## EAST LEE COUNTY HIGH SCHOOL 2017-2018 Parent and Family Engagement Plan

I, Sue Zellers, 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



|  |  |
| --- | --- |
| **Signature of Principal or Designee**  | Date Signed |

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **Response:** East Lee County High School's parent involvement mission is to work collaboratively with parents and provide support to families in order to help each student achieve his/her highest potential. |

**Review Rubric:**
Mission statements are written concisely, free of jargon, and parent-friendly and inspire stakeholders to be involved and supportive of the program. Strong mission statements include:

 Explanation of the purpose of the parental involvement program;

 Description of what will be done; and

 Description of the beliefs or value of the LEA.

**Review Status:** Adequate

**Review Comments:**

**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 [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

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| **Response:** During the SAC meeting and the annual Title I meeting, parents will be given the opportunity to provide input into how available funds will be allocated and how the school can improve parent involvement. In an effort to increase parent involvement, parents will be invited to join the SAC during the fall Open House, through the school newsletter, school website, and via ParentLink phone calls. Parents will be provided information with every progress report and newsletter including, but not limited to, upcoming events, meetings, graduation requirements, financial aid, college, career, and testing information. Agendas, sign-in sheets, flyers, handouts, and meeting minutes will be maintained in the Title I Crate. |

**Review Rubric:**
Strong responses include:

* Identification of the group responsible for the development, implementation and evaluation of the plans;
* Description of the procedures for selecting members of the group;
* Explanation of how the input from parents will be documented; and
* Description of the process and involvement of parents in the development of required plans; and
* 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)].

**Review Status:**

**Review Comments:**

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| **Create Date** | **Modify Date** | **comment** |
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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)].

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| --- | --- | --- |
| **count** | **Program** | **Coordination** |
| 1 | Title III Workshops | Parents of ESOL students will be invited to participate in workshops that will enhance their knowledge of high school requirements and college admissions requirements and application process. An Introduction to the International Center will be included and we will offer monthly IC tips for continuation of practice at home. |

**Review Rubric:**
Strong responses include:

* Identification of the specific federal programs; and
* Description of how the programs will be coordinated.

**Review Status:**

**Review Comments:**

**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 | Development of Agenda | APC | August  | Parent Link Report/Agenda/Attendance/Signed Compacts/Meeting Minutes |
| 2 | Advertise the meeting | Parent Involvement Specialist | August  | Parent Link Report/Agenda/Attendance/Signed Compacts/Meeting Minutes |
| 3 | Annual Title I meeting in conjunction with Open House, Title I PowerPoint | Principal | August  | Parent Link Report/Agenda/Attendance/Signed Compacts/Meeting Minutes |
| 4 | Review Parent Involvement Plan and Discussion of Compacts with Parents and Parents Rights | Principal | August | Parent Link Report/Agenda/Attendance/Sign in Sheet |

**Review Rubric:**
Strong responses include:

* Identification of specific activities or tasks;
* Identification of the person(s) responsible for completing the task;
* Reasonable and realistic timelines; and
* Description of the evidence the school will use to demonstrate the effectiveness and/or completion of the activity/task.

**Review Status:**

**Review Comments:**

**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)].

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| **Response:** Quarterly SAC meetings are held in the evenings to encourage maximum parent participation and a translator will be made available. Open House will be held outside the normal work day on a Saturday prior to the beginning of the school year to provide flexibility for parents and students to attend. Translators will be available throughout the day for assistance.  |

**Review Rubric:**
Strong responses include:

* Description of the process the school will use to ensure that workshops/meetings are offered at a flexible times; and
* Specific examples of the flexible schedule offered to parents.

