsletter to further educated teachers on effective ways to communicate and work together with parents to further their child’s education. |

**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 1116)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Transportation | Parents did not list this as a barrier this past year when our social worker and parent involvement specialist reached out to them. Their concern was that they were just busy with other things and did not want to return to school at any time of the day. |
| 2 | Time | We offer our family night late in the evening and our SAC meetings in the morning. Neither event has a large turn out compared to the size of our school population. |
| 3 | Language | Parents feel as though they cannot participate due to the language barrier. We provided translation at every event, but that did not seem to be a barrier. Most of the children interpreted for the parents. |

**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)

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| **count** | **Content/Purpose** | **Description of the Activity** |