

In support of strengthening student academic achievement, each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a written policy that contains information required by section 1118(b)(1) of the Elementary and Secondary Education Act (ESEA). The policy establishes the expectations for parent engagement and describes how the school will implement a number of specific parent engagement activities, and is incorporated into the schoolwide Title I / School Improvement Plan submitted to the Florida Department of Education (FDOE) as required in Section 1114(b)(2) of ESEA.

Assurances

Evans High School agrees to:

- ☐ 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(a)(3)(B)];
- ☐ 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)];
- ☐ 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)];
- ☐ 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)(2)(E)];
- ☐ Inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Centers (PIRC) in Florida, i.e., PIRC of Family Network on Disabilities in Florida (FND) and PIRC at University of South Florida (USF) [Section 1118(g)];
- ☐ 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, as described in Section 1111(h)(6)(A) [Section 1111(h)(6)(A)].

Parental Mission Statement

Evans High School will empower all students to succeed with the support and involvement of all stakeholders which includes the community, families, parents, students, staff, and faculty.

We guarantee an empowering environment that ensures that each student has the opportunity to acquire the skills necessary to become career and college-ready, and a responsible, productive, global citizen able to cope with changing social and economic conditions.

High academic achievement by students is of the utmost concern to the school's stakeholders with parental involvement a key component to the success of the school.

1. 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)]. 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)].

At the beginning of the school year, meetings are designed to educate parents, staff, and students on the purpose and requirements of being a Title I school. The parent involvement budget is reviewed with parents. Parents, teachers, staff, and students are asked for suggestions on how to utilize these funds. The Title I Coordinator and Parental Involvement Coordinator provide feedback/suggestion forms to participants to offer suggestions in writing as well as via email, and at upcoming meetings. Parents are informed of the upcoming meetings through the Compact, meeting agendas, via email, the school website, school newsletters, Connect Orange, and the school marquee.

Parents are able to access the School Improvement Plan and the Parent and Family Engagement Plan on the school web-site as well as a hard copy in the front office. Copies are also provided during Parent, Teacher, Student Association (PTSA) and School Advisory Council (SAC) meetings.

Title I programs are discussed at SAC, PTSA meetings, and Professional Learning Community meetings. Evans High School will encourage all parents to attend SAC and PTSA through the Compact, information sent home, the calendar on the website, school newsletters, emails from School Leadership and other parents, and Connect Orange.

SAC and PTSA will meet on a monthly basis to review, discuss, and plan for Title I and school improvement interventions. The Principal and SAC Chair will update the committees regarding school improvement and parents will be involved in interventions and programs through discussions on needs and proposed improvements. Parents, students, teachers, and school leadership will work together to

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propose and implement interventions, and school improvement.

At the end of the year during the SAC/PTSA meeting parents review each area of the Parent and Family Engagement Plan, provide their reflections and input on what was a great success, and determine what needs to be added or changed. The changes are then made for the upcoming year.

Evans Parent Resource Center provides support for parental engagement by providing a place for parents to meet, workshops for parents and students, and a place to access and learn computer applications, including monitoring their student's grades. The Parent Resource Center also provides another avenue for parents to become involved in their student's academic success and provide input for school improvement.

2. 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)].

| Program | Coordination |
|-------------------------|--|
| Title I | OCPS provides technical assistance and guidance in the coordination of the Title I program and funds along with coordination and planning through Evans High School SAC and PTSA committees. The Business Operations Manager serves as the contact or coordinator to ensure the implementation of the program. Title I funds and programs enhance Evans High School through professional development, student support, extended learning/tutoring, instruction and parental involvement programs, and workshops that teach parents their student's academic requirements to graduate and how to help them achieve success in meeting the requirements. Parents are also shown how to monitor their student's progress to ensure success. |
| Title I, Part C-Migrant | Migrant services are provided for students and parents. The district provides training for staff regarding migrant needs and services. Evans SAFE Coordinators lead efforts to ensure student and parent needs are met in this area by meeting with parents informing them of options that are available which will also lead to the academic success of their student. |
| Title X-Homeless | The District provides professional development regarding Homeless programs. Information is disseminated to our school through the SAFE Coordinators and the Title I programming as well. Programs are implemented to help identify needs and to provide information and assistance with the highest degree of confidentiality for students and parents. School and district level staff meet with parents to provide information on resources and options that will help parents make decisions to help their student succeed. |
| Head Start Program | Evans High School has implemented a Head Start program. Head Start is a national school readiness program that provides comprehensive education, |

