

WEST GADSDEN MIDDLE SCHOOL

I, Sonya 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 8101(39), 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 1116(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 1116 (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 school-wide program plan under section 1114(b)(2) [Section 1116(c)(3)];
- Conduct an evaluation of previous year's parent and family engagement and 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 1116(a)(2)(D) and (a)(2)(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 1116(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 1112(e)(1)(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 1112(e)(1)(B)(ii)];
- 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 1112(e)(1)(A)]: and
- Provide each parent, at the beginning of the school year, the right to request information regarding any State, or District policy, procedure, or parental right to opt the child out of such assessment.



Signature of Principal or Designee

Date Signed

2017-2018 Title I, Part A Parent and Family Engagement Plan

MISSION STATEMENT

West Gadsden High School, in partnership with its parents and community members, seeks to instill in its students high standards for academic scholarship, integrity, leadership, and responsible citizenship., West Gadsden Middle School, in partnership with its parents and community members, seeks to instill in its students high standards for academic scholarship, integrity, leadership, and responsible citizenship.

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 1116(b)(1), 1116(c)(3), and 1114(b)(2)]

West Gadsden 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 Family Engagement Plan (PFEP). The annual Title I parent meeting will provide information to parents about Title I and their rights to be involved and be knowledgeable about the qualifications of the children's teachers and paraprofessionals. The meeting will also inform them of school and district grades, curriculum, school choice, and other assistances their child will receive by virtue of being in a Title I schoolwide program. Other parent meetings and expos will be held throughout the school year especially to seek parent involvement and their input regarding how the school invests federal dollars in parent activities. During the monthly School Advisory Council (SAC meetings), input is solicited from Council members and all parents in attendance in regards to specific goals they have for the school and in decisions involving the use of parental involvement funds for parent activities to reach those goals, and how those goals relate to the development of the School Improvement Plan (SIP) by the SAC. Parents are also surveyed at least once for Title I and again for 21st Century Community Learning Centers (CCLC) for their input on activities and expenditures for those activities that support the PFEP and their children.

ACCESSIBILITY

Describe how the school will provide opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school shares 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 1116(e)(5) and 1116(f)].

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West Gadsden Middle School will provide full opportunities for participation in parental involvement activities to all parents, students, and community members. Memos and letters announcing various parental involvement activities will be reviewed for ease of readability and to make certain all special populations are included. Accommodations will be provided during parent activities for special populations. There will be a close coordination between the school and the ESOL/EL/Migrant offices to blend activities into each other's plans, to provide appropriate services, and to ensure connections to service providers are made available to parents upon identified need. Translating machines with a Spanish translator will be provided at all major parent meetings and will be available upon request for any other school or teacher parent activities. All skltlert messages will be in English and Spanish and any acronyms in written correspondence will be identifies and explained. Spanish translations will be provided for school documents as requested. The school facilities are kept in compliance with regulations regarding access for persons with disabilities. West Gadsden Middle is a parent friendly school. Parents will be provided information during Open House regarding the availability of parent involvement opportunities and resources. West Gadsden Middle School will make every effort and opportunity to make sure all families participate in parent involvement activities and have access to important resources in a language parents can understand.

CURRENT YEAR FOCUS BASED ON PARENT INPUT

Based on SAC input and review of parent surveys, the following will be addressed through processes and activities:

Parental Involvement and Student Achievement will be our focus this year as we "Work Together to Reach our Targets" in Parental Involvement and Student Achievement.

Building Capacity to Support Parents' Involvement in School

1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 4. Shall provide assistance to parents of children served to understand how to monitor child's progress., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.

Building Capacity Activity	Impact of Activity	
Florida Standards Assessment- English Language Arts, Florida Standards Assessment- Mathematics Grades 3-8	Improve English Language Arts Achievement, Improve Mathematics Achievement, Improve parent involvement program	Improve proficiency by 10% for grades 4-8
Person(s) Delivering Content	Person(s) Receiving Content	
Principal, Assistant Principal, Teacher, Resource Teacher	All Parents, Teachers	
Timeline of Activity		
Calendar Timeframe	Time of Day	
First Quarter, Second Quarter, Third Quarter	Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. - noon)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Parent Training, Title I Annual Meeting, School Advisory Council Meeting, Parent / Teacher Conference		
Communication Tools	Coordination with:	
Skylert, School or District Website, Flyer or Invitation, Campus Display on M	Title I, Part A- Parent Involvement, IDEA- Federal ESE, Title III,	