**Review Status:**

**Review Comments:**

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Title I Annual meeting/Open House/Orientation | Principal/APC | Parents will be provided with information regarding curriculum and tutoring opportunities.  | August  | Parent Link Report/Agenda, Handouts, Sign-in-sheet |
| 2 | International Center Info Night | ESOL Contact | Parents will be provided information regarding school programs and extracurricular activities concerning the student educational growth.  | October  | Parent Link Report/Agenda, Handouts, Sign-in sheet, Workshop Evaluation Form |
| 3 | SAC meetings | SAC Chairperson | Parents will be given the opportunity to provide input into the School Improvement activities and expenditure of School Improvement funds. | Quarterly | Parent Link Report/Agenda, Handouts, Sign-in-sheet |
| 4 | Student AssignmentOpen House- Informational Night | Administrators, teachers and staff | Parents will be given the opportunity to meet with members of the guidance department and administration regarding appropriate course selections, high school credits, and graduation requirements. | January | Parent Link Report/Agenda, Handouts, Sign-in-sheet |
| 5 | Annual AVID Rite of Passage- Informational Night | AVID Department | Increase the level of involvement of parents to become active at the school. | April  | Parent Link Report/Agenda, Handouts, Sign-in-sheet |
| 6 | Technology Workshops; ParentLink; FocusGOOGLECompass/Reading | Tech Specialist; PI Specialist; Teachers | Parents will be given information and hands-on training to help them understand and use various technology tools. | Throughout the year | Parent Link Report/Agenda, Handouts, Sign-in-sheet, workshop evaluation forms |
| 7 | FASFA Night | Administration, Senior Sponsor, Teachers, PI Specialist and Translators | Parents and students are presented with information on the financial aid process shared by various industry (college) speakers | Fall and Spring | Parent Link Report/Agenda, Handouts, Sign-in-sheet, Workshop Evaluation Form |
| 8 | College Night | Administration, Senior Sponsors, Teachers, PI Specialists and Translators | Parents and students gather to obtain information from a variety of post-graduation options. Representatives from colleges, universities and military branches are on site to answer questions and provide information to help parents guide students in making informed post-graduation decisions. | Fall | Parent Link Report/Agenda, Handouts, Sign-in-sheet |
| 9 | Cambridge Open House |  | Cambridge staff and Admin | Spring | Agendas/sign in sheets/Google notification/feedback forms |
| 10 | Freshman Class Mtg | Administrators, teachers and staff | Parents and Freshman class attend 1st class meeting, get schedules, learn about the school and Title I/SAC | August | Agendas/PPT/video/electronic eval forms for students and parents |

**Review Rubric:**
Strong responses include:

* Description of the content and type of activity including the following: o The state’s academic content standards and state student academic achievement standards, State and local assessments including alternative assessments, Parental involvement requirements of Section 1118, and How to monitor their child’s progress and work with educators to improve the achievement of their child;
* Identification of the person(s) responsible;
* Correlation to student academic achievement;
* Reasonable and realistic timelines; and
* Description of the evidence the LEA will use to demonstrate the effectiveness and/or completion of the activity/task

**Review Status:**

**Review Comments:**

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Faculty training on ParentLink/Google/Focus | APC | Increased communication with parents regarding student achievement in class | August, Ongoing based on need | ParentLink usage reports |
| 2 | Staff training regarding Parent Involvement | Parent Involvement Specialist | Research-based articles on parent involvement | Quarterly | Newsletter |
| 3 | Technology professional development on creating and maintaining Google classrooms | Tech Specialist | Increased communication with parents regarding classwork and homework | August, Ongoing based on need | Teacher websites |
| 4 | Professional Development on Focus Gradebook | Focus Trainers | Increased communication with parents regarding student progress in a course | August | Quarterly interim reports |
| 5 | SIOP Training | SIOP consultants  | Increased communication and support for parents/teachers | Fall | Survey feedback |

**Review Rubric:**

 Content and type of activity including the following: Value following:

* Valuing of parental involvement,
* Communicating and working with parents,
* Implementation and coordination of parental involvement program,
* Building ties between home and school,; and
* Cultural sensitivity;

 Identification of person(s) responsible;

 Correlation to student academic achievement;

 Reasonable and realistic timelines; and

 Description of the evidence the LEA will use to demonstrate the effectiveness and/or completion of the activity/task.

