

## NORTH MARION MIDDLE SCHOOL Title I, Part A Parental Involvement Plan

I, Philip Leppert, 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)].

  
Signature of Principal or Designee

9-3-15  
Date Signed

### Mission Statement

#### Parental Involvement Mission Statement (Optional)

**Response:** North Marion Middle School will provide opportunities for meaningful input from parents, which is reflected in the planning and implementation of programs, activities, and procedures supported by the Title I Program at the school and district level. North Marion Middle School will ensure student achievement by inviting, welcoming and partnering with parents in all aspects of their child's education. In addition, we will assist parents in understanding Florida's Standards, the Florida Assessment Test and current school district assessments. When applicable, North

## 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	Develop agenda, handouts, and presentation materials that address the required components.	Administration	September 2015	Copies of agenda and materials
2	Notify parents of Annual Meeting via all means	Administration	August-September 2015	Picture of Marquee, script from Skylert, Copy of letter home
3	Conduct the meeting	Admin/D. Smith	September 2015	copy of materials
4	Maintain Documentation	Administration	September 2015	Documentation box, housed in principal's box.

## 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:** A variety of parent workshops and SAC/PTO meetings will be offered in the evening, and in the morning, to allow parents to attend. SAC meetings will be held on Tuesdays of every month at 5:30 p.m. Parent activities will be held before school and after school to allow for maximum parent involvement. Funds may be used to provide materials to families upon home visits, funds may also be used to purchase books to give to participating students/families, and also purchase items used for the event.

## 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	Open House	Administration	There will be an increase in students scoring proficient in both district and state assessments	September 2015	Sign In sheets
2	Parent Information Night	Title I Coordinator	Parents are taught strategies so they can work with their students at home. Scores on FSA, and all other district assessments.	October 2015	Sign in sheets/Evaluation

3	Writing and Study Skills	Title I Coordinator	Students will increase their QWA scores and 8th grade FSA Writing Scores	January 2016	Sign in Sheets/Evaluation
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## 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	Progress Monitoring	Teachers/Administrator	Students will show an increase in scores for LEOCEs, FSA and district tests	ongoing/monthly	passing grades, proficient scores on FCA's/ AIMS-WEB/I-READY
2	MTSS Meetings	Student Assistance Team	Interventions put in place for those students identified through MTSS process will increase in scores for LEOCEs, FSA and district tests	ongoing/ as needed	An increase in student academic performance as determined by grades and a decrease in student behavior as noticed by referrals
3	Parent Teacher Communication	Title I coordinator / Adminsitration	Through the use of connect 5 message system, school news letters, parent conference student achievement will increase in LEOCEs, FSA, and district tests	on going	Teacher Evaluations/contact logs
4	Parent Liaison Training (middle school matters)	Title 1 coordinator/district inservice	Increase parent involvement by utilizing parent liaison to make connect with parents	on going	parent survey

## 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:** Parents receive calls (from their student's classroom teacher), Middle Years newsletter (distributed by the Curriculum Coach), as well as "Skylert" messages (created and distributed by members of the Admin. Team) from the school. Parent-conferences are scheduled for students and follow up is required. Parents may request a conference to discuss any concerns. Parents are invited and encouraged to attend SAC/PTO meetings and participate in other on campus activities on a regular basis. The Family

Access Portal is available to all parents, as well as the school website to monitor their child's progress. A Parent Resource Room is available to parents, where they can access a variety of information and resources. Parent involvement trainings (4-6) will be organized by the title one parent liaison. Conference forms will be used to determine that these conferences took place. Scripts from the Skylert messages will also be used as evidence that the task took place. Open House will be held in September in order for teachers to meet with parents to discuss curriculum and classroom expectations.

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## 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)].

