

JAMES A. SHANKS MIDDLE SCHOOL Title I, Part A Parental Involvement Plan

I, Juanita B. Ellis, 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: With high expectations for all students, James A. Shanks Middle School faculty & staff will work collaboratively with parents, students and other stakeholders to create a culture of excellence by providing a rigorous, relevant curriculum for the development of skills necessary for students to compete in a dynamic, global and multicultural 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 [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

Response: Since James A. Shanks Middle is a Title I school, parents are provided pertinent information regarding the Title I Program and services during a special Title I Parent Meeting and throughout the year at various conferences and parent meetings. All parents are invited to become active members of the School Advisory Council and PTO at the beginning of each school year, during open house, as well as during back to school orientation. During the Title I and SAC/PTO meetings, parents are encouraged to provide input in the development and implementation of the Parent Involvement Plan and the School Improvement Plan. In addition, parents and council members decide how Title I funds are to be allocated during the first couple of meeting based on stated SIP and PIP goals and objectives.

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 I Parent Involvement Meeting	This meeting will be provided through the school at the beginning of the school year to inform parents of the Title I funding, and choices and services available for the education of their child.
2	Parents Night Out/Parent Expos	The school will organize special nights for parents to receive information about their child's progress as well as academic programs and strategies for building literacy skills that can be use at home.
3	PTO, SAC Meetings	Parents are encouraged to participate in school meetings and provide input into the operation of the school, the development of the SIP, and the utilization of Title I funds.
4	Parent Fairs	Parents are invited to visit the classroom and participate in the learning process in order to better understand what the child is learning and to acquire skills and knowledge that can be useful in assisting their child at home.

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	Title I Parent Meeting flyers are sent out to parents inviting them to the annual Title I meeting	Principal	September	Parent comments, surveys, discussions held during meeting
2	Webpage reminder messages were posted to remind parents about the important Title I meetings	Principal	September	Parent participation sign-in sheets
3	Final parent reminder notice sent home by students outlining the agenda and incentives	Principal	September	Parent participation sign-in sheets

4	Skylert Message	District Parent Involvement Coordinator	September	Parent participation sign-in log
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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 1118(c)(2)].

Response: Our central mission is to work with parents and the community to provide the best possible education for our children. In order for parents to participate, we plan meetings and programs during a time that is most convenient for them. Based on the culture of the population of parents served, parents request evening and night parent meetings around 6:00 p.m. to accommodate their work schedules. For grandparents, activities mostly are requested during morning hours or during lunch. Moreover, community and faith-based activities are better attended on the weekends.

With the assistance of our office staff and VISTA volunteer, Ms. Ashley Cook, we offer parent services through our parent center during office hours (8:00 a.m. - 4:00 p.m.) each day. Materials, resources, technology support, and services are available for parent use. Upon request by parents, the school will schedule conferences, meetings and programs to discuss concerns and academic progress of students. In addition, the school will request parent meetings for academic progress or behavior chats throughout the year.

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	Parent Involvement Title I Meeting: To inform parents about Title I Program & Services and get input from parents	Principal, District Parent Involvement Coordinator	Title I funding materials were provided to improve academic performance	September	Parent survey, input forms, student progress reports
2	Parent Nights: To increase literacy skills and provide timely information and strategies to assist their child at home in the areas of the new Florida Standards, Reading, Writing, Math, Science, Civics & Technology	Principal, Asst. Principal, Academic coaches, teachers	Share best practices for teaching and learning that can be used at home	Throughout the school year	Comment sheets, student data
3	PTO/SAC Meetings: To collaborate on SIP & PIP	Principal, APC, SAC	Define curriculum goals & strategies	Throughout the school	Parent sign-in sheets and

	Goals & Objectives and determine how funds are allocated	Chairperson, PTO President	for parent involvement to aid in increasing student performance & school improvement	year	meeting minutes
4	Parent/Community Meetings: To provide parent information, trainings & services in addition to gathering input from the community for school improvement	District Parent Involvement Coordinator, Principal	Maximize involvement for increased student performance	On-going	DLOPI Survey & sign-in sheets
5	Parent Expos: To monitor students' progress, provide opportunities for parent/teacher conferences and provide information in reference to state and district assessments	Principal, APC, Academic Coaches, counselors & classroom teachers	Progress toward meeting academic goals is expected to increase	Throughout the school year	Progress reports, report cards, parent conferences

