## Title I, Part A 2018-2019 Parental and Family Engagement Plan

## East Lee County High School

##  I, Melissa Robery, 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 8101, 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 1116)];
* 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 1116)];
* 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 1116
* 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 1116)];
* If the plan for Title I, Part A, developed, 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 1116];
* 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 1116)];
* 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 [Section 1116)
* 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 1116)].

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

**Mission Statement**

Parental Involvement Mission Statement:

East Lee County High School will work collaboratively with parents and provide support to families in order to help each student achieve his/her highest potential.

**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 [Sections1116)].

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| **East Lee County High School** will involve parents in an organized and timely manner with regards to the planning, review and improvement of the Title I programs. All parents will be invited through the school newsletter, parentlink, and personal phone calls to attend the SAC/Title I meetings. The procedures for selecting this group will include the input of parents, staff members and the SAC committee. Input from parents will be collected through surveys and quality tools like parking lots, affinity surveys and open discussions. These communications will be flexible in format such as online, in person or on paper; allowing for all parents to give input. Formats will be in different languages and simple terms that parents can easily understand. Information gathered from this data will be used to create a plan. The plan will be created and reviewed during SAC/Title I quarterly meetings. During a scheduled SAC meeting, the committee will hold an open discussion and will decide, with input from parents, how the 1% set aside for Parent Involvement will be used. Ideas and input from parents will be documented in the SAC Meeting Minutes. In order to provide additional support for parental involvement transportation or flexible meeting times will be available. Documentation for all SAC and parent meetings to include: flyers, agendas, handouts, minutes, sign-in sheets and workshop comments will be maintained in the Title I Toolkit. |

**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 1116].

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| **Program** |  |
| 1 | Title III | All programs and activities will be available to all parents. All invitations, flyers, and Parent Link messages are translated into Spanish. Parents of ELL students will be invited to participate in workshops that will enhance their knowledge of graduation requirements, college admissions requirements, and the college application process.  |  |

**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), Adequate 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 1116)].

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|  | **Activity/Tasks** | **Person(s) Responsible**  | **Timeline** | **Evidence of Effectiveness** |
| 1 | Title I meeting during back to school night. | Administrators, teachers, and support personnel  | August | \*Proof of Advertisement of the meeting: ParentLink Message\*Agenda and minutes from the Title I meeting with the specific discussion on compact and expenditure of funds \*Hard copy of the Title I Power Point presented to parents explaining what it means to be a Title I school. \*Sign-In Sheets from Title I Meeting\*Signed compact samples |

**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 1116)].

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| **East Lee County High School** will provide flexible dates and times for meetings and workshops when possible. We will conduct a survey of all parents to determine the dates, times and subject matter for parental programs. Spanish and English translators will be available during all parent and family engagement opportunities including parent workshop trainings, SAC meetings, and parent-teacher conferences. The guidance secretary schedules parent/teacher meetings at flexible times during the day, throughout the year. |

**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 1116)]. 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 1116)].Include information on how the school will provide other reasonable support for parental involvement activities under Section 1116 as parents may request [Section 1116)].

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|  | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Title 1 Annual Meeting/ Back to School Open House | Administration | Provide information to parents about the Title1 program, about expectations and how they can support their children at home.  | August 2018 | Flyers, agenda, handouts, sign-in sheets, workshop comments forms |
| 2 | SAC/PTO meetings | Administration | Parents participate in school decision-making for increased student achievement. | Quarterly | ParentLink message, agenda, handouts, sign-in sheets, workshop comments forms, and meeting minutes |
| 3 | College Night | Counselors, AVID/AICE Coordinator, Graduation Coach | Provides opportunities for parents and students to learn about local colleges, universities, and technical centers. | Second Quarter | ParentLink message, agenda, handouts, sign-in sheets, workshop comments forms |
| 4 | Student Assignment Choice Open House | Administration, teachers | Parents and students will have the opportunity to learn about the academic and CTE programs available at East along with high school graduation requirements. | January 2019 | ParentLink message, agenda, handouts, sign-in sheets, workshop comments forms |
| 5 | FAFSA Night | Administration, Counselors, Graduation Coach | Provides information to parents on completing and submitting the FAFSA in order to provide their students with financial aide for college. | Fall and Spring | ParentLink message, agenda, handouts, sign-in sheets, workshop comments forms |
| 6 | AVID and Cambridge Open House, Freshmen Registration Night | APC, AVID/AICE Coordinator, Counselors | Incoming freshmen have an opportunity to learn about the AVID and AICE programs while also making course selections for their 9th grade schedules. | Fourth Quarter | ParentLink message, agenda, handouts, sign-in sheets, workshop comments forms |