**Response:** North Marion Middle School will set up an annual parent meeting prior to the September Open House. Parents are encouraged to attend and will be invited to join the SAC/PTO meetings in which some of the policies will be decided upon. Parents are also invited to attend a variety of parent workshops throughout the year. Parents will receive these invites via; email, phone call, newsletters, and it will also be posted on the school marquee. Parents are also welcome to meet with administration, by appointment, at their convenience to add any input that they may have on the plan. In addition, parent input forms will be available in the guidance office. Parents will be notified one week in advance, both in writing and via the Skylert system. These notifications will be done in both English and Spanish. Teachers will pass out information for the students to take home. Skylert System is sent to notify parents that the information will be sent home with their child.

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## 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:** Parents are notified of school events via: Skylert messages, hand-outs and the school website. Special parent events will be promoted using these mediums as well as printed flyers sent home, and in some cases personal phone calls to parents. SAC/PTO meetings will include upcoming events and the school calendar is distributed at the beginning of each school year to enable parents to plan for report cards, progress reports and other planned events. Flyers sent home will also be printed in Spanish for those needing it. We will also have an interpreter available at particular events. Our school is an accessible school. Skylert calling system has a TTY option that is utilized.

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## 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:

<b>count</b>	<b>Activity</b>	<b>Description of Implementation Strategy</b>	<b>Person Responsible</b>	<b>Anticipated Impact on Student Achievement</b>	<b>Timeline</b>
1	Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];and	Survey/SAC meetings	Administration	Student scores will increase in state and district tests	On-going beginning in September 2015
2	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	Parent as Teacher / Parents & Testing	Administration	Students scores in proficient will increase in FSA-ELA and district literacy tests	Novemebr 2015 & February 2016
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)];	SAC / Parent Workshops	SAC chair /Administration	By maximizing parental involvement, students scores will increase in LEOCEs, FSA and district tests	ongoing beginning in September 2015
4	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	Parent meetings / Input forms	Title I coordinator	Through parental involvement students scores will increase in LEOCEs, FSA and district tests	ongoing beginning in September 2015

Marion Middle School will provide information to parents of Limited English Proficiency (LEP) students, in their native language.

## 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 encouraged to join and attend SAC/Parent Information meetings in which the Principal and SAC members will collectively develop the Parent Involvement Plan. The administrative team, as well as all staff and faculty members, will be responsible to implement the Parent Involvement Plan where appropriate. The Professional Development Specialist will facilitate the implementation of the plan, with the on-going support of the admin team. Evaluation of the PIP will be on-going and will be conducted during administrative team meetings and at SAC meetings. The group is made up of elected administrative team members and volunteers of teachers, parents and community members. All SAC by-laws, and FL statutes, are followed when electing members for SAC. Input from parents pertaining to the PIP will be documented in the SAC minutes. The school will provide support for parental involvement by way of inviting parents to join the SAC. The school will also host a variety of parent involvement activities, both in the morning and the evening, to accommodate a variety of work schedules. A Parent Resource Center has been established on the campus to support and assist parents on a variety of topics.

## 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	Title X: Homeless	Guidance identifies all Homeless/Migrant students; coordinates with MCPS liaison to meet entire families' physical, social, and academic needs.
2	Title I, Part C (Migrant)	Guidance identifies all Homeless/Migrant students; coordinates with MCPS liaison to meet entire families' physical, social, and academic needs.
3	Title III - ESOL	The administration will coordinate with Grants & Federal Programs and ESOL Department to identify students. ESOL paraprofessionals are placed in our school to provide students with the appropriate academic support that they need to progress in learning a second language.
4	Individuals with Disabilities Education Act (IDEA)	Our school coordinates with the ESE and Student Services Department of MCPS. Supplemental instructional support is shared with parents as they are invited and attend their child's IEP meetings. Teachers and staff will follow the MTSS policies and processes.
5	Title I Part A	Our school receives Title I funds based on free and reduced lunch counts. Title I Part A funds are used to provide supplemental instructional materials, equipment, and / or personnel to help students meet the rigorous state standard expectations. Staff Development as well as Parental Involvement Trainings and Workshops will be coordinated with Title I, Part A.
6	Title II	Staff and faculty members participate in district professional development opportunities.
7	Federal Nutrition Program	Our guidance department identifies families in need and coordinates "Food 4 Kids" - a weekend food backpack program providing nutrition supplements.