**Title I, Part A Parent and Family Engagement Policy**

**[School Name and Number]**

**2017-2018**

# Parent and Family Engagement Mission Statement

Enter your Parent and Family Engagement mission statement below. Describe how parent and family engagement will assist in providing high quality instruction for all learners. The mission statement should:

**RESPONSE:**

I, Wendell Butler Jr , 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)].

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

**Mission Statement**

|  |
| --- |
| **Response:** Partnering with parents: our mission is to provide an education to all students that prepares them to be college and career ready by engaging the students in rigorous academic work that promotes achievement. |

# 2017-2018 Involvement of Stakeholders (Parents, Families, School Personnel and Community)

Describe how the school will involve the parents and families in an organized, ongoing, and timely manner, in the planning, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used. [ESEA Section 1116]

**Response:** 1. Parent input will be sought via survey to inform the parent compact, the Parent Involvement Plan and the School Improvement Plan.

2. There will be an open invitation to all parents to join the school's advisory council. An information session will be held during Open House and representatives will be available to speak to parents at Back to School Night as well.

3. Communicating with parents utilizing print, social media and telecommunications keeping them informed about expectations, events, and issues impacting teaching and learning.

4. Encouraging regular feedback to parents from teachers through a variety of media.

5. Hosting events on campus that bridge the gap between home and school.

# 2017-2018 Coordination and Integration

* Describe how your school collaborates with other federal programs, district departments, business community, library systems, and governmental and non-governmental organizations to provide integrated parent and family engagement opportunities. Include how the school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home. [ESEA Section 1116]

|  |  |  |
| --- | --- | --- |
| **Count** *(add or remove rows as needed)* | **Program** | **Coordination** |
| **1** | Title I, Part A | Title I funds provide supplemental instructional resources and interventions for students with academic achievement needs. Part A provides supplemental instructional materials, resource teachers, technology for students, professional development for staff, and resources for parents. |
| **2** | ESOL | ESOL parent nights will be held to ensure equal access to support resources and information available to students and families. |
| **3** | Project Heart | Homeless students will be referred to Project Heart so that they also have equal access to the resources, both free and paid, that contribute to achievement as well as physical and emotional support. |
| **4** | Migrant | Migrant Liaison is on campus weekly to assist in the coordination of support for migrant students. |

# Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents and families of participating children about the school’s Title I program, the nature of the Title I program (schoolwide or targeted assistance), 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** | **Activities and Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| **1** | AVID Parent Night | Ginger Collins | August 20, 2017 | Parent Sign-In and Parent Involvement Feedback Form |
| **2** | Back-to-School Night | Wendell Butler Jr. | August 28, 2017 | Parent Sign-In and Parent Input Surveys |
| **3** | Parent Information Night | Chris Brady | July 20, 2017 | Parent Sign-In and Parent Feedback Form |
| **4** | School Advisory Council | Wendell Butler Jr. | August 8,2017/September 12, 2007 | Parent Sign-In and Meeting Notes |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **5** | Senior Parent Meeting | Angelia Gilley. | February 4, 2017 | Parent Sign-In and Meeting Notes |

# Parent Notifications

Describe how the school will provide each family with timely notice information regarding the following:

**Response:** 1. Parent input will be sought via survey to inform the parent compact, the Parent Involvement Plan and the School Improvement Plan.

2. There will be an open invitation to all parents to join the school's advisory council. An information session will be held during Open House and representatives will be available to speak to parents at Back to School Night as well.

3. Communicating with parents utilizing print, social media and telecommunications keeping them informed about expectations, events, and issues impacting teaching and learning.

4. Encouraging regular feedback to parents from teachers through a variety of media.

5. Hosting events on campus that bridge the gap between home and school.

# 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 [ESEA Section 1116]

**Response:** The school attempts to schedule Title I parent meetings when parents will be on campus in support of student activities. Open House, for example, is being held prior to the first day of school when students and parents are on campus to pick up schedules. The Annual Awards Banquet brings in approximately 200 parents, making it fertile ground for not only disseminating information, but also for seeking input. Title I information is shared with parents at multiple times and in multiple ways so that if parents are more likely to get their information and give feedback via the web, they are able to do so. For those parents who prefer face to face meetings, those are also provided. We do not offer any assistance with transportation but are considering after-school childcare services based on feedback from our AVID/Title I meeting.

