Title I Parent Involvement School Plan

2018-2019

Tabor City Middle School

Parental Involvement, Section 1118 of NCLB

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| **Title I Requirement** | **Evidence of Compliance** | **Participants** | **Activities/Strategies** | **Time/Date** |
| 1. **Shall jointly develop** with and distribute to, parents of participating children a school written parental involvement policy. Sec. 1118(b)(1) | * Copy of Title I Parental Involvement Policy * Sign-in Sheets for Open House | * SIT Members * Parents * Teachers | * Policy prepared and shared with SIT members and teachers. * Policy adopted * Open House * Copies sent to all parents * Link to plan on website | * August 16, 2018 * August 23, 2018 |
| 2. **Shall convene an annual** meeting to explain requirements and rights of parents to be involved.  Sec. 1118(c)(1) | * Meeting Agenda * Sign-in sheets * Minutes of meeting | * Faculty and staff * Parents and/or guardians (Stakeholders) | * Title I Program presented to stakeholders. * Minutes recorded * Date/time publicized | * August 23, 2018 |
| 3. **Shall offer** a flexible number of meetings…and may provide transportation, childcare or home visits with funds for parental involvement. Sec. 1118(c)(2) | * School records * Teacher documented conferences * Parent contact logs * Open houses * Migrant/ESL documentation | * School administration * Teachers * Parents | * Teacher documented conferences * Open house * Title I Presentation * Awards recognition program held at the end of each grading period with parents invited to attend. | * August 2018-June 2019 |
| 4. **Shall involve** parents in the planning, review and evaluating and improvement of programs. (School Improvement) Sec. 1118(c)(3) | * TCMS Improvement Plan * Title I Schoolwide Plan * SIT meetings and agendas * Parent Advisory Council | * SIT members * Faculty and staff * Parent representatives * Central Office Planning team * Parent Advisory Council | * Parents serve on SIT to revise/update plan. * Plan shared with Central Office Planning Team/Board members * Plan shared with all stakeholders | * November 5, 2018 (presented plan to board) * Ongoing throughout the year. |

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| 5. **Shall provide** parents timely information about school programs; description and explanation of curriculum and parent conferences if requested.  Sec.1118(c)(4)(A-C) | * Title I Meeting * Open House * Student Handbooks * School Messenger Phone System * School website * Facebook * School memos * Parent Conferences/Logs | * Faculty and staff * School administration * Stakeholders * Community members | * Facebook page * Title I meeting * School and teacher websites * Open house | * Ongoing throughout the year. |
| 6. **Shall submit to LEA** any unsatisfactory comments from parents regarding the schoolwide program (have a process in place.) Sec. 1118(c)(5) | * Open House agenda * Title I meeting agenda * Advisory Council Agendas | * Faculty and staff * School administration * Stakeholders * SIT | * Encourage parents to make suggestions and to give input to the school wide programs and plans. * Keep open lines of communication with admin., parents and teachers. * Respond promptly and positively to parent concerns. | * Ongoing throughout the year. |
| 7. **Shall jointly develop, distribute and discuss** school-parent compact forms annually (see requirements) Sec. 1118(d)(1,2)(A-C) | * Copies of signed compact/contract on file * Meeting agendas * SIT approval | * School Administration * Teachers * Stakeholders * SIT members | * Copy of compact/contract reviewed and signed by all stakeholders * Filed copies of signed compacts | * Ongoing throughout the year. |
| 8. **Shall provide** assistance to parents in understanding such topics as Common Core, EOG and local assessments. Sec. 1118(e)(1) | * Documentation of parent/teacher conferences * School/district web pages/Facebook * Interim reports * Report Cards * School memos | * School administration * Faculty and staff * Stakeholders | * Plan and hold parent/teacher conferences * Open lines of communication among stakeholders * Advertise and use NC Power School Parent Portal * Send home interim reports and report cards to be signed and returned | * Ongoing throughout the year. |
| 9. **Shall provide** materials and training to help parents to work with their children at home. Sec. 1118(e)(2) | * Home/school communications * Teacher contact logs * School/teacher web pages | * School administration * Faculty and staff * Stakeholders | * Website resources * Teacher/parent communications * Exact Path for all students (computer based) * Khan Academy website resources * CommonLit website resources | * Ongoing throughout the year. |

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| 10. **Shall provide** training for teachers, staff, and principals on how to work together in a joint effort to reach out, communicate with and work with parents as equal partners. Sec. 1118(e)(3) | * County-wide professional development sessions/agendas * PLC agendas | * School administration * Teachers * Central Office Personnel | * Professional Development (county-wide and school-wide) | * Ongoing throughout the year. |
| 11. **Shall coordinate and integrate** parent involvement programs activities with pre-school programs (see list) and conduct other activities such as parent resource centers… Sec. 1118(e)(4) | * Open House agenda * SIT Plan * Title I Parent Involvement School Plan | * School administration * Faculty and staff * Stakeholders | * Open House * Title I Plan Night * Computer made available at school to use for parent portal if needed by parents | * Ongoing throughout the year. |
| 12. **Shall ensure** that information related to school and parent programs, meetings and other activities is sent to parents in a format, and language the parents can understand. Sec. 1118(3)(5) | * Copies of parent information sent home in English and Spanish | * School administration * Teachers * ESL Translator | * Informational letters send home in both English and Spanish as needed * School Messenger * Facebook | * Ongoing throughout school year. |

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| 13. **Shall provide** such other reasonable support for parental involvement activities under this section as parents may request. (Process) Sec. 1118(e)(14) | * Classroom accommodations notes * Parent-Teacher-Guidance-Administration conference notes * PBIS notes * Parent Advisory Council minutes * Teacher and Administration contact logs | * School administration * Teachers * Stakeholders | * Commit to open lines of communication between stakeholders * Prepare and utilize student accommodations in the classrooms. * Utilize Behavior Modification Plans when necessary * Publicize availability of programs such as Kahn Academy, Google Classroom, Exact Path, and CommonLit for home use | * Ongoing throughout the year. |