**Review Status:**

**Review Comments:**

**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)].

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| **Response:** Include tips and suggestions for parents on the school website Enhance our family-friendly school via Surveys. We will communicate with parents in positive and courteous manner. |

**Review Rubric:**
Strong responses include:

* Identification of the type of activity;
* Specific steps necessary to implement this activity;
* Person(s) responsible;
* Timeline; and
* Description of the evidence the school will use to demonstrate the effectiveness and/or completion of the activity/task.

**Review Status:**

**Review Comments:**

**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)].

|  |
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| **Response:** Information about the Title I program at East Lee County High School will be disseminated to parents at the Annual Title I Meeting, during our Freshman Class mtg and Open House. Parents will also be provided information about curriculum, academic assessments, and state expectations of student proficiency at each grade level during the Open House on the Wednesday prior to the beginning of the school year. Progress reports will be sent home with students once per quarter and teachers will communicate with parents through ParentLink. Parents of incoming ninth graders will be invited to meet with members of the Guidance department in the spring prior to their ninth grade year to discuss their child's academic needs and plan for high school courses. Parents will be given a Program of Studies at this time and will have the opportunity to ask questions and provide input in their child's course schedule requests. All parents are invited to join the SAC during the Open House, through Newsletter articles and ParentLink messages. At SAC, parents can make suggestions/decisions that will positively impact the school. Any comments from parents about the Parent Involvement Plan will be forwarded to the Title I office. |

**Review Rubric:**
Strong responses include:

* Process for providing information to parents;
* Dissemination methods;
* Reasonable and realistic timelines for specific parent notifications; and
* Description of how the school will monitor that the information was provided.

**Review Status:**

**Review Comments:**

**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)].

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| **Response:** ELCHS will provide translation services upon request at workshops, meetings, and conferences and the TalkSystem will be used as appropriate. Written communications will be available in multiple languages (English, Spanish and Creole) and parents can choose their preferred language for ParentLink. The school will make every effort to provide special accommodations (when requested) for parents with disabilities and/or special needs. When new students enter the school throughout the year, parents and students are provided with a packet of information explaining all school policies and procedures which includes the Right to Know Letter as well as information stating that we are a Title I school. |

**Review Rubric:**
Strong responses include:

* Process the school will use for translating information into a parent’s native language;
* Description of how the school will ensure that parents with disabilities will have access to parental involvement activities and/or services;
* Description of how the school will ensure that information is available to parents considering the fluctuating student populations;
* Specific languages in which information will be provided; and
* Process the school will use to monitor that schools provide information to parents in a language they can understand, if feasible.

**Review Status:**

**Review Comments:**

**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:

X Not Applicable

**Review Rubric:**
Strong responses include:

* Identification of the activity which may include the following:
* Involving parents in the development of staff training, providing literacy training, paying reasonable and necessary expenses to conduct parental involvement activities, training parents to help other parents, adopting and implementing model parental involvement programs, organizing a local education agency parent advisory council, and/or developing roles for community organizations and/or business in parental involvement activities;
* Description of the implementation strategy;
* Identification of person(s) responsible;
* Correlation to student academic achievement; and
* Reasonable and realistic timelines.

**Review Status:**

**Review Comments:**

**Upload Evidence of Input from Parents**

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

|  |
| --- |
| [Uploaded Document](file:///C%3A%5CUsers%5CAngelamm%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CZJ0L9NVV%5CfileUploads%5C360745_2016-2017_uploadEvidenceParentInput.docx) |

**Review Rubric:**

**Review Status:** Adequate

**Review Comments:**

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| **createDate** | **modifyDate** | **comment** |
| 10/4/2016 11:34:39 AM |   | We need a copy of the PIP with the Assurances page signed and a copy of the SAC meeting minutes with parental input documented regarding PI money/plan and compact |

**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](file:///C%3A%5CUsers%5CAngelamm%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CZJ0L9NVV%5CfileUploads%5C360745_2016-2017_uploadCompact.docx) |

