

Title I, Part A Parent and Family Engagement Plan- Buddy Taylor Middle School

I, **Denise Harshbarger**, 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. This plan shall meet the requirements of Section 1116(b) of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA).

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 of 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;
- *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;
- *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 school-wide program plan under section;
- *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;
- *if the plan for Title I, Part A, developed under ESEA Section 1116, 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;
- *provide to each parent an individualized student report about the performance of their child(ren) on the state assessments [ESEA 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 out of field; 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.

Dr. Denise Harshbarger

Denise Harshbarger
Assistant Principal, Buddy Taylor Middle School
June 1, 2017

Mission Statement

Buddy Taylor Middle School values the input of all stakeholders, especially parents and guardians of our students. In order to strive toward an ideal learning environment for each of our students, we make a conscientious effort to create a seamless two way communication system between school personnel and parents/ guardians of students. The Parent Involvement Plan guides our efforts with specific, strategic activities that elicit parent involvement in schoolwide initiatives.

Involvement of Parents

Describe how the school will involve parents and families in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decision making regarding how funds for parental involvement will be used [ESEA Section 1116]

Response:

Buddy Taylor Middle School will involve parents as members of the School Advisory Council (SAC). We will actively recruit members during both our Open House and Curriculum night, as well as other school functions during the academic year. The administration and SAC are responsible for Title 1, and its implementation in our school, the money allocated for Title 1 and Ideas on how we plan to provide a world-class education to the students. Parents will be involved in the development and decision-making process of the Title 1 activities related to the school. An annual evaluation will be conducted using surveys completed by parents, staff, and students. The results will be analyzed to evaluate the effectiveness of the parental involvement program and to see what needs to be adjusted for the following year.

There will be at least four SAC meetings throughout the year (one per marking period). Four additional SAC meetings will be added if the committee decides to pursue a 5 Star Recognition. Documents will be gathered throughout the year to clearly reflect the input of the parents and others attending the meetings. Such documents will be: agendas, sign in sheets, handouts, presentation materials, and meeting minutes.

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 [ESEA Section 1116].

Account	Program	Coordination
1	Individual with Disabilities Education Act (IDEA)	We will discuss, with parents, supplemental instruction support that is being provided by the school. This will be done during the development of the student's IEP.
2	Title IIA	New Teacher Mentor Program
3	Title I, Part C and Title III	These funds are used to pay for translation services provided to families
4	Title 1	Suggestions for helping students at home will be provided to parents through monthly newsletters that will be sent home through email, the remind text message system, Social media accounts, and Schoology (the online platform the school uses). The monthly newsletters will also be posted on the school website.

Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual parent meeting designed to inform parents and families of participating children about the school's Title I program, the nature of the Title I program (school-wide or targeted assistance), how the meeting will cover the Adequate 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.

Account	Content/Type of Activity	Person Responsible	Timeline	Evidence of Effectiveness
1	Announcement of meeting date and time on school website	Title 1 School Coordinator	August 2017	Feedback from parent surveys

2	Announcement of meeting on marquee	Title 1 School Coordinator	August 2017	Feedback from parent surveys
3	Email sent to parents, social media posts, Schoology posts, and Skyward generated phone calls home to inform parents of the meeting date and time	Title 1 School Coordinator	August 2017	Feedback from parent surveys
4	Annual Title 1 Meeting agenda (and corresponding sign in sheets) built around educating parents about opportunities for families and students. Agenda will include contact information for Title 1 School Coordinator and a list of opportunities for students and parents (Tutoring, Saturday Symposiums, Curriculum Carnival, Curriculum Night, SOAR to Success workshops)	Title 1 School Coordinator	September 2017	Feedback from parent and staff surveys

5	<p>Annual Title 1 Meeting handouts for presentation. The presentation (and accompanying handouts of the presentation with a section for note taking) will include information about what Title 1 means, options for school choice, Parent Rights, and a review of the opportunities provided by the school as part of the Title 1 Program. Parents will be provided with the information and will have the opportunity to ask questions at the end of the presentation.</p>	School Administration Team	September 2017	Feedback from parent surveys

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 and family engagement [ESEA Section 1116].

Buddy Taylor Middle school will schedule TPST, IEP, and MTSS meetings at different times of the day to better meet the needs of the parents and guardians of our students. Teachers will be available for conferences on an individual or team basis. Parents will also be provided with the option of participating in a meeting through video conference or phone. Meetings are generally scheduled during a teacher's planning time or after school, but a substitute teacher will be made available for teachers if parents need to meet during a teacher's instructional time.

Conferences will be by appointment in order to provide an opportunity for all parties to be available. Parents will be provided information such as grade reports, behavior reports, and interventions teachers are using to assist the child in succeeding in school. Parents will also be asked to engage in conversation about how they may support the efforts at school and suggestions will be made to help the child outside of school. Parents will be provided with directions for how to access the online grading system, and the registrar will be available to assist parents who need assistance with this process. Buddy Taylor will utilize the Title 1 District social worker to partner with an administrator or teachers to make home visits, should the need arise.