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| | health, nutrition, and parent involvement services to children from low-income families. The Head Start program is administered by the Office of Head Start (OHS), Administration for Children and Families (ACF), and the Department of Health and Human Services (HHS). |
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3. 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 education 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)].

| Activity/Task | Person Responsible | Timeline | Evidence of Effectiveness |
|---|-----------------------------|-----------------|---|
| Create a flyer for the annual meeting. | Business Operations Manager | August 2017 | Completed flyers and sign-in sheets/number of participants |
| Publicize and distribute flyer to all parents. | Business Operations Manager | August 2017 | Sign-in sheets/number of participants |
| Prepare sign-in sheets | Business Operations Manager | September 2017 | Sign-in sheets/number of participants |
| Prepare Compact developed by parents and school for 2017-2018 SY. | Business Operations Manager | September 2017 | Copy of 2017-2018 compact, PowerPoint and sign-in sheets/number of participants |
| Develop an agenda that addresses the Title I components. | Business Operations Manager | September 2017 | Agenda, PowerPoint, Sign-in sheets/number of participants/parent evaluation forms |
| Create a PowerPoint presentation covering all agenda items. | Business Operations Manager | September 2017 | PowerPoint, Sign-in sheets/number of participants/parent evaluation forms |
| Prepare all presentation materials including handouts. | Business Operations Manager | September 2017 | Sign-in sheets/number of participants/parent evaluation forms |
| Set-up projector for presentation. | Business Operations Manager | September 2017 | Presentation setup/sign-in sheets/number participants/parent evaluation forms/minutes |
| Conduct Annual Meeting following agenda, PowerPoint presentation, discuss PAFEP, compact, & | Business Operations Manager | September 2017 | Minutes/completed evaluations/sign-in sheets/number of participants |

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| evaluation | | | |
| Post presentation on school website and copies in front office. | Business Operations Manager | September 2017 | Accessibility of Title I information to parents and response to survey |
| Maintain Documentation. | Business Operations Manager | September 2017 | All documentation filed and uploaded to the Title I website |

4. 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)].

Evans leadership, staff, and faculty have a strong belief in the importance of parental involvement and therefore have put measures in place to offer parent meetings on a flexible schedule. Through parent feedback we were able to conclude that it is very difficult for Evans' parents to attend events during the school day and parents prefer early evening activities due to their working schedules.

For parents who are unable to come to the school the Social Worker, SAFE Coordinators, and Evans Resource Teacher make home visits for attendance and academic purposes.

Parent, teacher, administration, student conferences are scheduled to accommodate parents in the morning, after school, and early evening.

Because of our strong belief in the importance of parental involvement Evans went one step further to develop The Parent Resource Center which is open during the school day both in the morning and afternoon, after-school, and scheduled evenings to provide parents with flexible times to access informational and computer resources, as well as, workshops and activities.

The School Advisory Council meetings are scheduled monthly in the early evening. Parent Leadership Council (PLC) meetings are scheduled 4 times during the school year in the early evening. Parent, Teacher, Student Association (PTSA) meetings are scheduled monthly in the early evening. Orientation and Open House are scheduled in the early evening.

