

## MATTHEW W. GILBERT MIDDLE SCHOOL Title I, Part A Parental Involvement Plan

I, Evan Daniels , 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)].

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Signature of Principal or Designee

Date Signed

### Mission Statement

Parental Involvement Mission Statement (Optional)

**Response:** Matthew Gilbert Middle School recognizes that parents are their children's first and most influential teachers, while parental involvement within the educational realm contributes greatly to student achievement and a positive school environment. The mission of Matthew Gilbert Middle School is to provide meaningful opportunities, at all grade levels, for parental involvement in school activities: advisory council, decision making and activities to support their child's overall success.

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### 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:** The School Advisory Council, PTSA, Communities in Schools and Diplomas Now are current school partnerships and stakeholders responsible for assisting with an increase of parent involvement. Plans for Parent Involvement and activities will be designed, monitored and evaluated by all responsible stakeholders. The school will offer monthly opportunities that will provide detailed insight about the current Title I Programs. Monthly calendars, newsletters and flyers will be sent home via students, mail and email. During these meetings, parents will have the opportunity to plan, review and give suggestions for improvements of all Title I programming and use of funding. While in attendance, parents will also be able to provide suggestions for topics for future meetings, and conduct further review of the Parental Involvement Plan (PIP). Parent suggestions and changes will be submitted via email and in writing. .

## 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	IDEA	Provides funds and services for parents of ESE students
2	Title II	Parent involvement training for teachers

## 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	Material Development	Jamelle Wilcox	August 23, 2013	Sign-in
2	Revision of Powerpoint	Andrea Bent, Liaison	August 23, 2013	print out of power point
3	Revision of Parent Compact	Jamelle Wilcox	August 23, 2013	Parent Opportunity to make changes, PTSA Meeting Minutes
4	Develop Sign in Sheet	School Admin Team; Jamelle Wilcox	August 26, 2013	sign in sheet
5	Advertisement-Flyers, School Messenger	School Admin Team; Jamelle Wilcox	August 23, 2013	Sign In Count
6	Annual Parent Meeting	School Admin Team and Andrea Bent, Liaison	August 27, 2013	Parent Survey

## 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:** All parent meetings for Title I will be held at flexible times, Monday thru Thursday at 530/600pm when most parents are able to leave work. We will also take time before athletic events to meet with parents regarding school initiatives. Fridays are generally difficult days to hold meetings, and we are making an effort to accomodate parents and prior commitments. This school year each content area will sponsor an evening event, which will begin with a Title Parent Meeting, focused on at home

academic development of that subject, followed by family centered activities, facilitated by teachers. Title I funds will be used for transportation and/or childcare to accommodate parents with such a need. Food will also be offered at some events.

## 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	Annual Title I Meeting/Face-to-Face	Jamelle Wilcox	To provide parents with information concerning Title I	Sept. 27, 2013	Sign-in sheet, agenda, minutes
2	Doughnuts for Dads	SAC, Carolyn Berry	To raise awareness of fathers' involvement in their children's education. Also, provides suggestions for schools to involve fathers	Aug. 19, 2013	Sign-in sheet, survey, evaluation
3	NFL Play 60 Kick Off Pep Rally	Cameron Fraizier	Raise awareness of the role physical activity plays in the daily life of students. How parents can do interactive activities with their children.	September 2013	School will utilize surveys to determine the frequency of parental access to online programs
4	Honor Rows Jaguars Event	Erica Little	Parents will participate with students in recognition for attendance and behavior in an event sponsored by the Jaguars Foundation.	Oct. 2013	Sign-in sheets, survey, evaluations
5	S.T.E.M. Family Night	Nochole Holmes	Parents will receive an understanding of common core standards for science, math and technology. Parents will also participate in demonstrations facilitated by students.	November 2013	Parent Survey, Sign In Sheets
6	Reading Showcase	Joquina Waters-Jones	Parents to receive an understanding of new reading initiative	November 2013	Sign-in sheets, survey, evaluation
7	FCAT Writing (Parent University)	Joquina Waters-Jones	Parents will receive information on FCAT expectations and skills for assisting students in preparation.	Feb. 2014	Sign in sheets, evaluation, student progress
8	FCAT Math (Parent University)	John Garman	Parents will receive information on FCAT expectations and skills for assisting students in preparation.	March 2014	Sign in sheets, evaluation, student progress
9	FCAT Reading (Parent University)	Nicole Brown	Parents will receive information on FCAT expectations and skills for assisting students in preparation.	March 2014	Sign in sheets, evaluation, student progress
10	FCAT Science (Parent University)	Lisa Kiernan	Parents will receive information on FCAT expectations and skills for assisting students in preparation.	March 2014	Sign in sheets, evaluation, student progress

