


Griffin Middle School 2019-2020 Title I, Part A Parent and Family Engagement Plan

I, Zelena O'Banner, 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 parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101, ESEA; as amended by ESSA.
- Involve parents/families of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent.
- Jointly develop/revise with parents the school parent and family engagement plan, distribute it to parents of participating children, and make available the parent involvement plan to the local community.
- Involve parents and family members in an organized, ongoing, and timely way, in the planning and review, of the school parent and family engagement plan.
- Use the findings of the parent and family engagement policy to review and design strategies for more effective family engagement, and to revise, if necessary, the school's parent and family engagement plan.
- If the plan for Title I, Part A, is not satisfactory to the parents of participating children, the school will submit parent comments with 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 assessment in ELA, Math and Science.
- Provide each parent timely notice when their child has been assigned or been taught for (4) four or more consecutive weeks by a teacher who has not completed the criteria for state certification.
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.


Signature of Principal


Date Signed

Mission Statement

Parent and Family Engagement: Mission Statement (Optional)

Response:

At Griffin Middle School it is our mission to provide parents and the community that we serve with a variety of opportunities to participate in the educational experience of the children we serve. We would like for parents to feel welcome and know that their role is an integral part of their child's education. The parental involvement program will ensure that parents have the information needed to make well-informed decisions which affect their child's

education, effectively share responsibilities with our school, and aide in developing effective and successful academic programs. We believe that parental involvement is the key to academic success.

Engagement 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 parent and family engagement will be used [Sections 1116].

Response:

Convene biannual meetings at times that are convenient for parents of participating children. All parents shall be invited and encouraged to attend through mediums such as: Listserve, Newsletter, and Marquee advertisement.

The school will provide information and explain the requirements of Title I/ rights of parents through:

Biannual Parent Meeting held Spring and Fall

Monthly School Advisory Council (SAC) meetings

Monthly Parent Teacher Organization (PTO) meetings

Parent Right to Know letters (highly qualified teachers) sent home with students. A copy of the Parent Right to Know letter will be available in the front office.

Information about parent rights and Title I requirements will be sent home with students, attached to the school Listserv, and post it on the school website. Additionally, parent notification letters regarding the Parent Information Resource Center (PIRC) will be sent home with students.

Success will be measured by the Spring Title I Survey, School Climate Survey results and feedback from discussions in PTO meetings, SAC meeting and Parent/Teacher conferences. This feedback will be used to develop our subsequent School Improvement Plan and Title I Plan for the next school year.

Parents have the opportunity to review the Title I Plan, Parent and Family Engagement Plan and budget online (website), during meetings and copies are provided in the front office. They have opportunities to complete surveys in the fall and the spring to share their input. Parents have opportunities to attend SAC/PTO meetings.

Coordination and Integration

Describe how the school will coordinate and integrate parent and family engagement 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 1116].

count	Program	Coordination
1	Title I, Part A	Funds will be used to hire teachers and provide parent workshops related to the success of their child.
2	Title II	Funds are used for administrative and staff development that helps improve teacher instructional practices.
3	Title IV, Part B (21 st Century Afterschool)	Provide family literacy that provide services to parents as well as students, additional academic and enrichment resources/activities for participating students in afterschool.

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 (school-wide or targeted assistance), 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 [Section 1116].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Annual Title 1 Meeting – develop invitations, place on listserv and social media, send home flyers, place on marquee – discuss Parent Right to Know	Principal AP Parent Liaison	September 2019	At least 10% of parents will attend one of the Title 1 meetings.
2	Advertise and publicize events	Principal AP Parent Liaison Social Media Coordinator	September 2019	Copies of flyers will be placed on listserv, social media, in Family Center and in parent engagement notebook.
3	Develop agenda; sign in sheets, handouts and presentation materials	Principal AP Parent Liaison	September 2019	Parent Liaison will maintain copies of flyers, agendas and sign in sheets. Documentation will be located in the Title I Binder stored in the front office.
4	Maintain all documentation	Parent Liaison	September 2019	Documentation will be located in the Title I Binder stored in the front office and will be uploaded to the Title I SharePoint for LEA Monitoring.

Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and how will the school provide with Title I funds, transportation, childcare, or home visits, as such services related to parent and family engagement [Section 1116].

Response: Griffin offers a flexible number of meetings with varying days of the weeks and times of the day to accommodate the work schedules of our parents. We will provide home visits in an effort to increase parent participation.