5. 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)].

| Content and Type of Activity | Person Responsible | Correlation to Student Achievement | Timeline | Evidence of Effectiveness |
|---------------------------------------|-----------------------------------|--|--------------------------|------------------------------|
| College and Financial Aid Awareness – | API, Guidance, College and Career | Parents will gain knowledge of college | Fall 2017 Spring 2018 | Sign-in sheets, agendas, and |

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| Parents gain information regarding college readiness requirements, financial aid, and learn how they can assist their students. | Resource Center Coordinator | readiness requirements so they can monitor their student, gain scholarship information, and availability of financial aid so they can assist their student in successfully entering secondary education. | | increased number of students with college ready scores, attending college and receiving scholarships |
| IB/AP Information/Potential/Awards Night: Information for parents on IB & AP curriculum to assist parents in planning their student's academic program and celebration of achievement. | Assistant Principals and IB/AP Coordinators | Parents gain information on their student's IB and AP curriculum to assist their students. Increase student achievement in all academic areas due to the participation of all stakeholders. | Spring 2018 | Sign-in sheets and positive feedback from parents on school and teacher communication |
| Open House: Parents rotate through their student's classes meeting their teachers. Each teacher provides a syllabus w/expectations for student achievement. Teachers work w/parents on how they can help their children achieve, how parents, students, & school will work together for success of their child. | Principal, Assistant Principals, Leadership Team, Faculty | Increase student achievement in all academic areas due to participation of all stakeholders. | September/October 2017 | Sign-in sheets and positive feedback from parents on school and teacher communication |
| Meet the Teacher /Orientation: Information is provided to parents & students on academic programs, extracurricular activities, and extended learning | Principal, Assistant Principals, Leadership Team, Faculty | Parents gain information on their student's curriculum. Increase student achievement in all academic areas due to the participation of all stakeholders. | August 2017 | Sign-in sheets and positive feedback from parents during PAFEP review |

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| opportunities. Parents and students with school faculty plan their High School experience. | | | | |
| Senior Night for Parents: Provide information to parents regarding Senior events and requirements to assist parents in preparing for their student's senior year. | Principal, Assistant Principals, Guidance, and Senior Sponsor | Parents will gain knowledge of Senior requirements and events to assist in preparing their student to successfully reach their academic goals and successfully complete their High School experience. | September 2017 | Sign-in sheet and positive feedback from parents during review of PAFEP |
| School Advisory Council: Parents learn curriculum, Florida state requirements, and graduation requirements to assist their student in succeeding as well as provide feedback for school improvement. | Principal, SAC Chair | Parents will be provided with curriculum information and Florida state requirement strategies to assist their student in succeeding. | Monthly in 2017 - 2018 | Sign-in sheets, agendas, and minutes showing parent participation and feedback |
| Parent Leadership Council: Parents learn curriculum, Florida state requirements and graduation requirements to assist their student in succeeding as well as provide for school improvements. | ESOL Coordinator | Parents will be provided with curriculum information and Florida state requirement strategies to assist their student in succeeding. | Quarterly in 2017 - 2018 | Sign-in sheets, agendas, and minutes showing parent participation and feedback |
| Honors Convocation Night: Celebrates and recognizes outstanding achievement and success in academics, the arts, athletics, and school activities. | Principal, Assistant Principal, Guidance, IB/AP Coordinators, Athletic Director, Teachers | Increase student achievement in all academic areas and school activities due to participation of all stakeholders. | Spring 2018 | Invitation, sign-in sheets, and agenda |
| Math, Science, and ELA Information Night: Provide | Principal, Assistant Principals, Math, Science, and ELA | Provide parents with Math, Science, and ELA requirements to assist their | Fall 2017 and Spring 2018 | Sign-in sheets and positive feedback from parents |

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| parents with curriculum requirements and information on how they can assist their student. Review Scope and Sequence, standards, and test item specifications. | Teachers | student in successfully reaching their academic goals and successfully achieving requirements. | | during review of PAFEP |
| ESE Parent Night: Overview of support services and programs. | Assistant Principal, Staffing Specialist | Parents gain information on their student's curriculum and support services. Increase student achievement in all areas due to the participation of all stakeholders. | Fall 2017 | Sign-in sheets and positive feedback from parents |

