

## DALE CASSENS EDUCATIONAL COMPLEX Title I, Part A Parental Involvement Plan

I, Ellen Harden , 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:** The Mission of The Dale Cassens Education Complex is to ensure all students graduate from safe and caring schools, equipped with knowledge, skills, and the desire to succeed.

Our vision from all stakeholders is to maintain an environment where all students feel safe. We are committed to providing each student with an individual plan for academic and behavioral success. We will provide mental health and substance abuse/intervention

counseling as well as academic counseling as needed. All teachers will know the needs of each student and plan for rigorous instruction. Each student will know what they need to accomplish in order to graduate and as a team with staff, students, parents and our community, they will graduate from their zoned schools.

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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:** Every family that enrolls at DCEC is informed at an induction meeting of our Title I status with a copy of the current PIP and SIP available for review. The Parents review the Compact at that time as well and sign. The meetings are held in our Parent Center where Parent Involvement materials are available.

The School Advisory Council (SAC) Committee SAC Chair will invite parents to SAC meetings scheduled every third Thursday of each month by distributing Meeting Invitational Flyers;

Meeting Agenda; Participant Roster will be evidence.

The Parent Involvement Plan will be developed by SAC Committee at a SAC Meeting with SAC Approval evidence will include:

Parent Involvement Plan

School Improvement Plan with Budget

Title I Budget

School-Parent Compact

SAC Meeting Agendas

SAC Approval Minutes

The District Report Card is reviewed by School Staff and distributed Once Yearly to Parents. Evidence include:

Public School Choice Letter Title I Department

DCEC Alternative Ratings

DCEC is an alternative education site. There is no School Transfer Data. There is no School Report Card.

Tutoring is offered after school from 4-6 Monday-Thursday with bus provided.

## SES Data

School In Need of Improvement (SINI) Letters Principal September 30 Parent Distribution

## Not Highly Qualified Teacher Notifications

Principal Letters distributed via students.

Notification Flyer of Florida Parental Information and Resource Centers (PIRC) School Staff Annually

Copied and distributed in newsletters, websites, etc.

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## 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	Intake Parent Induction Meetings	Meetings held with families as students are placed at DCEC each day - ongoing.
2	Parent monthly workshops	September - May
3	Volunteer Program	Coordinator staff member works with families to increase parent volunteer involvement at school.
4	Life After High School	Students and parents will learn about options for continuing education after high school and the importance of staying in school through graduation.
5	Engage Every Parent	Tips to empower parents to become hands-on homework helpers, advice about maintaining positive relationships - for both parents and staff members.
6	Internet Safety	Provides parents tips on Internet safety and literature on how to conduct searches for sexual offenders/predators from home computers.
7	Practical Money Skills	Coordinate with local banks such as Wacchovia and Publix
8	Healthy Start	Coordinate with Health Department for teen parent program for parents and grandparents
9	Helping People Succeed	Coordinate mental health needs for individual students and families. Also work with teen parents for massage for infants, music and movement.
10	Interpreter Services/ELL students	On site staff available for translating Spanish/English for parents and students. District support available upon request for Haitian Creole translations. Also supported by After School Tutorial Program.
11	Migrant Family Support	After School Tutorial Program available. Parent Center has information of community supports including public transportation, food and clothing vouchers. Monthly Parent Nights include a wide variety of training for families on safety, budget, leadership.
12	LAPP Support	Early Learning Coalition supports mothers with voucher daycare after graduation from LAPP if mothers continue post-secondary education or work. Coordinate with

		VPK once toddlers reach age 4 if mothers are continuing in LAPP. Heath Department regularly meets with families for case management and teach classes in healthy lifestyles to all students including LAPP.
13	Project Success	Provides an full time counselor to both students and parents for drug and alcohol prevention/intervention.
14	Open House	Parents will be provided with information of students' expectations and school curricula by allowing them to meet with their individual teachers during the Open House Nights (three) at the beginning of the school year.
15	DCEC After School Program	Representatives from our after school program will participate and host Parent Involvement literacy activities in conjunction with the Title I parent involvement contact at DCEC.
16	Exceptional Student Education	The ESE chairperson will coordinate with the Parent Involvement contact to personally invite parents of ESE students who may directly benefit from academic or behavioral workshops offered at the school.

