

HAVANA MIDDLE SCHOOL Title I, Part A Parental Involvement Plan

I, Delshuana Jackson, 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

Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: Our primary mission at Havana Middle School is to find ways of enhancing each child's learning opportunities. We strive to help students nurture a love for learning and to develop lifelong learners. We believe that each child should be given opportunities to achieve, be successful, and understand that active participation of parents and family will help promote this success.

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: Havana Middle School will involve parents in all aspects of its Title I program. The School Advisory Committee (SAC) along with all other parents provide input into the development, implementation, and evaluation of the Parent Involvement Plan (PIP). During the monthly SAC meetings, input is solicited from members in regards to specific goals. Decisions involving the use of parental involvement funds will be made during the development of the SIP by the SAC.

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	Annual Title I Parent Meeting	The purpose of the annual Title I Parent Meeting is to provide information to parents of participating children about the Title I program and their right to be involved in their child's education. During this time, parents will become knowledgeable of the Title I funding, school choice, and services available for the education of their child(ren).
2	District Parent Involvement/Homeless Coordinator	The district parent involvement/homeless coordinator will assist in providing information, materials, and training to parents and teachers on how identify homeless students.
3	21st Century Community Learning Center	Parent involvement programs will be coordinated with 21st CCLC parent involvement nights. Data concerning parent nights will be shared between Title I and the 21st CCLC program.
4	Individuals with Disabilities Education Act (IDEA)	Supplemental instructional support provided by Title I is discussed with parents during the development of the students Individual Education Plan (IEP). All ESE parents are invited to attend all school meetings.

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	Advertisement	Delshuana Jackson	September 2014	Sign-In Sheets
2	Develop Agenda	Sherry Taylor	September 2014	Sign-In Sheets
3	Create Powerpoint	Sherry Taylor	September 2014	Parent Comments
4	Host Annual Meeting	Delshuana Jackson/Sherry Taylor	September 2014	Parent Comments and Sign-In Sheets

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: Havana Middle School will host parent meetings and workshops at various times and days to help assure that parents have the opportunity to participate. All teachers will be required to hold parent conferences before, during, and after school to accommodate parents.

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	Curriculum Nights	Principal, Reading Coach, and Teachers	Content specific strategies and skills will be shared to increase students' knowledge.	October 2014 - April 2015	Sign-In Sheets Student Performance
2	Quarterly Parent Expos	Principal and Teachers	Student progression will be shared in regards to classwork and assessment data with parents.	October 2014 - May 2015	Sign-In Sheets and Parent Conference Logs
3	Parent Trainings	Principal and District Parent Involvement Coordinator	Provide information to parents on academic and leadership skills to assist parents with their child(ren).	October 2014 - May 2015	Sign-In Sheets

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	Staff Parental Involvement Training	Coordinator of Parent Services	Foster positive relationships between parents and teachers to increase student success.	October 2014 - December 2014	Parent Conference and Phone Logs
2	Different Levels of Parent Involvement (DLOPI)	Coordinator of Parent Services	Foster positive relationships between parents and teachers to increase student success.	October 2014 - December 2014	Follow-Up Activities

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 parent resource center at Havana Middle will be utilized to offer parents various ways to enhance their child(ren) education opportunities. The parent resource center will promote parental involvement through training and parent-friendly resources. Parents will be encouraged to visit the parent resource center before, during, and after school to take advantage of the resources available. The parent liaison will be responsible for the parent resource room.

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: Havana Middle School will provide information pertaining to the Title I program at the annual meeting held in September. Additionally, the School Advisory Council (SAC) will discuss the Title I program throughout the school year. Monthly SAC meetings will also allow parents to provide opportunities for input, discussions, suggestions, and concerns as it relates to the school improvement initiatives and daily operations of the school. Copies of the School Improvement Plan and the Parental Involvement Plan will be made available via the school's website, parent resource room, and in the front office.

At the annual meeting, the school's curriculum, forms of assessment used to measure student progress, how to schedule parent-teacher conferences, proficiency levels of students are expected to meet, and opportunities for participation in decisions related to the education of their child.

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: Havana Middle School will provide full opportunities for participation in parental involvement activities. Memos and letters announcing various parental involvement activities will be reviewed for ease of readability and to make certain any acronyms are identified and explained. Spanish translations will be provided for school documents as needed. The school and district will make sure the facilities are kept in

compliance with regulations regarding access for persons with disabilities. Havana Middle School will make sure that parents with disabilities have access to parental involvement activities and events. Parents will be provided information during Open House regarding the availability of parent involvement opportunities and resources. Havana Middle School will collaborate to make sure every opportunity is given to all families for participation in parent involvement activities and to have access to important resources in a language parents can understand.

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	Curriculum Nights	Principal, Reading Coach, and Teachers	Increase student achievement in the area of reading and parental involvement.	September 2014 - May 2015
2	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Parent Involvement Workshops	Coordinator of Parent Services	Will enable parents to receive resources to foster their child(s) academic growth.	September 2014 - May 2015
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 Conference Nights	Principal and Teachers	Will allow teachers to communicate with parents to share strengths and weaknesses of students.	September 2014 - May 2015

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 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.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Curriculum Night	1	50	Content specific strategies and skills will be shared to increase students' knowledge.
2	Quarterly Parent Expos	4	200	Student progression will be shared in regards to classwork and assessment data with parents.
3	Parent Trainings	2	50	Provide information to parents on academic and leadership skills to assist parents with their child(ren).

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)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Staff Parental Involvement Training	1	35	Foster positive relationships between parents and teachers to increase student success.
2	Different Levels of Parent Involvement (DLOPI)	1	38	Foster positive relationships between parents and teachers to increase student success.

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	Limited technology	Schedule flexible media hours for parent access.
2	Transportation	Hold parent meeting at flexible times.

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)

count	Content/Purpose	Description of the Activity
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