6. Describe the training 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)].

| Content and Type of Activity | Person Responsible | Correlation to Student Achievement | Timeline | Evidence of Effectiveness |
|--|-----------------------------|--|-----------------|----------------------------------|
| The Importance of Parental Involvement | Business Operations Manager | Positive communication between school/faculty and parents, leading to increased parental involvement in student academics and student achievement. | Fall 2017 | Teacher feedback |
| Building Ties Between Home and School | Business Operations Manager | Positive communication between school/faculty and parents, leading to increased parental involvement in student academics and student achievement. | Fall 2017 | Teacher feedback |
| Implementation and Coordination of Parental Involvement Programs | Business Operations Manager | Positive communication between school/faculty and parents, leading to increased parental involvement in student academics and student achievement. | Spring 2018 | Teacher feedback |

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| Communicating and Working With Parent and cultural sensitivity | Business Operations Manager | Positive communication between school/faculty and parents, leading to increased parental involvement in student academics and student achievement. | Spring 2018 | Teacher feedback |
| Progress Book Training | CRT | Positive communication between school/faculty and parents, leading to increased parental involvement in student academics and student achievement. | Fall 2017 | Parent feedback |

7. 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 child [Section 1118 (e)(4)].

Guidance and Evans' College and Career Resource Center will hold several evening events regarding subject matters that are important to students and parents such as financial assistance, curriculum and programs, and college and career. The College and Career Resource Center is a resource for students and parents helping them to plan for college and assisting them in completing the necessary steps. The College and Career Resource Center is open every day Monday – Friday during the day and scheduled evenings and Saturdays. Flyers, invitations, agendas, and sign-in sheets provide evidence of scheduled events.

Parents are able to monitor student grades on a regular basis through Progress Book. They are provided an access code, information, and assistance on how to use Progress Book. Parents receive professional development through SAC and PTSA meetings as well as in The Parent Resource Center on how to use Progress Book to monitor their student's progress. The Parent Resource Center is open during the school day and scheduled evenings. Parents also receive communication from their student's teachers, the guidance department, as well as progress reports and report cards at the end of the reporting period.

At parent conferences guidance counselors, teachers, and parents will discuss how to ensure the students' academic success and what parents can do at home. Input is provided from all of the student's teachers. Parent conferences are scheduled by the teacher, guidance counselors, parents, or student.

Evans Community School provides Evans students, parents, and the community with support in an effort to ensure student achievement. Key components of the Community School are after-school interventions and enrichment, adult education, parental involvement support, Medical/Mental Health Services, and community and economic development. A Health Service Coordinator manages all Health Services for the Community School. Flyers, invitations, agendas, or sign-in sheets evidence all activities.

The Parent Resource Center was implemented at Evans High School in SY 2011 – 2012. A Parental

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Involvement Coordinator works with parents to assess their needs and then provide the workshops and resources needed and/or requested. The Parent Resource Center provides parents a comfortable environment, access to computers, and someone to assist them and provide information. Sign-in sheets evidence all activities.

8. 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 also submit the parents' comments on the plan that will be available to the local education agency [Section 1118(c)(5)].

At the beginning of the school year Evans will hold an Annual Title I meeting for parents, teachers, students, and the community to provide information on all Title I programs, the curriculum, academic assessments, and proficiency levels. Parents will learn about school-wide programs and opportunities for participation in decisions related to the education of their child. The meeting presents Title I program components through a PowerPoint presentation including the School-Parent-Student Compact, Title I resources, Title I funding, Parent and Family Engagement Plan and Policy, and the Right to Know Letter. Discussion is held on the parental involvement plan and the School-Parent-Student Compact to receive parent feedback through feedback forms. Parents complete a survey regarding the PAFEP and workshops or resources they would like. Parents also receive Title I information at school events including Meet the Teach Night/Orientation, IB Potential Night, Open House, SAC, PTSA, and PLC meetings.

