

ROBINSWOOD MIDDLE Title I, Part A Parental Involvement Plan

I, Nicole Jefferson, 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)];
- Inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Centers (PIRC) in Florida, i.e., PIRC of Family Network on Disabilities in Florida (FND) and PIRC at University of South Florida (USF) [Section 1118(g)];
- 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)].

Signature of Principal or Designee

Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: Robinswood Middle School is committed to creating partnerships between the school, families, and the community to help all students reach high levels of academic and social achievement. The staff of Robinswood Middle School strives to meet the individual needs of each student by differentiating instruction and offering parents skills to help the students with their unique attributes and capabilities. Parental involvement is an integral part to the school's success. Intense focus on student

achievement is the school's primary focus, which includes parents, faculty, community, and staff.

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: Robinswood Middle School involves parents in all aspects of its planning, review, and improvement of Title 1 programs including decisions regarding how Title 1 funds for parental involvement will be used. The School Advisory Committee (SAC) reviews the School Improvement Plan (SIP) and Parent Involvement Plan (PIP) and provides input regarding academic goals and objectives. The SAC, Multicultural Parent Leadership (MPLC) and Parental Involvement Committees (PIC) also share in making decisions regarding academic programs and family involvement activities. More than 50 percent of the members of the SAC are parent representatives. All parents were provided a copy of the PIP to review. Input and comments regarding the plan were solicited. A Survey of School Conditions is distributed during the spring to parents. The survey results are analyzed and areas of need identified. The survey results are shared with the SAC and made available to all parents. Additionally, the survey results are available to families in their native languages if requested.

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	ESE Departments; IDEA: Individuals With Disabilities Act	Instructional support and supplemental materials provided by Title I will be discussed with parents during the development of the students' IEP.
2	Title I	Parental involvement activities will be provided to discuss specific learning strategies, supplemental materials, and technology based programs.
3	Title II	Professional development provided to support the needs of the AVID program instructional staff and parents of AVID students.
4	Title III	Tutoring services will be provided for identified ELL students; family night for ELL parents to review Springboard, Capstone, Progress Book, and other instructional materials.

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 (school-wide 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	Parent Involvement Committee Meeting	Title I Coordinator	August 4, 2016	The PI Committee will meet to discuss parental involvement activities for the school year.
2	Organize materials; develop agenda	Parent Involvement Committee	August 4, 2016	Materials and agenda printed for meeting. Copy of flyer, photo of marquee, and script of the Connect-Orange message.

3	Notify parents and community members about the meeting.	Parent Involvement Committee	August 8, 2016	Notification of meeting - Connect Orange message and flyer distributed.
4	Host the Annual Title 1 Meeting	Title I Coordinator, PI Committee	August 11, 2016	The AP distributed and reviewed a copy of the PI Plan and Title 1 Program brochure. Input from parents was noted.
5	Distribute adopted Parental Involvement Policy/Plan	Title I Coordinator	September 1, 2016	PI Plan was adopted during the Title 1 Annual Meeting and distributed to all families in October.
6	Maintain documentation	Title I Coordinator	Monthly	Title 1 documentation box is located in the Title I Coordinator's office. Documentation will be shared with the OCPS Title 1 office for monitoring purposes.

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: In an effort to increase parental involvement, Robinswood Middle School will schedule meetings at a time that is convenient for our families. Conferences will be scheduled for the mornings or at a time that is convenient for the parents. All meetings scheduled will be listed on our master calendar. Notification of all meetings will be given through Connect Orange in English, Spanish, and Creole. Individual parent-teacher conferences will be scheduled throughout the year to review student achievement data and behavioral progress/concerns. These meetings are scheduled before or after school or during times that is convenient for the teacher/parents. Telephone conferences will also be utilized as an avenue to communicate with our parents that are unable to attend a meeting scheduled at school. Parents can also meet with teachers on the quarterly teacher workday. Other school activities/programs will be held in the morning or evening and on Saturdays. For example, conference times are at 8:30 am every Monday, Tuesday, and Thursday of the week.

Day time and evening programs will be held to promote knowledge of Common Core, reading, math, science, AVID, and IB. These will include Open House, Science Night, Meet the Teacher which are all held at 6:00pm. Weekend activities include Academics Day and tutoring. Transportation will be provided for parents to attend the Science Center Night.

