

**2017-18 School Parental and Family Engagement Policy/Plan**  
**School: Project Compass LEA: School Choice**

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**

Project Compass 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

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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**

Response: It is the mission of Project Compass to lead our students to success with the support and involvement of families and the community. To increase parental involvement through attendance at PTO and SAC meetings in order to include them in the decision making process of planning, review and improvement for student success. Flyers will be send home announcing parental involvement opportunities and informational posters will be posted in the school. The school's website will be current and advertise all upcoming events and activities. The scheduling of activities and events will be at a time that allows parents to attend without hardship. The Title I Annual Meeting will be held at the beginning of November to ensure that all parents have the opportunity to learn about Title I and the programs and services that it offers. Parents are encouraged to attend and join PTO and SAC so that they can be included in the decision process of the school to ensure student success.

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)].

The Title 1 Compliance and Lead teachers will coordinate Title 1 parent committee meetings 4 times a year before June 2017. The meetings will be held at school, and may include teleconferencing. Parents will be contacted via telephone and a letter sent home by students to prior to each committee meeting to provide information about the dates and times of the meetings. Sign in sheets will utilized as evidence to show the parents' participation. Parents are able to access the School Improvement Plan and the Parental Involvement Plan on the school web-site as well as a hard copy in the front office.

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 II	Professional development will be provided for teachers in all areas needed for Title I Part A compliance.
Title X	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



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	information on resources and options that will help parents make decisions to help their student succeed.
Title I	Title I funds and programs enhance Project Compass School through professional development, student support, 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.
Title III	Title III funds and programs enhance Project Compass school through facilitating programs to enable students with limited proficiency to ensure grade-level yearly progress.
IDEA	Specialized programs are available for students with disabilities to ensure adequate progress and specialized IEPs based on student need.

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.	Title 1 Resource Teacher	September 20, 2017	Completed Flyer
Publicize and disseminate flyer	Title 1 Resource Teacher	September 20, 2017	Flyer sent home to all parents/guardians
Create sign-in sheets	Title 1 Resource Teacher	September 20, 2017	Copy of sign in sheets
Create an Agenda that addresses the Title 1 components	Title 1 Resource Teacher	September 20, 2017	Copy of agenda and minutes
Create Presentation covering all agenda items	Title 1 Resource Teacher	September 20, 2017	Presentation
Conduct annual meeting following agenda, using presentation, discussion of PAFEP, compact.	Title 1 Resource Teacher	September 20, 2017	Minutes recorded.
Maintain Documentation	Title 1 Resource Teacher	August ongoing	All documentation filed in Title I documentation on the Project Compass server. Paper documents will be housed in a file in the Administration office.

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)].

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Alternative Education and Project Compass 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. The Title I parent involvement meetings will be held 4 times per school year before June 2018. The Title 1 resource teacher and lead teacher will be responsible for coordinating the meetings. The meetings will be held at school, and may include teleconferencing to accommodate parents who may have a difficult time getting transportation. Sign in and evaluation sheets will be utilized as evidence to show the parents' participation.

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)].

<b>Content and Type of Activity</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Orientation/welcome to Project Compass	Title 1 resource teacher, Goodwill's Project Compass manager and Lead teacher	To increase student achievement in all academic areas due to the participation of all stateholders.	August 2017	Flyer, Sign-in sheet, agenda and minutes.
Title I Annual Meeting	Title 1 resource teacher, and Lead teacher	An overview of Title 1 part A requirements and procedures will build the relationship between Project Compass staff and our parents. This will lead to more involvement by our parents.	September, 2017	Flyer, Sign-in sheet, agenda and minutes.
Open House/Meet the Teacher event	Title 1 resource teacher, and Lead teacher	Increase parent's awareness of school activities, strengthen participation and communication between teachers and parents.	October, 2017	Flyer, Sign-in sheet, agenda and minutes.
Career Day	Title 1 resource teacher, and Lead teacher and College & Career Resource Teacher	Increase motivation for course work and lay foundation for career paths.	November, 2017	Flyer, Sign-in sheet, agenda and minutes.



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Awards Ceremony	Title 1 resource teacher, and Lead teacher	Recognize and award student academic achievement.	December, 2017	Flyer, Sign-in sheet, agenda and minutes.
College Readiness: Completing the FAFSA & Scholarship	Title 1 resource teacher, Lead teacher College & Career Resource Teacher	Allowing parents and students to have the opportunity to complete necessary paperwork for student to receive financial aid.	January, 2017	Flyer, Sign-in sheet, agenda and minutes.
African American History month celebration	Title 1 resource teacher, and Lead teacher	Recognize ties to home culture and academic success	February, 2018	Flyer, Sign-in sheet, agenda and minutes.
Understanding state testing requirements	Title 1 resource teacher, and Lead teacher	Provide parents and students with the information and encouragement for succeeding on upcoming testing.	March, 2018	Flyer, Sign-in sheet, agenda and minutes
Underclassmen Graduation requirements overview	Title 1 resource teacher, Lead teacher and guidance	Ensure underclassmen on track with course	April, 2018	Flyer, Sign-in sheet, agenda and minutes
Graduation Ceremony/Student Awards & Title 1 meeting: Feedback & planning for 2018-2019 School Year	Title 1 resource teacher, Lead teacher & Project Compass Staff	Recognize and reward our students academic successes while also taking the time to evaluate our parent involvement plan positively impacts relationships between students, parents, and staff at Project Compass.	May, 2018	Flyer, Sign-in sheet, agenda and minutes