11	Winter Social	Erica Little	Attendees will receive information about ways to support and encourage female students to set goals and achieve them.	March 2014	Evaluation Survey
12	Real Men Support Education	Javaro Giles	Attendees will receive information about ways to support and encourage male students to set goals and achieve them.	January 2014	Evaluation Survey
13	World of Nations	S. Taliferro	Parents will participate in a research project with students	May 2014	Completed assignment and presentation
14	8th Grade Transition to High School Night	Guidance Department Latonia Baker	Parents will receive information about feeder high school programs	April 2014	Evaluation
15	Matthew Gilbert Career Exploration/ IB Night	Erica Little	Provide parents with an insight to how Matthew Gilbert Magnet programs work collective for traditional and non-traditional magnet students. Encourage parents to become volunteers within our magnet classes.	January 2014	Parent Evaluation Survey of Information Provided
16	Parent Data Night/ Report Card Night	Nicole Holmes	Provide parents with information about assessment data and grading progress	2013-2014 school year	Evaluation survey
17	Initial SAC/ PTSA Meeting	Evan Daniels, Principal	To review the SIP and provide parents with an incite on involvement opportunities	September 2013	Evaluation Survey, meeting minutes
18	NFL Play 60 Jaguars Event	John Garman	Parents understand the importance of health lifestyles and choices in adolesences.	December 2013	Parent Sign In Sheets, Agenda for the day, Parent/Student Survey
19	Emerging Young Leaders	Erica Little	Parents will receive information about ways to support and encourage students to set goals and achieve them.	March 2014	Sign-in sheets, survey, evaluations
20	FCAT Parent Academy	Jamelle Wilcox-Goodwin	Parents will receive information on FCAT expectations and skills for assisting students in preparation.	April 2014	Sign in sheets, evaluation, student progress
21	Fifth Grade Showcase	Latonia Baker	Parents will receive information about Matthew Gilbert Middle School's academic and extra-curricular programs	May 2014	Sign in sheets, evaluation

## 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	Value of Parent Involvement	Jamelle Wilcox, Assistant Principal	The school creates a partnership with parents to address student	Ongoing 2013-2014	Increase in the utilization of parent resources that are

			academic and social needs		offered at the school.
2	Communicating and Working with Parents	Guidance Department, Nicole Brown and Latonia Baker	Improving the ability of staff to work effectively with parents	Ongoing 2013-2014	Teacher initiated parent contacts will increase
3	Parent Teacher Conference	Guidance Department, Nicole Brown and Latonia Baker	Teachers will learn conference preparations, strategies that enhance positive communication during a conference.	Ongoing 2013-2014	Increase in effective parents-teacher conference
4	Cultural Sensitivity	Stephanie Jackson	Teachers and school staff will partiaabout understanding and embracing diversity	August 15, 2013	Teacher understanding of student sdemographics
5	Behavioral Demographics	Rashauna Braswell	Teachers will understand the impact of student Cumulative Folders	September 11, 2013	Teacher interactions with students, and responses

## 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 Family Involvement Center will offer flexible hours for parents to utilize various resources and information that are available in the center. The Parent Liaison, will conduct workshops based on parent and school identified needs to support parent involvement in student achievement. The center and liaison are both funded by the school district and accessible daily. (September 2013- May 2014). Parent Liaison will maintain sign-in sheets and store in PI audit box.

Monthly PTSA meetings will incorporate icebreakers to encourage parent involvement in the education of their children (throughout the 2013-2014 school year).

SAC meetings will include time to discuss Parent Involvement concerns and budget updates, all documentation will be placed in the Title I Audit Box as evidence.

## 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:** We will increase the utilization of the website for specific information about

school programs and upcoming parental involvement opportunities. Students will be given a quarterly progress report about the District objectives that will be taken home for parental review and feedback. Grade Portal passwords will be redistributed as needed to ensure easy access for parents to retrieve grades daily. Teachers will make available to parents class syllabi that inform parents of expectations of proficiency in each content area. Parents will be informed about the various state and district progress monitoring assessments through our school website, quarterly newsletter and parent nights. All newsletters will go home in the student's native language. Parents are encouraged to regularly request team meetings to discuss specifics about their student's progress. Translators are available on campus to assist ESOL parents during all meetings and conferences. Parents will receive reports based off of the assessments (Curriculum Guide Assessments, IOWA, DAR, IReady(math) which students taken consistently. Calls will go out the week prior to all Title I Parent Events, inviting all parents via telephone using the School Messenger System. Student Compact will be disseminated to students to take home to parents during the Annual Title I meeting. Monthly calendars with school and Title I events listed will go out one week prior to the beginning of the next month. Dated copies of information will be placed in the Title I Audit Box as evidence of this communication. Events will also be advertised on the school billboard one week prior to the event and through the use of School Messenger.