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	Part A- ELL, Title I, Part C- Migrant Student Education, Title VI- Rural Education Program, Title IX Homeless Student Education, Title II, Part A- Staff Training, 21st CCLC	
Evidence of Activity	Reason for Activity	
Meeting/Training Agenda, Meeting Minutes, Meeting/Training Handouts, Copies of Communication Tool Used	To inform parents of ways to assist with ELA, mathematics, science, civics, biology, and algebra in preparation for standardized assessments.	
Building Capacity to Support Parents' Involvement in School		
2. Shall provide assistance to parents of children served to understand State and local assessments.		
Building Capacity Activity	Impact of Activity	
Florida Standards Assessment- English Language Arts, Florida Standards Assessment- Mathematics Grades 3-8, Mathematics Standards, End of Course Exam- Algebra 1, Florida Standards Assessment- 5th Grade Science, Florida Standards Assessment- 8th Grade Science, End of Course Exam- Civics, Industry Certification Assessments	Improve parent involvement program, Improve Parent Participation Rates	Improve proficiency by 10% for grades 4-8
Person(s) Delivering Content	Person(s) Receiving Content	
Principal, Assistant Principal, Teacher, Resource Teacher	All Parents	
Timeline of Activity		
Calendar Timeframe	Time of Day	
Second Quarter, Third Quarter	Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. - noon)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Parent Training, Title I Annual Meeting, School Advisory Council Meeting		
Communication Tools	Coordination with:	
Skylert, School or District Website, Flyer or Invitation	Title I, Part A- Parent Involvement, Title III, Part A- ELL, IDEA- Federal ESE, 21st CCLC	
Evidence of Activity	Reason for Activity	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting Minutes, Meeting/Training Handouts	To inform parents of ways to assist with ELA, mathematics, science, civics, biology, and algebra in preparation for standardized assessments.	
3. Shall provide assistance to parents of children served to understand the requirements of Title I.		
Building Capacity Activity	Impact of Activity	
Provide Information on the Title I Program, DLOPI Training, Training module on building tie between parents and the school, School Advisory Council Meetings	Improve knowledge of the Title I Program	Improve by 5%
Person(s) Delivering Content	Person(s) Receiving Content	
Principal, Director of Federal Programs, School Advisory Council Chair, Assistant Principal	All Stakeholders	

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Timeline of Activity		
Calendar Timeframe	Time of Day	
First Quarter	Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. - noon)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Title I Annual Meeting, Online Self-guided Training, Parent / Teacher Conference, School Advisory Council Meeting		
Communication Tools	Coordination with:	
Skylert, Flyer or Invitation, Campus Display on Marquee, School or District Website	Title I, Part A- Parent Involvement, Title I, Part C- Migrant Student Education, Title III, Part A- ELL, IDEA- Federal ESE, 21st CCLC	
Evidence of Activity	Reason for Activity	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting Minutes, Meeting/Training Handouts	To provide parents with awareness and knowledge of the Title I program so that they are better able to assist their children, understand the qualifications of the staff and be fully aware of test results for the district and the school.	
4. Shall provide assistance to parents of children served to understand how to monitor child's progress.		
Building Capacity Activity	Impact of Activity	
Effective utilization of parent/teacher communication tool(s)*, Understanding the Florida Standards Assessment Student Report, Understanding i-Ready Diagnostic Report, Understanding STAR diagnostic, Parent Teacher Expos, School Advisory Council Meetings, Provide other resources that eliminate barriers to greater participation	Improve Parent Participation Rates, Improve parent involvement program	Improve by 5%
Person(s) Delivering Content	Person(s) Receiving Content	
Principal, Director of Federal Programs, School Advisory Council Chair, Assistant Principal	All Parents, Teachers, Specialized Instructional Support Personnel	
Timeline of Activity		
Calendar Timeframe	Time of Day	
Second Quarter, Third Quarter, Fourth Quarter	Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. - noon)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Parent Training, Parent / Teacher Conference, Data Chat meetings		
Communication Tools	Coordination with:	
Skylert, Flyer or Invitation, Campus Display on Marquee, School or District Website	Title I, Part A- Parent Involvement, Title I, Part C- Migrant Student Education, Title III, Part A- ELL, IDEA- Federal ESE, 21st CCLC	
Evidence of Activity	Reason for Activity	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting Minutes, Meeting/Training Handouts	o improve student achievement in academic areas	