**Review Rubric:**
School-Parent Compact must include the following components:

* Description of the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State’s student academic achievement standards;
* Identification of ways parents will be responsible for supporting their children’s learning (for example, monitoring attendance, homework completion, or television watching; volunteering in their child’s classroom; and participating as appropriate in decisions relating to the education of their children and positive use of extracurricular time); and
* Highlight the importance of communication between teachers and parents on an ongoing basis through, at a minimum: parent-teacher conferences in elementary schools, at least annually, during which the compact will be discussed as it relates to the individual child’s achievement; Frequent reports to parents on their child’s progress; and Reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities; and
* Evidence that parents were involved in the development/revisions to the compact [Section 1118(d), ESEA].

**Review Status:**

**Review Comments:**

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| --- | --- | --- |
| **createDate** | **modifyDate** | **comment** |
| 10/4/2016 11:35:34 AM |   | We need a completed compact with the child's name redacted |

**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](file:///C%3A%5CUsers%5CAngelamm%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5CZJ0L9NVV%5CfileUploads%5C360745_2016-2017_uploadCompactEvidence.docx) |

**Review Rubric:**

**Review Status:**

**Review Comments:**

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| --- | --- | --- |
| **Create Date** | **Modify Date** | **comment** |
| 10/4/2016 11:36:52 AM |   | Please upload a copy of the signed PIP with the assurances page signed and SAC minutes |

## Evaluation of 2016-2017 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.

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| --- | --- | --- | --- | --- |
| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Title I Annual Meeting | 1 | 1700 | Provide information to parents on expectations and how parents can help their children. |
| 2 | School-Parent compact | 1 | 1700 | Parents, students and the school made a commitment to increase participation in school activities and be successful. |
| 3 | Quarterly SAC Meetings | 5 | 70 | Parents are given the opportunity to provide input into the School Improvement activities and expenditure of School Improvement funds.  |
| 4 | Notify parents about school functions, when students are absent, tardy, suspended, etc. | 50 | 2000 | Increase communication with parents; provide updates on school functions in multiple languages |
| 5 | AVID: Rite of passage, Informational Night  | 1 | 125 | Increase the level of involvement of parents to become active at the school. |
| 6 | Freshman Registration | 1 | 150 | Increase the level of parental involvement in school-based decisions |
| 7 | Financial Aid Night | 1 | 75 | Increase parental involvement by providing information on the financial aid process and how parents can help their children. |
| 9 | College Night w/FASFA | 1 | 75 | Provide information about post-graduation options for students |

**Review Rubric:**
Strong responses include the content and type of activity, number of activities, number of participants, and the correlation to student achievement.

**Review Status:**

**Review Comments:**

**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** |
| 1 | Preschool professional development for teachers on how to use the ParentLink phone system. | 1 | 100 | Communication with parents concerning individual student performance. |
| 2 | Preschool professional development for teachers on how to use Google classroom  | 1 | 125 | Increase communication with parents and provide class updates. |
| 3 | ESOL/ESE strategies and support | 1 | 125 | Increase continuity among teachers for student support |

**Review Rubric:**
Strong responses include the content and type of activity, number of activities, number of participants, and the correlation to student achievement.

**Review Status:** Adequate

**Review Comments:**

**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)].

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| --- | --- | --- |
| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Non-English speaking (LEP) | Translation services available |
| 2 | Parents feel intimidated (all subgroups) | Family-friendly school |
| 3 | Time of events (all subgroups) | Flexible meeting dates |

**Review Rubric:**
Strong responses include:

* Identification of barrier which hindered participation by parents in parental involvement activities (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); and
* Description of how the LEA will use the information gathered from the evaluation to design strategies for more effective parental involvement policies described in Section 1118.

**Review Status:**

**Review Comments:**

**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)

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| **count** | **Content/Purpose** | **Description of the Activity** |

**Review Rubric:**
Activities described in this section should be correlated to student achievement and include sufficient detail that another LEA or school could use the information to develop a similar program.

**Review Status:**

**Review Comments:**