# Building Capacity

Describe how the school will implement activities that will build the capacity for meaningful parent/family engagement, 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. Describe the actions the school will take to provide materials and training to help parents/families work with their child(ren) to improve academic achievement. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1116.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Count** *(add or remove rows as needed)* | **Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| **1** | AVID Title I Meeting | Ginger Collins, Angelia Gilley | AVID is based upon the premise that, if you hold students accountable to the highest standards and provide academic and social support, they will rise to the challenge. Parents are an integral part of that support. When parents partner with schools in support of students, one can anticipate student gains. | 8/20/2017 | + 100% graduation 100% college acceptance $260,000 in scholarships earned ? AVID targets the academic middle. The percentage of the “middle” enrolled in AVID is relatively small, thereby limiting its impact. Problem solving questions: What can we do to encourage more students to enroll in AVID? How can we implement AVID strategies school-wide to expand the impact? |
| **2** | Title I Annual Meeting at Back to School Night | Wendell Butler Jr. | Back to School Night provides the opportunity to partner with parents in support of student achievement very early on. As parents follow students’ schedules through the course of a “day”, they learn about expectations and how to specifically support their students in ways in class. The more parents in attendance, the greater one can anticipate the impact on student achievement. | 8/28/2017 | + Opportunity to solicit parent input on compact and parent involvement plan. There is a mutual coincidence of wants; common ground. The percentage of parents in attendance relative to the parent population is relatively small, thereby limiting its impact. Problem solving question: How can we increase the percentage of parents participating in the Title I Annual Meeting at Back to School Night? |
| **3** | Senior Parent Meeting | Wendell Butler Jr, Angelia Gilley | Parents, Teachers and Administrators must work together to maximize the graduation rate. As students become increasingly independent, it can become difficult to keep their eyes on the prize, so to speak. The Senior Parent meeting ensures that parents not only understand graduation requirements, but also provides parents with important information about senior events, fees, timelines and deadlines. | 2/4/2017 | + Parents grateful for the information provided. Responses ranged from “my son never tells me anything” to “with this information, I can try to save her from herself.” ? Venue inadequate to accommodate parents, seniors and siblings |
| **4** | Family Financial Aid Night | Laura Roberts | Title I graduates face the same economic hardships they experienced in high school. As parents partner with teachers to support achievement, they foster the notion that post-secondary education is possible. Faced with the prospect of exorbitant and rising costs, their hopes become quickly dashed. Family financial aid night provides parents with the opportunity to file for financial aid with the support of trained professionals. Technology is provided and assistance, when necessary. With college | 2/21/2017 | + Parents able to complete FAFSA with support. Strategies for navigating education financing. ? Some parents unable to secure/find necessary documents |
| **5** | CHOICE Night | Don French | Future students and parents are encouraged to attend Bayshore High because of the academic program and the support from Title I | 1/13/2018 | + Strong Attendance correlated to enrollments |

# Staff Development

Describe the professional development activities the school will provide, with the assistance of parents/families, to educate the teachers, specialized instructional support personnel, school leaders, and other staff in the following:

* the value and utility of contributions of parents/families
* how to reach out to, communicate with, and work with parents/families as equal partners, and
* implementing and coordinating parent/family programs, and in building ties between parents/families and the school. [ESEA Section 1116]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Count** | **Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| **1** | ESE Inclusion | Annette Sandin | Students with Disabilities will receive the accommodations | 8/28/2017 | PEER reports and Accommodations documented in teacher lesson plans will provide evidence of effectiveness. |
| **2** | Teach Like a Champion | Mike Mullen | Teachers will implement strategies targeted to engaging under-resourced students. | 8/17-5/15/18 | Achievement gains |
| **3** | Positive Behavior Support | Don French | In this session, teachers will learn how to modify the classroom culture through positive behavior support | 8/10/2017 | A decrease in the number of disciplinary referrals, more time on task and a positive learning environment in classrooms will provide evidence of effectiveness. Additionally, positive behaviors will be tracked in Hero to provide further evidence. |
| **4** | Strategies for Student Success | BHS AVID Team | AVID is based upon the premise that, if you hold students accountable to the highest standards and provide academic and social support, they will rise to the challenge. Those supports include instructional strategies, mentoring, tutoring and parent involvement. The aim of this session was to expand the impact of AVID beyond the AVID program, thereby placing positive pressure on academic achievement. | 8/29/17-5/8/18 | Evidence of effectiveness will be provided through teacher documentation of strategy implementation in daily lesson plans. Reduced course failure rates and a reduction in disciplinary referrals will provide further evidence. |
| 5 | Mobile Learning Initiative | Chrissy Poyner | Teachers will learn how to leverage technology to increase communication between school and home. | 8/28/17 | Web Site visits, Twitter Feeds and School Way activity will provide evidence of effectiveness. Increased parental involvement in school activities will provide additional evidence. |
| 6 | Learn and Earn | Mike Mullen, Robert Wilson, Lisa Fehling and AVID Site Team | Teachers will alter instructional practice to achieve school improvement goals. | 8/14/17-5/18 | Teacher Instructional Practice Scores, Student Achievement Data |

# Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more meaningful engagement in the education of their child(ren). [ESEA Section 1116].

**Response:** 1. A mini lab is available to parents in the front office "college center." Here, parents without Internet access can use the Parent Portal to monitor students' grades and attendance, apply for financial aid, complete surveys and any other school related activity that requires use of the Internet.

2. Progress Reports are sent out 4 times a year to communicate information about student achievement and attendance. Weekly progress reports are available upon request.

3. Parent Conferences are available upon request and scheduled through the Guidance Department.

4. "At Risk" Letters are sent to parents notifying them that students are at risk for graduation because they have either not met certain requirements, or because they are low on credits or GPA.

5. Quarterly, the school's newspaper, "The Paw Print," is mailed home. It includes stories of events that have transpired and informs of upcoming events, encouraging parent participation.

6. The school will conduct its second annual Bayshore Beautiful Event bringing students, teachers, parents and community members together in a courtyard beautification project in an effort to create a warm and welcoming environment for students and their families.

7. Teachers will mail home gold cards weekly informing parents of students recognized for effort, citizenship or achievement.

# Communication

Describe how the school will provide parents and families of participating children the following [ESEA Section 1116]:

* Timely information about the Title I programs
* 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 obtain
* 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
* If the schoolwide program plan under 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.

# **Response:** 1. Parents are encouraged to attend our monthly SAC meetings to participate in discussions and have input in the decision-making process affecting our school.2. Parents receive information about the Title I program throughout the school year via planned meetings, BHS website, Paw Print school newsletter and administrative call outs.3. Information about the curriculum and assessment are available in the guidance office and posted on the BHS web site.4. Group and private meetings are scheduled with students to communicate the results of major assessments. 5. Guidance appointments are available to parents upon request.6. Books in both English and Spanish are available to parents in the reception area that provide explicit information on how to support high school students academically, emotionally and socially.

# Accessibility

Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families (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 [ESEA Section 1116]:

**Response:** 1) The school PEFP will be available in English, Spanish and Haitian/Creole on the school web site and in the front office.

2) Translators can be made available for parent involvement activities upon request.

3) Bayshore High School is equipped with an elevator for those with physical conditions that would prevent them from climbing stairs.

# Discretionary Activities

Describe any activities that are not required, but will be paid for through Title I, Part A funding [ for example, home visits by school staff (including GETs and Home School Liaisons), 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 | 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)]; | Flexible scheduling | Administration | Providing meetings at flexible times should increase parent engagement, thus improving overall achievement. | Ongoing |

# Uploads

Please prepare evidences below. Refer to your Beginning of the Year Timeline and Title I Crate for resources and sample documents.

**2016-17 Title I Crate**

* Evidence of parent input in the development of the school SIP/Title I Plan and Title I Budget (Invitation meeting agenda, minutes, sign-in sheets and written suggestions/comments from parents)
* Evidence of parent input in the development of the school Parent and Family Engagement Policy (PFEP) (Invitation meeting agenda, minutes, sign-in sheets and written suggestions/comments from parents)
* Evidence of Parent Involvement in the Development of the Parent-School Compact (Invitation, meeting agenda, minutes, sign-in sheets and written suggestions/comments from parents)

**2017-18 Title I Crate**

* Copy of the school SIP or Title I Plan (charter)
* Copy of the Parent and Family Engagement Policy (PFEP) (parent-friendly version)
* Copy of the Parent-School Compact (Final in all languages)