Evans High School provides parents with a description and explanation of the curriculum through several venues. The Curriculum Guide provides information regarding academic assessments; focus on student achievement, curriculum, student schedules, registration, graduation information/requirements, Advanced Placement, IB recognition, scholarships, Navy JROTC, proficiency levels students are expected to meet, and the student Academic Progression Plan. Events are held through-out the school year that emphasize the above such as IB Potential Night and the PLC, SAC, and PTSA meetings. Student Planners are distributed to all students which also contain curriculum requirements, assessments, and other pertinent information.

In the PLC, SAC, and PTSA meetings parents participate in school improvement decisions that will affect the education of their children. Parents also meet with teachers and counselors regarding their child's education and participate in making decisions that affect their child's education.

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- ☐ Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];
- ☐ Providing necessary literacy training for parents from Title I, Part A funds, if the school has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)];
- ☐ Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions [Section 1118(e)(8)];
- ☐ Training parents to enhance the involvement of other parents [Section 1118(e)(9)] ;
- ☐ 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 participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];
- ☐ Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and
- ☐ Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].

10. Describe how each discretionary activity checked above will be implemented.

| Activity | Description of Implementation Strategy | Person Responsible | Correlation to Student Achievement | Timeline |
|---|--|--|---|----------------------------------|
| Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)] | At PTSA and SAC meetings parents are part of the team that reviews and strategizes regarding professional development for faculty and staff. | Principal, Evans Community School Senior Administrator, SAC Chair, CRT | Improving student achievement through parental involvement. | SY 2017 - 2018 April/May 2018 |
| Providing necessary literacy training for parents from Title I, Part A funds, if the | Evans Community School coordinates Adult Education on Evans' campus. Many courses are offered including literacy training. | Evans Community School Senior Administrator, Community School Director | Improving student achievement through Parental Involvement. | Through-out the SY 2017 - 2018 |

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| school has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)] | | | | |
| Training parents to enhance the involvement of other parents [Section 1118(e)(9)] | Evans PTSA provides the vehicle for parents to train parents in the area of parental involvement and areas of student achievement. PTSA caters to the needs of parents and students and is parent led with assistance from Evans Principal and Community School Senior Administrator. | Principal Community School Sr. Administrator, PTSA Chair and officers | Improving student achievement through Parental Involvement. | SY 2017 - 2018 |
| 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 participating children, with | SAC, PTSA, and PLC meetings will be held in the evening enabling a greater number of parents to attend. Teachers and school leadership will be available for teacher/parent conferences at times most convenient for parents. Resource Teachers will make home visits to parents who are unable to come to the school. | Principal, Evans Community School Sr. Administrator, Assistant Principals, Resource Teachers, Faculty | Improving student achievement through Parental Involvement. | SY 2017 – 2018 |

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| parents who are unable to attend those conferences at school [Section 1118(e)(10)] | | | | |
| Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)] | Surveys & analysis are conducted to see where Evans could be stronger in the area of Parental Involvement. OCPS provides training & information regarding model approaches & steps of implementation. Evans has a Parental Involvement Coordinator and a Parent Resource Center which increases resources, workshops, and information for parents. This increases parental engagement in student academics. | Principal, Assistant Principals, Community School Administrator, Parent Involvement Coordinator | Implementing research based model approaches to parental involvement will increase parent capacity and participation which leads to increased student achievement. | SY 2017 - 2018 |
| Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)] | Community-based organization & businesses are active stakeholders with Evans. Stakeholders participated in teach-in, Trojan Service Day, teacher/student recognition/appreciation, & providing clothes, shoes supplies, food, glasses for those in need. Business and community organizations participate in SAC and PTSA and also provide resources for many of the Evans programs. | Principal, Assistant Principals, Community School Administrator, Community School Director, Parent Involvement Coordinator | As students see so many stakeholders working together for their benefit it increases their desire and motivation to achieve. | Ongoing through-out SY 2017 – 2018 |