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Building Capacity to Support Parents' Involvement in School		
5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.		
Building Capacity Activity	Impact of Activity	
Understanding i-Ready Diagnostic Report, Understanding Report Cards, Understanding STAR diagnostic, Understanding the Florida Standards Assessment Student Report, DLOPI Training, Training module on parent value and contributions	Improve Parent Participation Rates, Improve English Language Arts Achievement, Improve Mathematics Achievement, Improve Science Achievement	Improve by 5%
Person(s) Delivering Content	Person(s) Receiving Content	
Principal, Assistant Principal, Guidance Counselor, Teacher, Resource Teacher, Parent	All Parents, Teachers, Specialized Instructional Support Personnel	
Timeline of Activity		
Calendar Timeframe	Time of Day	
Second Quarter, Third Quarter	Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. - noon)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Parent Training, Parent / Teacher Conference, Data Chat meetings		
Communication Tools	Coordination with:	
Flyer or Invitation, Backpack, Skylert, Email	Title I, Part A- Parent Involvement, 21st CCLC	
Evidence of Activity	Reason for Activity	
Copies of Communication Tool Used, Parent/Teacher Conference Completed Forms (Sampling)	To improve student achievement in academic areas	
Building Capacity to Support Parents' Involvement in School		
6. Shall provide training to teachers, specialized instructional support personnel, principals, other school leaders, and other staff, with the assistance of parents in the value and utility of contributions of parents, or how to reach out to, communicate with, and work with parents as equal partners, or building ties between parents and the school.		
Building Capacity Activity	Impact of Activity	
Provide information on Parent Engagement and Educational Programs, Conducting an effective parent/teacher conference, Training module on communicating with parents or diverse populations	Improve Parent Participation Rates	Improve by 5%
Person(s) Delivering Content	Person(s) Receiving Content	
Guidance Counselor, Consultant, Professional Learning Team, Parent Services Team	Teachers, School Administrators, Specialized Instructional Support Personnel	
Timeline of Activity		
Calendar Timeframe	Time of Day	
First Quarter	Afternoon (3:00pm-6:00pm), Day (11:00am-2:00pm), Weekend (9 a.m. - noon)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Staff Training, Online Self-guided Training, Professional Learning Community		

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Communication Tools		Coordination with:	
Flyer or Invitation, Email		Title II, Part A- Staff Training	
Evidence of Activity		Reason for Activity	
Meeting/Training Agenda, Meeting Minutes, Meeting/Training Handouts, Copies of Communication Tool Used		To ensure all teachers know how to effectively communicate and work with parents and colleagues	
Building Capacity to Support Parents' Involvement in School			
7. Shall provide training to teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents in how to reach out to, communicate with, and work with parents as equal partners.			
Building Capacity Activity		Impact of Activity	
Training module on communicating with parents or diverse populations, Training developed in collaboration with parents to support parent involvement, Provide information on Parent Engagement and Educational Programs, Training module on parent value and contributions		Improve parent satisfaction	Improve by 5%
Person(s) Delivering Content		Person(s) Receiving Content	
Guidance Counselor, Professional Learning Team, Consultant		Teachers	
Timeline of Activity			
Calendar Timeframe		Time of Day	
First Quarter		Afternoon (3:00pm-6:00pm), Day (11:00am-2:00pm), Evening (6:00pm-8:00pm), Weekend (9 a.m. - noon)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Staff Training			
Communication Tools		Coordination with:	
Flyer or Invitation, School or District Website, Email		Title II, Part A- Staff Training	
Evidence of Activity		Reason for Activity	
Meeting/Training Sign-in Sheets, Copies of Communication Tool Used, Meeting/Training Agenda		To improve ties between home and school , To improve communication between home and school	
Building Capacity to Support Parents' Involvement in School			
8. Shall provide training to teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents in building ties between parents and the school.			
Building Capacity Activity		Impact of Activity	
Training module on building tie between parents and the school		Improve Parent Participation Rates	Improve by 5%
Person(s) Delivering Content		Person(s) Receiving Content	
Guidance Counselor, Professional Learning Team, Parent Services Team		Teachers, School Administrators, Other Staff	
Timeline of Activity			
Calendar Timeframe		Time of Day	
First Quarter		Afternoon (3:00pm-6:00pm), Evening (6:00pm-8:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			