**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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|  | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | School newsletter with research based articles on parent involvement | Administration | Research based tips for increasing parent involvement | Quarterly | Parent and Faculty surveys |
| 2 | Faculty Training on Parent Link | Technology Specialist | Building communication with parents | First Quarter | Parent Link Usage Report |
| 3 | Faculty Training on Google Classroom | Technology Specialist and Peer Collaborative Teachers | Building communication with parents about classwork and homework. | First Quarter | Google Classroom Student/Parent List |

**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 1116)].

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| **Response:** We will communicate with parents in a positive and courteous manner and increase our usage of parent surveys to gather feedback on parent involvement activities. |

**Communication**

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

* Timely information about the Title I programs [Section 1116];
* 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;
* 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
* If the schoolwide program plan 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 1116].

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| **Response:** East Lee County High School will communicate with parents through ParentLink, school newsletters, phone calls, home visits, letters, Annual Title 1 meeting, and SAC meetings. If parents are not satisfied with the school’s Title 1 program, concerns will be submitted to the District Title 1 office. |

**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 1116)].

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| **Response:** \*Provide all communication sent home to families in both English and Spanish.\*Translators will be provided for all school-wide events and available for all conferences and meetings.\*Events will be advertised with flyers, on the website, and in the newsletter in both English and Spanish.\*Transportation can be provided to families with the use of the Title I Parent Involvement van.\*Business partners donate food for some functions to accommodate our busy families.\*Babysitting will be provided for some events through out student organizations.\*ParentLink will give parents the opportunity to choose to hear the message in English or Spanish.\*We will make every effort to provide full opportunities for parents with disabilities and those with special needs. |

**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

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| **Upload Evidence of Input from Parents** |

**Upload Parent-School Compact**

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| 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 1116]. |

**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 1116)].

**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 1116)]. Include participation data on the Title I annual meeting.

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|  | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Title 1 Annual Meeting/ Open House Orientation | 1 | 806 | Parents will be provided with information regarding curriculum and tutoring opportunities.  |
| 2 | International Center Open House | 1 | 0 | Parents will be provided information regarding school programs and extracurriculuar activities concerning the student educational growth. |
| 3 | SAC Meetings | 4 | 33 | Parents will be given the opportunity to provide input into the School Improvement activities and expenditure of School Improvement funds. |
| 4 | Student Assignment Open House- Informational Night | 1 | 758 | 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. |
| 5 | Annual AVID Rite of Passage- Informational Night | 1 | 330 | Increase the level of involvement of parents to become active at the school.  |
| 6 | Technology Workshops: ParentLink, Focus, Google, Compass/Reading | 1 | 0 | Parents will be given information and hands-on training to help them understand and use various technology tools. |
| 7 | FAFSA Night | 1 | 50 | Parents and students will be presented with information on the financial aid process shared by various industry (college) speakers. |
| 8 | College Night | 1 | 50 | Parents and students will gather to obtain information from a varierty of post-graduation options. Representatives from colleges, universities, and military branches will be on site to answer questions and provide information to help parents guide students in making informed post-graduation decisions. |
| 9 | Cambridge Open House | 1 | 18 | Parents and students will receive information on the AICE Cambridge program. |
| 10 | Freshman Class Meeting | 1 | 320 | Parents and Freshman class attend first class meeting, get schedules, and learn about the school and Title I/SAC. |

**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 1116)].

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|  | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Faculty training on ParentLink/Google/Focus | 1 | 15 | Increased communication with parents regarding student achievement in class. |
| 2 | Staff training regarding parent involvement  | 1 | 118 | Research-based articles on parent involvement |
| 3 | Technology professional development on creating and maintaining Google classrooms. | 1 | 120 | Increased communication with parents regarding classwork and homework. |
| 4 | Professional Development on Focus Gradebook | 1 | 15 | Increased communication with parents regarding student progress in a course. |
| 5 | SIOP Training | 8 | 122 | Increased communication and support for parents/teachers. |

**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 1116)].

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|  | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Work/Time (All subgroups) | Flexibility in times events are planned |
| 2 | Language (ELL subgroup) | Parent involvement specialist who is bi lingual will translate |
| 3  | Lack of Child Care (All subgroups) | Child care will be provided during the parent and family engagement event |
| 4 | Parents are intimidated (All subgroups) | Offer parent meetings at public locations off school campus. |