All meetings and workshops will be advertised and posted on the school's marquee, website, flyers, email group, and ListServ in advance to encourage parent involvement.

Monthly PTO and SAC meetings, scheduled parental involvement activities, parent workshops, and assemblies will be used to encourage parent involvement.

Success will be measured by the Spring Title I Survey and School Climate Survey results, as well as, parent feedback from discussions in PTO meetings, SAC meetings and parent survey feedback will be used to help evaluate effectiveness. Feedback information will be used to develop the next year's School Improvement Plan and Title I Plan.

Building Capacity

Describe how the school will implement activities that will build the capacity for strong parent/family involvement, in order to ensure effective involvement of parents and to support a partnership among the school, 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].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	GMS Orientation	Administration, Team Leaders, Department Chairs	Provide an opportunity for students and parents to learn more about Title I Schools, Griffin Middle School and resources available to students.	July & August 2019	Agenda/sign in sheets/Survey
2	Annual Parent Meeting/Open House – Teachers and staff highlight their academic, social, extra-curricular programs and parents have the opportunity to begin building parent-teacher rapport.	Administration, Team Leaders, Department Chairs, Parent Liaison	Active parents want to learn more about our school's policies and procedures as well as our school data, particularly, test data. When parents and teachers build relationships, we all can expect desirable outcomes regarding student success.	September 2019	Agenda/sign in sheets
3	Parent workshops/meetings/conferences - to provide information on promotion requirements, FSA/EOCs, study habits, curricula, etc.	Guidance counselors, administration, department chairs, team leaders	When parents and students understand expectations and are aware of and how to use available resources, students' performance increases.	Ongoing	Agenda/sign in sheets/surveys
4	Biweekly distribution of progress reports, online communication and grading	APC/ Guidance Counselor	Increase in Students Meeting Promotion Requirements	Ongoing	Decrease in number of Students Retained

Staff Training

Describe the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parent/families, in the value and utility of contribution of parents/families. Describe how the school will reach out,

communicate with and work with parents/families as equal partners. As well as implementing and coordinating parent/family programs, and in building ties between parents/families and the school. [ESEA Section 1116].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Ron Clark Academy	Administration	Improved school culture, reduction in disciplinary infractions, community and relationship building, school-wide policies and procedures and increase in standards-based, rigorous activities will work in tandem to bolster student achievement.	Sept/Oct	Teacher input/surveys/implementation of PBIS plan
2	Book Study	Administration	Teachers and administration will participate in a book study on effective communication. When teachers and other stakeholders better communicate with parents, students' performance increases.	Sept-Dec 2019	Teacher surveys/implementation of strategies

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 [ESEA Section 1116].

Response:

Parent Liaison will serve as a link between parents and teachers.

Lunch and Learns will provide information on identified topics from parent input surveys to support families and academic success for students.

Parent Resource Center will provide a place where parents will have access to computers and various resources to support effective parenting.

Teacher-Parent Conferences- Offer opportunities for parents and teachers to communicate regularly about the academic success of the students at the parents' request throughout the school year.

Parent Liaison- Serve as a liaison between teachers/administration and parents by providing multiple opportunities for parental involvement by coordinating activities that involve faculty, families, and communities. Ms. Veronica Rios, Parent Liaison, leads the Hispanic ESOL support group. This group meets once a month to discuss experiences at school in the community. Ms. Rios also attends field trips with these students as often as possible to provide a language bridge.

Classroom visits- Providing parents with multiple opportunities to participate in their child's education by having an open door policy which allows parents to enter the classroom to monitor behavior and academic progress. Lunch and Learns will serve as resource to parents to assist them with communicating with teachers, how to assist and educate children at home, etc.

Communication

Describe how the school will provide the following under [ESEA Section 1116].

- Provide a description of how parents/families will be given timely information about the Title I programs.
- Describe and explain the curriculum at the school, the forms of academic assessment used to measure student progress and the achievement level standards the students will obtain.
- If requested by parents, how will the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
- Methods the school will use to submit parents/families comments if the school-wide program plan is not satisfactory to the parents of participating children, that will be made available to the local education agency [ESEA Section 1116].