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	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
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of Activity				
PI Module 1 The Importance of Parental Involvement	Title 1 Resource teacher, Lead teacher	Appreciation of parental involvement, collaborating and working with parents. Building ties between home and school. Provide culturally sensitive materials for the convenience of parents.	September, 2017	Completed exit slip
PI Module 2 Building Ties between Home and School	Title 1 Resource teacher, Lead teacher	Valuing communication between school/faculty and parents, leading to increased parental involvement in student academics, student achievement and school activities.	November, 2017	Completed exit slip
PI Module 3 Implementation and Coordination of Parental Involvement Programs	Title 1 Resource teacher, Lead teacher	Increase effective communication between school/faculty and parents, which will lead to increase parental involvement in student academics, student achievement and school activities.	February, 2018	Completed exit slip
PI Module 4 Communicating and Working with Parents	Title 1 Resource teacher, Lead teacher	Increase effective communication between school/faculty and parents, which will lead to increase parental involvement in student academics, student achievement and school activities.	April, 2018	Completed exit slip

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)].

Project Compass will host teen parenting meetings on an ongoing basis to support the parents in participating in the education of their child. Sign in sheets will be used as evidence of the effectiveness of the meetings. Parents are able to monitor student grades on a regular basis through Progress Book. Parents are provided an access code, information, and assistance on how to use Progress Book. Parents receive professional development through SAC meetings as well as in The Parent Resource Center on how to use Progress Book to monitor their students' progress. Parents also receive communications from their students' teachers, the guidance department, as well as progress reports and report cards at the end of the reporting period.

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



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- 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)].

Parents have several options for obtaining timely information about Title 1 programs, etc. First, we will be conducting an annual Title 1 Parent Meeting to provide information on, "What is Title 1, What are the allocations for Title 1, and How are the Title 1 funds spent." In addition, the parental involvement plan will be discussed. Secondly, we will be having a Family Involvement Conference. Parents will be provided assistance in understanding such topics as: Florida's academic content standards, student academic achievement standards, how to monitor their child's progress, and how to work with educators to improvement the achievement of their children. Lastly, we have a quarterly parent newsletter that reiterates much of the information shared at those meetings. All of these will be monitored by the use of sign in sheets at the actual meetings/conference.

9. 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)].

Flyers and brochures will be printed in different languages to accommodate those students and parents who have limited English proficiency. The Title 1 Compliance teacher and bilingual staff members will coordinate this on an ongoing basis. The students will provide information about the language that is most often used in the home to assist the Title 1 Resource teacher in determining the languages into which these documents need to be translated. Accommodations will be provided for any guests needing them.

## Discretionary School Level Parental Involvement Policy Components

- ☐ Check here if the school does not plan to implement the discretionary activities.

Check all activities the school plans to implement:

- 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)];

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- ☐ 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
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)];	Survey parents to find best times to have parent events in order to increase parents attendance. Once we have information, we will be able to plan for the expenses necessary to have child care or busses available for parents and students. We will also allow for teleconferencing events in order to allow flexibility for our parents and students	Title 1 Resource teacher, Lead Teacher & Reading Coach	Maximizing parental involvement and participation in activities, we will be able to build a stronger relationship between our parents and the school.	September 2017-May 2018
Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	We will provide speakers such as certified workers and career advisors as well as community college liasins and mentoring program presenters for PI meetings. In addition to that we're based on a community nonprofit's website.	Title 1 Resource teacher, Lead Teacher & Reading Coach	Students and parents will gain an understanding of whole-community schooling. A greater sense of involvement will result from multiple points of interaction from our school with the community. This will result in greater support from home, which will increase achievement in school by creating more prepared and supported students.	November 2017, February 2018 and April 2018



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### School-Parent Compact:

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 school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Provide a copy of the School-Parent Compact and evidence of parent input in the development of the compact.

## Adoption

The parental involvement policy/plan has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by .

This policy/plan was adopted by the school on mm/dd/yy and will be in effect for the period of mm/dd/yy. The school will distribute this policy to all parents of participating Title I, Part A children on or before mm/dd/yy.

(Signature of Authorized Representative)

(Date)

Provide evidence that this policy/plan has been developed with the input from parents and based on the review of the 2016-17 PIP.