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Staff Training, Online Self-guided Training, Professional Learning Community		
Communication Tools		Coordination with:
Flyer or Invitation, Email		Title II, Part A- Staff Training, Title I, Part A- Parent Involvement
Evidence of Activity		Reason for Activity
Meeting/Training Sign-in Sheets, Meeting/Training Agenda		To improve ties between home and school
Building Capacity to Support Parents' Involvement in School		
9. May pay reasonable and necessary expenses associated with local parental involvement activities to enable parents to participate in school-related meetings and training sessions.		
Building Capacity Activity		Impact of Activity
Provide other resources that eliminate barriers to greater participation, Provide childcare at activity to eliminate barriers to greater participation		<div style="display: flex; justify-content: space-between;"> <div>Improve Parent Participation Rates, Improve parent satisfaction, Improve parent involvement program</div> <div>Improve by 5%</div> </div>
Person(s) Delivering Content		Person(s) Receiving Content
Principal		All Parents, Specialized Instructional Support Personnel
Timeline of Activity		
Calendar Timeframe		Time of Day
First Quarter		Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. - noon)
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Parent Training, Parent / Teacher Conference		
Communication Tools		Coordination with:
Campus Display on Marquee, Skylert, Flyer or Invitation, School or District Website		Title I, Part A- Parent Involvement
Evidence of Activity		Reason for Activity
Meeting/Training Agenda, Meeting/Training Sign-in Sheets		To increase parent participation at school-level meetings
Building Capacity to Support Parents' Involvement in School		
13. May establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I Parent Involvement.		
Building Capacity Activity		Impact of Activity
Provide information on Parent Engagement and Educational Programs		<div style="display: flex; justify-content: space-between;"> <div>Improve knowledge of the Title I Program</div> <div>Improve by 5%</div> </div>
Person(s) Delivering Content		Person(s) Receiving Content
Director of Federal Programs, Director of Elementary Education, Director of Secondary Education, Parent Services Team		All Stakeholders, Community Members
Timeline of Activity		
Calendar Timeframe		Time of Day
First Quarter, Second Quarter, Third Quarter, Fourth Quarter		Evening (6:00pm-8:00pm), Day (11:00am-2:00pm), Weekend (9 a.m. - noon)
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		

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Parent Training, School Advisory Council Meeting		
Communication Tools	Coordination with:	
Skylert, School or District Website, Flyer or Invitation	Title I, Part A- Parent Involvement	
Evidence of Activity	Reason for Activity	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets	To improve parent relations with the school district	
EVALUATION OF PREVIOUS YEAR'S IMPLEMENTATION		
1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 4. Shall provide assistance to parents of children served to understand how to monitor child's progress., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.		
ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Parent Expo, Parent Expo/Parent Conference Nights	3	50-100
ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
Shared student progression in regards to classwork and assessment data	Shared student progression in regards to classwork and assessment data	
BUILDING CAPACITY ADDRESSED		
1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.		
ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Family Literacy Nights	2	25-50
ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
Shared student progression in regards to classwork and assessment data, Shared content specific strategies to increase parents' knowledge of standards assessed in various core subject areas	Shared content specific strategies to increase parents' knowledge of standards assessed in various core subject areas	
ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Parent Trainings	2	25-30
ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
Provide parents information on academic and leadership skills to assist parents in being able to help children with homework	Parents were provided hands-on workshops with strategies to assist them at home with their children	
ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
College Readiness	2	25-50
ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
provide parents knowledge about college	Shared FASA information, provided speakers to discuss preparation details for	

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readiness and preparation, scholarships, college entrance exams, and availability of financial aid		college entrance.	
ACTIVITY		NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Back to school event		1	75-100
ESTABLISHED GOAL	ACTUAL OUTCOME(S)		
Provide parents with all information to begin school, orient them to school and their child's teachers, and open communication with parents	Parents were provided with introductions to all staff, all programs, and all available assistance the school will be providing.		
ACTIVITY		NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Launch a parent resource center		1	25-50
ESTABLISHED GOAL	ACTUAL OUTCOME(S)		
Provide a parent resource center for parents to come to school and get any assistance they need for their children or any information about applications or available programs for children	several parents participated in the resources of the center during the school year; parent liaison was able to provide resources and tools to enhance parent involvement as outlined in PIP and SIP		
Activities Not Implemented			
none			