## 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:** Identify students' native language and provide all written communication in the appropriate language, English and/or Spanish. All telephone communication will be translated for the Spanish speaking parents. School staff will translate all written communications for parents fluent in other languages than English. Transact and ESOL will also be utilized to translate information for parents. Interpreters for the hearing impaired will be available upon request at all Title I meetings. All school communication will be written in an understandable and uniform format. Dated copies of information will be placed on file in the Title I Audit Box as evidence.

## 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	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	Common Core Content Area Focus Nights	Administration, Andrea Bent, Academic Coaches, Department Chairs	Parents develop a better understanding of standards and are taught hands on by students	Ongoing throughout 2013-2014 school year
2	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, who work directly with	AFL, SOAR Home Visits	Stephanie Jackson, Twila Washington, LaShawn Washington	Parents are more willing to meet and become informed of student performance, and become more supportive	Ongoing during the 2013-2014 school year

	participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];				
3	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	AJHS Feeder pattern Back to School Rally	Evan Daniels, Michelle Floyd Hatcher, Todd Simpson	School and community partners providing support and items for the start of school	August 24, 2013

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### Upload Evidence of Input from Parents

Upload evidence of parent input in the development of the plan.

[Uploaded Document](#)

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### 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](#)

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### 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](#)

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## **Evaluation of the 2012-2013 Parental Involvement Plan**

### **Building Capacity Summary**

Provide a summary of activities provided during the 2012-2013 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.

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	Annual Title I Meeting/Face-to-Face	1	10	To provide parents with information concerning Title I
2	Father's Being Involved in their Child's Education Face-to-Face Doughnuts for Dads	1	33	To raise awareness of fathers' involvement in their children's education. Also, provides suggestions for schools to involve fathers
3	Bring Your Parent to School Day	1	29	Parents will utilize school resources to access online informational/support programs
4	Global Volunteer Day	1	27	Parents will understand the development of the academic programs around Matthew Gilbert
5	From Parents to Student Progress	1	20	Parents will understand given assessments and where their children need further assistance.
6	Transition to Middle School	1	10	Parents of 6th grade students will understand the challenges of transition.
7	FCAT Writing Lock In (Parent University)	0	0	Parents will receive information on FCAT expectations and skills for assisting students in preparation.
8	FCAT Math (Parent University)	0	0	Parents will receive information on FCAT expectations and skills for assisting students in preparation.
9	FCAT Reading (Parent University)	1	15	Parents will receive information on FCAT expectations and skills for assisting students in preparation.
10	FCAT Science (Parent University)	0	0	Parents will receive information on FCAT expectations and skills for assisting students in preparation.
11	Mums and Muffins for Moms	0	0	Attendees will receive information about ways to support and encourage female students to set goals and achieve them.
12	Real Men Football Party	1	21	Attendees will receive information about ways to support and encourage male students to set goals and achieve them.
13	World of Nations	1	20	Parents will participate in a research project with students
14	Bright Holidays	1	35	Parents will participate in volunteer services in providing holiday incentives and academic literature to keep students learning during the break.
15	Matthew Gilbert Career Exploration/ IB Night	0	0	Provide parents with an insight to how Matthew Gilbert Magnet programs work collective for traditional and non-traditional magnet students. Encourage parents to become volunteers within our magnet classes.

### **Staff Training Summary**

Provide a summary of the professional development activities provided by the school during the 2012-



2013 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	Building Ties Between Home and School	1	45	will learn new strategies to engage parents in their students' progress
2	Cultural Sensitivity	1	45	Teachers and school staff will partiabout understanding and embracing diversity
3	Parent Teacher Conference	50	8	Teachers will learn conference preparations, strategies that enhance positive communication during a conference.
4	Communicating and Working with Parents	1	45	Improving the ability of staff to work effectively with parents
5	Value of Parent Involvement	4	30	The school creates a partnership with parents to address student academic and social needs

## Barriers

Describe the barriers that hindered participation by parents during the 2012-2013 school year in parental involvement activities. Include the steps the school will take during the 2012-2013 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	Parents not wanting to stay for the allotted amount of time (economically disadvantaged)	reduce time of parent events and make them more meaning
2	Parents not attending session and meetings if the event does not require students to perform or showcase talents (economically disadvantaged).	include student showcase during the parent informational nights

## Best Practices (Optional)

Describe the parental involvement activity/strategy the school implemented during the 2011-2012 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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