

BUDDY TAYLOR MIDDLE SCHOOL Title I, Part A Parental Involvement Plan

I, Nathan Lovelette, 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: 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 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: 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 and over the course of the school year. The Administration and SAC are responsible for Title I, its implementation in our school, the money allocated for Title I 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 I 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 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 [Section 1118(e)(4)].

count	Program	Coordination
1	Individual with Disabilities Education Act (IDEA)	We will discuss supplemental instruction support that is being provided by the school with parents 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

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	Announcement of meeting on school website	Title I School Coordinator	August 2016 & ongoing	Printout of Website homepage
2	Announcement posted on marquee	Title I School Coordinator	September 2016 & ongoing	Snapshot of marquee
3	Email sent to parents who signed up and expressed interest during our Open House & Curriculum Night	Title I School Coordinator	September 2016 & ongoing	Copy of the email sent to parents
4	Develop an agenda and sign-in sheet	Title I School Coordinator	September 2016	Agenda and sign in sheet

5	Annual Public Title I Meeting:	Administration	September 2016	Agenda and sign in sheets
6	Call master utilized to invite BTMS parents and guardians to SAC and Title I meeting	Administration	September 2016 & ongoing	Record of message and date of call out
7	Remind system employed to remind subscribed parents of meeting details	Title I School Coordinator	September 2016 & ongoing	Record of message and date sent
8	Use of Social Media to inform parents of meeting dates and times	Title I School Coordinator	September 2016 & ongoing	Printout of Social media pages

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: 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. 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, if they so desire. Meetings are generally scheduled during a teacher's planning 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 information about accessing the grading system, and the registrar will be available for individual assistance.

Buddy Taylor will utilize the Title I Parent Liaison and District Social Worker 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 schedule their SAC / Title I meeting time at a convenient time for parents. Rather than hosting the meetings right after school, the meeting times will be scheduled later in the evening in order to accommodate the schedules of parents who are working. Video conference options will also be provided to parents who show an interest in participating, but cannot physically attend the meeting. The annual meeting

may have to be offered over more than one day to have more parents attend.

Buddy Taylor has created a Parent Resource Room for additional support. Parents will have access to all information given out at the meetings and will have the opportunity to access the center during school hours.

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	Florida Standards: Hard copy available for parents, link provided on the school website	Administration / Webmaster	This will allow parents to gain a greater awareness of what their child is to be learning. Information will be provided both electronically and as a hard copy.	August	Screenshot of school website
2	Assessments discussed at individual conferences	Teachers	Teachers will meet with parents whether on an individual or team basis and review the child's assessment results and goals to the school year.	Ongoing throughout the year	Sign in sheets
3	Access to Parent Portal (Skyward)	Administration	The portal will provide parents with the ability to keep track of their child's progress/grades throughout the year. Staff will provide the necessary instructions on logging in and navigating the site.	August and ongoing throughout the year	Hand outs
4	Curriculum Night	Administration	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 what they go through each day.	September	Sign in sheet
5	Content Showcase (Curriculum Carnival)	Administration, teachers, counselors	These content focused sessions will be provided to parents. In addition to showcasing what the child is working on, strategies that parents can use at home will be taught.	November and February	Sign In sheet
6	Open House	Administration, teachers, and counselors	This event will allow parents to meet their child's teachers prior to the start of school. Contact information will be exchanged	August	Sign In sheet, Agenda, contact information logs

			and the building of the school/parent relationship begins.		
7	Soar to Success Parent Conference	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	September	Sign in sheet, Agenda, screen shots of social media advertisements

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	Ideas for parental involvement: During Professional Learning Community meetings	Administration	Improve the ability to work effectively with parents by sharing best practices for parent involvement	Throughout the year	Agenda, sign in sheets, notes, handouts
2	Monthly Staff Meetings: Value of Parental Involvement	Administration	Active parental involvement and increased cooperation between home and school is proven to raise student achievement	Throughout the year	Agendas, attendance sheets, handouts, presentation materials
3	Monthly Staff Meetings: Communicating and working with parents	Administration	Active parental involvement and increased cooperation between home and school is proven to raise student achievement	Throughout the year	Agendas, attendance sheets, handouts, presentation materials
4	Monthly Staff Meetings: Implementation and coordination of parental involvement program	Administration	Active parental involvement and increased cooperation between home and school is proven to raise student achievement	Throughout the year	Agendas, attendance sheets, handouts, presentation materials
5	Monthly Staff Meetings: Building ties between home and school	Administration	Active parental involvement and increased cooperation between home and school is proven to raise student achievement	Throughout the year	Agendas, attendance sheets, handouts, presentation materials
6	Monthly Staff Meetings: Cultural sensitivity	Administration	Students need to be empowered to learn independently based on their own cultures, and also be given the opportunity to learn about each other's cultural differences	Throughout the year	Agendas, attendance sheets, handouts, presentation materials