## 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	Review Parent Survey Results	Principal/SAC Chair/Parent Involvement Coordinator	May 2015	Survey Results
2	Review any suggested amendments of current plan by parents, students, staff, etc.	Principal/Parent Involvement Coordinator	August - May 2016	Any identified changes by parents (written)
3	Make changes and create new plan with SAC team.	Principal/SAC Chair/Parent Involvement Coordinator	September 2015	New Plan and SAC minutes
4	Advertise Meeting	Principal/APs	September 11 - October 1, 2015	Copies of Advertisements
5	Annual Parent Title I Meeting	Principal/SAC Chair/Parent Involvement Coordinator	September 22, 2015	Parent signatures of attendance

## 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:** Individual parent/family meetings are scheduled each day for parents to enroll their child in our programs. These meetings are scheduled for the year and occur as needed to meet the needs of the families. Daycare services will be available for all meetings. Parents are informed of all services and opportunities, complete compacts, etc. with designated staff members. We also have monthly family nights where students lead discussions with parents on attendance, academic performance and behavior as well as workshops designed for parents. We have a day-care facility on campus, parents may utilize for any after school program. Social workers are utilized if families have difficulties with transportation. Parent meetings are also held by conference call with teachers as needed if transportation or scheduling becomes a problem.

## 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	Reading/ELA Extreme Writing Thematic Unit	Martin	Increase student performance in literacy	October 29, 2015	Attendance by families at event, Assessment results by students
2	What you need to know about State Assessment and EOC	Larry Moore/Wendi Natta	Importance of Testing, what results mean, and how to help children prepare for tests. Graduation requirements.	April 5, 2016	Assessment Results
3	CSI Science Night	Gregory	Math and science standards that coincide with EOC	January 21, 2016	Attendance by families
4	Open House	Administration and Staff	Gain awareness of academic and behavioral expectations for the upcoming school year.	August 12, 2015	Parent attendance and attendance roster
5	History	Coppola	Achievement towards standards	February 18, 2016	Parent attendance/ student attendance
6	SIP and PIP to Parents	Harden	Awareness by Families of DCEC	September 22, 2015	Parent Vote
7	PBIS Event	Leadership Team	Increase student attendance	November 25, 2015	Attendance report Monthly
8	Transition Celebration	Admin	Grades, Attendance, Behavior	December 17, 2015	Transition List Data
9	Transition Celebration	Admin	Academic, Attendance, Behavior	May 25, 2016	Transition List Data

## 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	ESE Chairperson meetings	District Personnel	Increase awareness of programs for SWD	Monthly	Enrollment data
2	PBIS	School Coach	Students, parents and staff members trained in PBS Model	3x per year	Behavioral data, attendance at PBS events
3	Do You Know Enough About Me to Teach Me	Administration	Increase Student Awareness	School Year	Increase student Attendance

4	Ruby Payne	Trainer	Increase Student Awareness	School Year	Increase student Attendance
5	CHAMPS	Deans	Decrease classroom disruptions, Increase Academic Learning Time	August 2015	Decrease OSS
6	Collaborative Planning	Principal	Increase standards based learning	August 2015 - May 2016	Increase ELA/Math FSA academic performance
7	Common Assessment	Principal	Data analysis by teachers will increase teacher effective use of classroom instruction time	August 2015 - May 2016	Increase student performance on FSA/EOC

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## 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:** We offer parents a computer on site to check student data on Skyward. We offer training on how to manage Skyward. We have common planning times where parents can have access to all teachers at one time to meet to discuss concerns. We communicate with our community partners such as the Health Department to hold programs on our campus for parents and to assist with recruitment of Teen Parents.

We have small group meetings for all new enrolling families to review our programs and opportunities for students scheduled in the mornings and evenings.

We have a parent center designed around parent involvement workshops and meetings such as IEP's, transitions, enrollment so that parents can feel a part of the school. Parents are encouraged to become Parent Ambassadors to new families and person the center during events.

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## 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:** Each family enrolling a child will have a induction meeting to communicate all program offerings including the School Expectations, Compact, Copies of PIP and SIP are available. Families meet with guidance counselor/Graduation Coach to review academic data and create an individualized schedule for their child. SAC membership is also an on-going dialog with families as we transition students from our school and also enroll students daily. Phone messages of events utilizing our Phone Messenger go home as needed. Flyers, letters, invitations are both mailed and handed to students as needed. We encourage parents to participate in PBS events and celebrations of students'

success, field trips, etc. Quarterly meetings also include assessment information on State Assessment, EOC, etc. and their child's current level of performance. Parents are encouraged to actively participate and communicate areas of concern by phone, letter, email and/or face-to-face conferencing. MTSS/PST team requests parents to participate during PST meetings.

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## 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:** The district supports schools with needs for translating written or verbal communication to families as needed. In addition to this our school has translators for Spanish. Most of our Parent Workshop materials are offered in Spanish as well. If we have a request or determine a need, a translator is requested to attend any meeting with families. Several of our staff members are trained in sign-language and are utilized as needed. The campus is handicap accessible. We will also provide the materials to parents that are unable to attend and request the information. It will be mailed or emailed to them. The meetings will include both verbal and visual presentations.

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## 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:  
☒ Not Applicable

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## Upload Evidence of Input from Parents

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

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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.

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## **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 1118 (e)(1-2)]. 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
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### **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 1118 (e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
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### **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 1118(a)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
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### **Best Practices (Optional)**

Describe the parental involvement activity/strategy the school implemented during the previous 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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