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	Implementing strategies/ approaches to increasing parental involvement- Different Levels Of Parent Involvement (DLOPI)	District Parent Services Coordinator, Principal	Information was disseminated to keep teachers and parents abreast of school events, activities, & assessments.	October	Parent conferences, Input forms, DLOPI Surveys
2	Florida Standards in-service training for staff	DOE, Principal, Leadership Team	Focus calendars Unwrapping FI Standards, developing pacing guides, and assessment dates will be made available to teachers & staff for effective teaching & learning	September	Evaluation forms, student progress reports
3	School/Community Planning meetings for staff and community partners.	Principal, Asst Principal, Parent Services Coordinator	Overall school improvement which will enable student achievement to be positively impacted.	Throughout the year	Phone contact logs, visitation logs and meeting minutes reflect participation.
4	PTO/SAC training for staff and parents	Principal, PTO President, SAC Chair	Parents, teachers and students collaborate on strategies for school improvement; annual training provided to develop model for increased parental involvement and student achievement.	Throughout the year	Climate surveys
5	ESOL/ELL Training for selected staff	Principal, APC, ESOL/Migrant	Techniques and strategies on modifying	On-going	Progress monitoring

		Education Coordinator	lessons will aid in learning.		reports & data
6	RTI (Response to Intervention) Training for staff	District ESE Director, Principal, Site-based Resource Teacher	Interventions, techniques and learning strategies will aid in learning.	On-going	Rtl Meetings, progress reports & data
7	Title I Parent Meeting	District Parent Services Coordinator, Principal	Information was disseminated to keep parents, teachers and other stakeholders abreast of the Title I Programs and their rights as a parents	September	Sign-in log, parent surveys

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 school will maintain its Parent Resource Center throughout the year with the assistance from our staff member, Mrs. Lauren Frison and VISTA Volunteer, Ms. Ashley Cook. Resources will be provided such as: technology for parent usage, educational books, magazines and videos for checkout, as well as hand-outs and pamphlets on health and effective parenting and discipline strategies. An anti-bullying program will be implemented to provide parents and students with information and strategies to reduce negative behavior.

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: Parents will be provided information about the Title I Program during the Annual Title I Parent Involvement Meeting, which will be held at the beginning of the school year with a follow-up meeting at the end of the first semester. Monthly SAC meetings provide opportunities for input and discussion of concerns from parents and community stakeholders about school operations. During PTO meetings, School Advisory Council meetings, Parent Expos, Family Literacy Meetings, Community Meetings, and Parents' Night Out, information will be shared and explained to parents concerning the curriculum, the new Florida Standards, Grade Level Expectations, students' progress, and academic assessments. The School Improvement and Parent Involvement Plans will be developed with the assistance of parents and disseminated during meetings as well as on the JASMS web page. In addition, the school will meet and collaborate with stakeholders and parents to establish strategies for academic improvement and creative

approaches to increasing parental involvement.

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 school will encourage all parents to participate in meetings and programs throughout the year via newsletters, flyers, Skylert messages, local newspapers, phone calls, school webpage, and conferences. Written communication will be translated into languages to meet the needs of all parents. Translators will be available to assist with communication between parents and school. A bi-lingual teacher has been added to the staff to assist with communication with non English-speaking parents. In addition, multicultural programs and activities will be held to encourage all parents to get involved in their child's education.

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	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	Assist with decision-making and financial obligations for training	School Administrators, Title I Coordinator, Reading Coach	Participate in training to receive updates, ideas, and suggestions for increasing parental involvement, as well as strategies for increasing student achievement	Ongoing
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	Provide information, resources, materials	School Administrator, Title I Coordinators, District Parent Services Coordinator, SAC/PTO Members	Receive materials, information, and updates for implementation of plans/strategies to increase student achievement	Throughout the year
3	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Discuss model approaches for parent involvement and student achievement.	Principal, District Parent Services Coordinator	Develop an action plan to increase parental support for closing the achievement gap	Throughout the year
4	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home	Provide information, resources, materials	School Administrators, Title I Coordinator, District Parent Services Coordinator,	Receive materials, information, and updates for implementation of plans/strategies to increase achievement	Throughout the year

	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/PTO Members		
5	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	Discuss plans and strategies to increase parental involvement	Principal, District Parent Services Coordinator	To increase parental support for closing the achievement gap	Ongoing
6	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Discuss ways to improve the school and increase parent involvement in order to serve as a model school for parent involvement	Principal, District Parent Services Coordinator	Increase parental support for closing the achievement gap	Ongoing

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	DLOPI Meeting	1	132	Moderate impact on student achievement
2	Parent Expos	3	389	Moderate impact on student achievement
3	SAC Meetings	7	105	Low-moderate impact on student achievement
4	Parents Night	2	137	Low-moderate impact on student achievement
5	Title I Parent Meeting	1	110	Moderate impact on student achievement

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	Implementing model approaches to increasing parental involvement -- Different Levels of Parent Involv	1	52	Information was disseminated to keep staff members abreast of ways to become involved in the student's learning process and promote academic achievement.
2	PTO/SAC Training	1	16	Training was provided for staff in order to receive information and knowledge, as well as to provide input into the decision-making process as it related to funding for academic programs and activities throughout the year.

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	Timely Communication and communication with Non-English speaking parents	Skylert (district communication system), parent conferences, e-mail, school's web page, phone calls, newsletters and backpack mail written in English and Spanish will be used to improve communication between parents, teachers and the school.

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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