The parent liaison will be able to provide information to the parents and help bridge the gap in communication. Buddy Taylor will use the results from the parent surveys to schedule the times for the Title 1/ SAC meetings. The majority of parents indicate that evening is a better time to come to the school campus, due to work schedules. Evening times will be set to accommodate the majority of the parents who are interested in attending and participating in our meetings, and childcare will be provided by one of our student groups (SGA, NJHS, AVID) and their faculty advisor. Video conference options will also be provided to parents who show an interest in participating, but cannot physically attend the meeting.

Buddy Taylor has created a parent resource room for additional support. Parents will have access to all information given out at meetings and will have the opportunity to access the center during the normal operating hours of the school.

Building Capacity

Describe how the school will implement activities that will build the capacity for meaningful parental/family 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. 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. Include information on how the school will provide other reasonable support for parent/family engagement activities under [ESEA Section 1116].

Account	Content/Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Florida standards and instructional shifts provided to parents through links on the school web page, and social media pages. Hard copies available by request	Administrative team	Providing parents with a copy of the standards will allow them to understand the expectations for what the students are learning and how these standards differ from previous expectations.	August 2017	Feedback from parent survey
2	Data and student goals discussed at parent conferences	Teachers	Providing parents with updates on student progress, as well as feedback on how students are progressing will allow them to better support students in their areas of need.	Ongoing throughout the 2017-2018 academic year	Data logs and gradebooks
3	Access to	Administration,	The portal will	Ongoing	Feedback

	Parent Portal (Skyward)	Registrar	provide parents with the ability to track their student's progress and grades throughout the year. Staff will provide the necessary instructions for how to log into the portal and access information	throughout the 2017-2018 academic year	from parent survey
4	Curriculum Night	Administration, teachers, counselors	This event provides parents with a more in-depth look at what their child will be learning throughout the year. They will leave with a greater understanding of what is expected of the child and how to better support their child's academic success	September 2017	Feedback from parent survey
5	Content Showcase (Curriculum Carnival)	Administration, teachers, counselors	These content focused sessions will be provided to parents as a showcase of what students have learned, and to preview content for the next academic school year	May 2018	Feedback from parent survey
6	Open House	Administration, teachers, and counselors	This event will allow parents to meet their child's teacher prior to the start of school. Contact information will be exchanged and the building of the	August 2017	Feedback from parent surveys, feedback from teachers

			school parent/ relationship will begin at this event		
7	SOAR to success parent workshop	Administration, coaches, teachers	This event will allow parents to attend mini sessions designed to inform them about how to best support their students progress in middle school. Topics covered include: assessments, technology to monitor progress, supporting students in math, and supporting students in ELA.	Fall 2017	Feedback from parent surveys
8	Guest Speakers and mentors from the community	Teachers, Administrative Team	Community members will be brought into the school to talk about the role they play in the community, or to serve in a mentoring capacity for students. This will provide students with a link to how education can influence their opportunities, and will provide opportunities for community members to become involved in the school.	2016-2017 Academic School Year	Student surveys

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Staff Development

Describe the professional development activities the school will provide to educate the teachers, specialized instructional personnel, principals, other school leaders and other staff with the assistance of parents/families, in the value and utility of contributions of parents/families, including how to reach out to, communicate with, and work with parents/families as equal partners. Include implementation and coordinating of parent/family programs and in details of building ties between parents/families and the school. [ESEA Section 116]

Account	Content/Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Professional Learning Community discussion: generating parent involvement	Administration	Improving the ability to work effectively with parents by sharing best practices for parent involvement	Throughout the 2017-2018 academic year	Feedback from teacher surveys and parent surveys
2	Monthly staff meetings topics to include: Value of parental involvement, communicating with parents, implementation of parental	Administration	By improving our communication skills and ability to work with parents, we can better assist them in supporting	Throughout the 2017-2018 academic year	Feedback from parent and teacher surveys

	involvement programs, building ties between home and school, and cultural sensitivity		students academically		

Other Activities

Describe how other activities, such as parent resource centers, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their children [Section ESEA 1116].

- 1. SOAR to Success Transition Program (July / August 2018)
 This program is an opportunity for students and families new to the school to meet members of the 7th grade faculty, administrative, and counseling staff. While all students are invited to participate in this program, targeted students are recruited in order to facilitate a smooth

transition. This program opening the lines of communication with families, orienting students to the school, and providing students with strategies for a successful transition to middle school.

2. Eagle's Nest Parent Resource Center (ongoing throughout the 2018-2019 school year)

This is a resource center located in the front of the school that is stocked with resources that are designed to assist parents during the middle school years. The library of books are available for check out, and there are general school supplies available for parents and students who need supplies.