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: 1. SOAR to Success Transition Program (July / August 2016) is an opportunity for students and families new to the school to meet members of the 7th grade faculty, administrative and counseling staff. It is a way to begin opening up the lines of communication with the families, orienting students to the school, and providing students with strategies for a successful transition to middle school. (Person(s) responsible: Administration, and counselors ; Evidence: Sign In Sheets)

2. Open House (August 2016) is an event that allows parents and students to become familiar with the layout of the school, learn their daily schedule, and meet their teachers. (Person(s) responsible: Administration, teachers and staff ; Evidence: Sign In Sheets)

3. Curriculum Night (September 2016) allows parents and guardians to gain a more in-depth understanding of what their student will be learning, what is expected of the children, and how they can help their child be successful. (Person(s) responsible: Administration, teachers and staff; Evidence: Sign In Sheets, Agenda)

4. The SOAR to Success Parent Conference (September 2016) will provide parents with the opportunity to engage parents in specific curriculum based activities designed to assist them in understanding how they can support their student at home, provide insight into the assessments students are required to take at each grade level, and develop parent and guardians understanding of the growth mindset and how to foster a growth mindset in their students. (Person(s) responsible: Administration, teachers, and guidance counselors ; Evidence: Sign In Sheets, flyer, agenda, participant evaluation, surveys)

5. Buddy Taylor Middle School has established a parent resource center. This center is accessible during school hours and provides parents with a place they can go for resources that could help their child and develop a better home-school relationship. All Title 1 handouts and information will be provided in the resource center. A small library of books and audiobooks are available for checkout. The resource center provides a comfortable environment for parents to peruse materials.

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: Buddy Taylor Middle School will provide information about Title 1 programs, in a timely manner, using various methods of communication: newsletter, website, social media, and meetings. Information about 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, parent conferences, and any other time a parent requests such 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. Assessments 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 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: Correspondences regarding the parent meetings will be created in other languages as needed. Buddy Taylor has created an account with TransACT to help in the translating of documents and overall communication with our families. The current languages represented at Buddy Taylor that have matching communication letters through TransACT are Spanish, German, Vietnamese, Portuguese, and Armenian. Translators can also be provided for the meetings when needed. The school is also handicap accessible.

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	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,	Access to SKYWARD and email. Video conferencing such as SKYPE and Zoom. Home visits will be provided as needed or requested	All instructional staff	increased student achievement and increased parent awareness of BTMS activities	as needed

	who work directly with participating children, with 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)].	Provide building space for local faith based organizations	faith based organization administration, dance studio administration	Increased parental and staff interaction	ongoing throughout the 2016-2017 school year

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	200	Better support to students, with parent knowledge of expectations
2	Parent SOAR to Success Workshops	1	50	Increased parent understanding of how to support middle school students
3	Curriculum Carnival	1	500	Better support to students, with parent knowledge of expectations
4	Eagle's Nest- Parent Resource Center Availability	20	100	Better support to students, with parent knowledge of expectations
5	Incoming 7th Grader SOAR to Success Bridge program	2	50	Better support to students, with parent knowledge of expectations
6	Coffee and Curriculum Parent Breakfast	1	30	Provides parents with opportunities to better understand curriculum

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	Faculty Meetings	10	57	Reminder to teachers to maintain positive lines of communication with parents, to ensure students are supported academically and socially.
2	PLC Meetings	3	57	Reminder to teachers to maintain positive lines of communication with parents, to ensure students are supported academically and socially.
3	Team meeting	70	57	Reminder to teachers to maintain positive lines of communication with parents, to ensure students are supported academically and socially.
4	MTSS Meetings	77	40	Better support to students, with parent knowledge of expectations
5	IEP/ ESE Meetings	136	42	Reminder to teachers and parents to maintain positive lines of communication with parents, to ensure students are supported academically and socially.

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 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) [Section 1118(a)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Parental perceptions	Positive phone calls from school. All first period teachers made call to invite parents to activities.
2	Distance/ Transportation	Provide adequate notice before meetings, provide a videoconference option to join meetings
3	Communication from school to home	Use automated calls and emails, promote meetings via social media, maintain website

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
--------------	------------------------	------------------------------------