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	MYP-IB and AVID	AVID/IB Coordinator	Provide information to parents on the MYP-IB and AVID standards and strategies parents can use to help their child at home.	Ongoing	Parent participation, Parent-Teacher Effectiveness Survey
2	Curriculum /Assessment	CRT, Reading, Math, and	Provide information to parents on expectations and strategies they can	Ongoing	Parent participation, Parent-Teacher

		Science Coaches	use to help their child at home.		Effectiveness Survey
3	Saturday School Extended Learning	ESE Behavior Specialist	Provide additional support to students scoring Level 1 and Level 2 in reading and math.	Ongoing	Sign-in sheets, Parent-Teacher Effectiveness Surveys.
4	Magnet Fair Night	AVID/IB Coordinator	Provide information to parents on the IB and AVID programs and the requirements necessary to be successful in those programs on the high school level	January 10, 2017	Sign-In sheets, agenda, parent participation
5	Family Night - Media Center	Media Specialist	Engaging family activities, access to books and computers, and helpful strategies parents can use to help their child at home.	Weekly	Sign-in Sheets, flyers, parent participation.
6	Parent Handbook & Curriculum Guide	Principal, classroom teachers	Parent-student guide book distributed to all students enrolled. Parent and student expectations, curriculum and assessment information, important dates, and extracurricular activities, etc. are summarized throughout booklet.	Ongoing	Notices on the school website, Connect Orange messages, and principal will document date distributed
7	Celebration Science	Science Coach	Provide families an opportunity to visit the Orlando Science Center free of charge and learn about various science concepts	April 2017	Parent participation, sign-in sheets, flyers
8	Open House. Parents rotate through classes to meet their child's teacher and obtain information regarding the curriculum and grading policies.	Principal and classroom teachers	Increase student achievement in content area classes and special area classes.	September 21, 2016	Sign In sheets
9	Progress Book Reports. Parents will be able to monitor students' academic progress weekly and quarterly.	Classroom teachers	Content area classes and special area classes.	Ongoing August 2016 -June 2017	Copies of Progress Reports
10	English Speaking Class	Assistant Principal	Teaches English to non-English speaking parents to increase educational awareness.	Ongoing	Sign-in sheets, flyers, agenda
11	Cultural Fair	Principal, assistant principals, classroom teachers	Increase cultural awareness within the community and nation.	October 2016	Sign-in sheets, flyers, agenda, handouts

12	Evans and RMS Community Science Night	Principal, Science Coach, assistant principal, classroom teachers	Partnership with OSC to increase student achievement in science through hands-on activities for the entire family.	September 2016	Flyers, handouts, agenda
13	Meet the Teacher	Principal, assistant principals, and classroom teachers	Provide information to parents regarding the curriculum and classroom expectations.	August 11, 2016	Sign-in sheets
14	Individual student conferences	Classroom teachers	Teachers will conduct individual conferences to review student assessment results and academic performance.	Ongoing	Conference logs
15	Band and Instrument Tryout Night	Band director	Parents will receive information regarding the band program, tryout and/or purchase band instruments.	September 2016	Sign-in sheets agenda, flyers
16	Core Subject Boot Camps	Principal, assistant principals, classroom teachers, instructional coaches	Provide information and support in the areas of writing and reading prior to the FSA and EOCs.	One subject per quarter	Sign-in sheets, flyers, agenda
17	Math Boot Camp	Principal, assistant principals, classroom teachers, instructional coaches	Provide information and support in the areas of writing and math prior to the FCAT.	March 2016	Sign-in sheets, flyers, agenda

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	Training for staff during Faculty Meetings on parental involvement Modules 1, 2, 3, and 4	Principal and assistant principals	Improve the ability of staff to work effectively with parents.	August 2016 – May 2017	Agendas, sign-in sheets, minutes, and handouts.
2	Review parent involvement strategies with staff during weekly PLC meetings; focus is how to communicate student data with parents	Team Leaders	Improve the ability of staff to work effectively with parents.	Ongoing	Agendas, handouts, and minutes from meetings.

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 staff at Robinswood Middle School will:

1. Distribute information about the Florida Parental Information & Resource Center (PIRC) during the Title 1 Annual Meeting. An informational flyer will be placed in the front office for parents to review.
2. Distribute information regarding community resources (health screenings, medical centers, etc.) to support student/family needs.
3. Provide information regarding continuing education courses for parents of ELLs.
4. Provide information regarding behavioral issues such as bullying, individual student counseling services, health services, etc.