Communication

Describe how the school will provide parents of participating children the following:

Timely information about the Title I programs;

Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the achievement levels students are expected to obtain;

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; and

If the schoolwide program plan is not satisfactory to the parents of participating children, how the school will submit the parents/families comments [ESEA Section 1116]

The Buddy Taylor Middle School Administrative team will ensure that parents are provided with information by using various methods of communication including providing information through: website postings, monthly newsletters, social media, and parent meetings. Information relating to Title 1 programs, academic programs, Florida Standards, Grade Level Expectations, and other forms of academic assessment will be shared with parents during the SAC/ Title 1 Informational Meeting, SAC/ PTO meetings throughout the year, parent conferences, and any other time a parent requests the information. Classroom teachers will explain and discuss the school's curriculum and types of assessments used to measure student progress during Open House and curriculum Night. Title 1 teachers and administration will explain Title 1 programs and opportunities at the Title 1 Public Meeting. Parents will be given the opportunity to ask questions to help in their understanding of all items discussed at the annual Title 1 Public Meeting, as well as raise concerns or offer suggestions for improving the plan. Any parent who objects to any portion of the school-wide plan will be given the opportunity to voice their concern at any of the Title 1 or SAC/ PTO meetings held during the school year. Parent feedback will also be collected through the suggestion box that is located in the parent resource room, and through parent surveys. The feedback from parents will be reviewed, annually, at the last SAC/ PTO meeting of the academic year. This information will be considered when the school plan is

revised. The school plan will be updated annually, and will be approved at the Annual Title 1 Meeting. Assessment and accountability data will be shared through the school newsletter, social media, and on the school website.

Accessibility

Describe how the school will provide full opportunities for participation in parent/family engagement 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/family programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand.

Correspondences regarding the parent meetings will be created in other languages, as needed. Buddy Taylor Middle School has an account with TransACT, which will translate documents, as needed for families who do not speak English as their first language. All of the buildings in our school are handicap accessible to accommodate parents and students who have physical disabilities.

Discretionary Activities

Discretionary School Level Parental Involvement Policy Components: include any activities that are not required, but will be paid for through Title I, Part A funding (for example home visits, transportation for meeting, activities related to parent/family engagement, etc.

Account	Content/Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Maximizing Parent involvement and participation in their children's education by arranging school meetings at a	All instructional staff	Increased achievement due to increased parent awareness of activities and academic requirements	As needed throughout the 2017-2018 academic year	Parent and staff feedback from surveys

	variety of times, or conducting in-home conferences between teachers and parents who are unable to attend those conferences at school (Section 1118(e)(10))				
2	Developing appropriate roles for community based organizations and businesses, including faith-based organizations , in parental involvement activities (Section 1118 (e)(13))	Faith based organization administration	Increased parental and staff interaction, which leads to more opportunities to communicate and collaborate in order to make students successful	Ongoing throughout the 2017-2018 academic year	Feedback from parent and staff surveys

Attach Evidence of Input from Parents

Attach Parent-School Compact

Attach Evidence of Parent Involvement in Development of Parent-School Compact

Below is the Evaluation of 2016-2017 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. Include participation data on the Title I annual meeting.

Account	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Personalized Conferences	500	1000	Parent - teacher conferences, IEPs, and TPSTs provide parents with the opportunity to hear how students are progressing and what interventions have been put in place in order to make the student successful
2	Annual Title 1 Meeting	1	40	Parents understand the opportunities provided to them by a Title 1 School,

				know how to access those resources, and know who to contact if they have questions
3	SAC/PTO Meetings	4	Approximately 10 (per meeting)	These meetings are designed to facilitate conversation between parents and school staff. Items discussed include curriculum progress, opportunities to students, celebrate successes, and problem solve areas of concern
4	Curriculum Night	1	100	This night gives parents a better understanding of the curriculum their students are learning and how to support their students academically
5	Curriculum Carnival	1	300	This is a previewing night designed to introduce parents and students to the standards they will be learning and the teachers they will learn with during the year
6	SOAR to Success Parent Workshops	1	50	This is a series of workshops, offered in conference style format, that are designed to help parents understand how they can better support their children during the middle school years. Workshops range from affective to cognitive focuses and are interactive, which allows parents to express concerns and get help

				with any specific needs.
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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.

Account	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Sharing best practices for parent involvement during Professional Learning	3	70	Teachers share their ideas for improving the communication between school and home. Student achievement improves when teachers and parents are working collaboratively to

				facilitate their student's academic success.
2	Strategies for involving parents presented at Faculty meetings	8	70	Administration highlights various ways for teachers to connect with parents and communicate student progress.
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Barriers

Describe the barriers that hindered participation by parents during the previous school year. Include a description of 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) [ESEA Section 1116].

Account	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	According to our most recent parent survey, 51% of our parents find it difficult to attend activities due to their work schedule.	Administration will consider alternate times for activities. Parents will be provided with a survey at one of the well attended beginning of the year events. The survey will include questions about most convenient times for school activities. Parent involvement activities will be scheduled based on the results from the survey. Administration will also explore options

		for virtual participation in parent events.
2		

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)

Account	Content/Purpose	Description of the Activity