Response:

Griffin Middle School will provide information about the Title I program, school curriculum, forms of assessment used to measure student progress and proficiency level targets during Open House, Orientation, Curriculum Fair, and Lunch and Learn. In addition, these items will be addressed during SAC and PTO meetings, as well as other school-sponsored events, throughout the school year. Parent notifications will be sent out via the school website, ListServ, social media, marquee and by flyers.

School curricula is shared via 6th Grade Orientation, Open House, Curriculum Fairs and during Lunch and Learn meetings. Parents are given information about the types of curricula used across subject areas. As well, information about progress monitoring is shared – students will take monthly reading and math progress monitoring tests (STAR) and this information is used to predict student achievement and overall school performance. Baseline data for these assessments helps teachers/parents identifies areas that students can work on during the year to strengthen their math and reading skills.

This information will be provided in written form through the following: School Intervention Team Meetings, Parent Right to Know Letter, Florida (PIRC) Parent Notification Letter. These documents are available for review in the front office and available upon request.

Bi-weekly progress reports will be sent home by students for parents to review. This progress report will serve to keep parents informed about their child's progress frequently. Information will be made available also about remediation and re-teaching opportunities. Parents are encouraged to schedule conferences, as frequently as needed, through the guidance office to bridge the gap between home and school and open lines of communication among all stakeholders.

Accessibility

Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families and how the school plans to share information related to school and parent/family programs, meetings, school reports and other activities in an understandable, uniform format and in languages that the parents/families can understand.

Response:

In an effort to involve parents in the education of their child participation in parental involvement activities will be solicited throughout the year. Such activities include: Open House, Sixth Grade Orientation, Curriculum Fair, MTSS Meetings, Parent/Teacher Conferences, SAC/PTO Meetings and Parent Involvement Workshops. These activities will be scheduled and advertised in advance. In order to accommodate all parents, minutes from these activities will be available at the front office.

Based on upon the demographics that we serve, correspondence will be distributed to students and parents. To accommodate our diverse population, our Parent Liaison will work with faculty, staff and families to communicate in methods and a language that is

culturally appropriate. To do this, our school will utilize the district translation services provided by the LCS Title I office. Parent Involvement surveys and LCS climate surveys will monitor the school's effort to provide information to parents in a language they can understand.

Parents with disabilities will be given the opportunity to have the training held in their homes upon their request. Additionally, they may request to have information presented orally and/or work with an individual on a one on one basis to assist with reading and comprehension in order to respond to parent surveys, participate in parent/teacher conferences or meet with school officials. Notification of all events will be sent home with students and will be posted on the school's website, listserve, social media accounts, school marquee, teacher webpages, etc. In an effort to reach new and existing parents.

Discretionary Activities (Optional)

Activities that are not required, but will be paid for through Title I, Part A funding (for example: home visits, transportation for meetings, activities related to parent/family engagement, etc.)

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Lunch and Learns	Parent Liaison, PTO/SAC, annual parent meeting/ Open House	Parent Liaison	Increased Parental Involvement	Spring/Fall
2	"Dad Take Your Child to School"	Parent Liaison, PTO/SAC, annual parent meeting/ Open House, website social media	Parent Liaison	Increased Home to School Connection	Fall
3	"Mom's Marching to the Beat"	Parent Liaison, PTO/SAC, annual parent meeting/ Open House, website social media	Parent Liaison	Increased Parental Involvement	Spring

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 1116].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Work Scheduled Conflicts with School Events	Provide varied meeting times, before school, lunch meetings, afterschool opportunities
2	No Child Care	
3	Transportation	Provide copies of the minutes in the office.
4	Limited English proficiency of ESL students	Use of bi-lingual staff members, including Parent Liaison

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 1116]. 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				
2				
3				

Provide a description of the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency and parents/families of migratory children)? [Section 1116].

Response:

Documentation for 18-19 is found in Title I Binder or Sharepoint.

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 1116 (e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1				
2				
3				
4				

Response:

Documentation for 18-19 is found in Title I Binder or Sharepoint.

Evidence of Input from Parents/family members

Evidence of parent input in the development of the plan. (SAC agenda, sign in sheets, minutes and other document with parent input).

Submit Parent and Family Engagement Plan with principal signature.

Parent-School Compact

Note: As a component of the school-level parent and family engagement 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 1116(d)].

Submit Parent-School Compact with principal signature.

Evidence of Parents/family members in development of Parent-School Compact

Note: As a component of the school-level parent and family engagement 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 1116(d)].

Evidence of parent input in the development of the compact.