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: Robinswood Middle School will convene our Annual Title 1 Meeting at a time that is convenient for parents to attend. This year, the Annual Title 1 meeting will be held on October 8, 2016. During the meeting we will review our 2016-2017 Parental Involvement Policy/Plan, share an overview of the Title 1 Program, and initiatives that will be supported with Title 1 funds. The school will also provide information regarding the requirements of the Title 1 program and the rights of parents. The RMS staff will also share additional information regarding the Title 1 Program during PTSA, SAC, and PLC meetings scheduled throughout the 2016-2017 school year. During these meetings, the RMS staff will share information regarding curriculum, assessment, and other district requirements for middle grade students.

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: The Robinswood Middle School staff will inform parents about meetings and other activities scheduled through individual student planners, flyers, email, and weekly Connect Orange messages. Messages will be distributed to parents in English, Creole, and Spanish. The school will provide interpreters to translate information during meetings and other school activities to ensure information is comprehensible. We will ensure that meetings are accessible to persons with disabilities or other health-related concerns. Parent-teacher phone conferences will be provided for any parent with mobility needs or

other related concerns. Our staff will conduct home visits when feasible to address academic and/or behavioral concerns with parents as needed. At this time, Robinswood Middle School does not have a migrant population or a high student mobility rate. As a result, communication and participation in school activities for these families is not a concern. If we did have a migrant population, all necessary communication will be available in English, Spanish, and Creole on the school website and in the front office.

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	Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and	Provide information on the specific literacy skills students need. Provide strategies that show how parents can help their child at home.	Principal, CRT, classroom teachers	Improve student achievement in all academic areas with family involvement	August-June 2016-2017
2	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Parent liasions will attend district level training and share parental involvement strategies during parent meetings at school.	Title I Coordinator	Improve student achievement in all academic areas with family involvement	August-June 2016-2017
3	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 meetings/activities are held before, during, and after school hours.	Principal, classroom teachers	Improve student achievement in all academic areas with family involvement	August-June 2016-2017
4	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Recruit community involvement through the Partners in Education program.	Title I Coordinator	Improve student achievement in all academic areas with family involvement.	August-June 2016-2017

Upload Evidence of Input from Parents

Upload evidence of parent input in the development of the plan.

[Uploaded Document](#)

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](#)

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](#)

Evaluation of the 2015-2016 Parental Involvement Plan

Building Capacity Summary

Provide a summary of activities provided during the 2013-2014 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.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Title I Annual Parent Involvement Meeting – October 1, 2015	1	3	Provide information to parents on the Title I component and funding used to enhance student achievement.
2	Meet the Teacher – August 20, 2015	1	300	Provide information to parents on the MYP-IB and AVID Standards, FCAT strategies and strategies parents can use to help their child at home.
3	Science Night	1	297	Provide information to parents on expectations and strategies they can use to help their child at home.
4	Family Night - Media Center	9	257	Engaging family activities, access to books and computers, and helpful strategies parents can use to help their child at home.
5	MPLC – December 10, 2015 and January 7, 2016	2	49	Provides ELL parents strategies to help their child at home.

Staff Training Summary

Provide a summary of the professional development activities provided by the school during the 2014-2015 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)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Parent Involvement Training Modules 1 and 2 for staff during Faculty meetings on parental involvement – Quarterly	2	87 each time	Improve the ability of staff to work effectively with parents.
2	Parent Involvement Training Modules 3 and 4 for staff during faculty meeting – March 2016	2	87 each time	Improve the ability of staff to work effectively with parents.
3	Provide staff with an overview of how to review student information on Progress Book	1	87	To provide information regarding use of Progress Book to access student grades from home to support student achievement.

Barriers

Describe the barriers that hindered participation by parents during the 2013-2014 school year in parental involvement activities. Include the steps the school will take during the 2014-2015 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	Limited English Proficiency (Hispanic, Haitian)	Translate documents; translators available on request for meetings, conferences, etc.

2	Conflicting parent schedules (all subgroups)	Offer school activities and conferences with flexible scheduling.
3	Access to campus for persons with disabilities	Arrange meetings in the central office area for parents with limited mobility and/or other disabilities.

Best Practices (Optional)

Describe the parental involvement activity/strategy the school implemented during the 2013-2014 school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

count	Content/Purpose	Description of the Activity
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