

I, Cynthia Williams, 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 of 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;
- Jointly develop/revise with parents the school Parent and Family Engagement Plan and distribute it to parents of participating children and make available to the local community;
- Involve parents, in an organized, ongoing, and timely way, in joint development of planning, reviewing, and making improvements to the school Parent and Family Engagement Plan;
- Use the findings from the Parent and Family Engagement Plan review to design strategies for more effective parental involvement, and to revise, if necessary, the school's Parent and Family Engagement Plan;
- If the plan for Title I, Part A, developed under ESEA Section 1116, 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;
- Provide to each parent an individualized student report about the performance of their child(ren) on the state assessments [ESEA 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 out of field; 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.

*Cynthia Williams*

5/31/18

Signature of Principal

Date

### Mission Statement

Parent and Family Engagement Mission Statement (Optional)

**Response:** Parents and guardians have the right as well as the responsibility, to participate in the education of their children, and can contribute to their children's development in a wide variety of ways. At SJTHS we strive to enhance the partnership between home, community, and school by helping students become well-educated, well adjusted, and productive citizens.

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## Involvement of Parents

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

**Response:** Administration will work in conjunction with parents through both SAC and PTO to involve parents and community stakeholders in the planning, review, and improvement of Title I programs including how funds for parental involvement will be used. PTO membership is voluntary, SAC members are confirmed by vote. Members of both groups are solicited through school flyers, newsletters, sign up tables at orientation, and email. Input from parents will be documented by meeting minutes and sign-in procedures.

Parents will be invited to a "Meet and Greet" where administration will elaborate on the focus and mission for the coming school year.

Prior to Beginning of the year, principal will send correspondence to the parent(s) and/or guardian(s) of every current and potential SJTHS student describing in brief the forthcoming changes that will affect staff, programs, and time in school. A letter will be sent after the first interim reports are issued on September 12th. A phone call to EACH parent will follow this letter to remind them of Open House and to obtain their commitment to attend.

### Open House Activities include:

1. PowerPoint presentation of the previous years' school data and the focus for the upcoming year emphasizing Attendance and Discipline Policies
2. Q & A
3. Other announcements: important dates, expectations, etc.
4. Parents are given the Family Handbook
5. Parents sign the Parent-School Responsibility Compact (Appendix B)
6. Parents and students sign the SJTHS Student Compact (Appendix D)
7. Parents meet with teachers/staff to review their student's FSA scores from prior year, reading levels, and other GOALS their student has set for the year
8. Recruit SAC and PTO members
9. Assure parents of ongoing communication
10. Parent University (students teach parents how to access and interpret HAC, Schoology, APEX, and other reading and math programs.

The Parent Responsibility Compact(full text Appendix B) will include the following expectations:

- Student's attendance is the parent's responsibility
- Adopt the attitude that there are "no excuses" - each and every student is expected to pass the new FSA, graduate from SJTHS, and work toward a plan for his/her future success
- Read every newsletter
- Encourage their student to take college preparatory courses
- Attend every parent/teacher conference
- Participation in, or help with organization of at least two (2) school events (social event, field trip, after-school enrichment, fund raiser, pot-luck dinner, math night, reading night, sprucing up the school grounds, etc.) per semester
- Listen to 10 minutes of read-aloud seven (7) days per week to increase student's fluency
- Know that students will have homework almost every night (30-45 minutes)
- Check the planner nightly to see homework assignments
- Check homework is completed

In addition to the traditional open house and 3 scheduled parent-teacher conferences,

SJTHS will offer enrichment nights for families including a literacy night, math night, celebration nights, and other social gatherings.

### 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 [ESEA 1116].

	Program	Coordination
1	Title I	Questionnaire to survey the needs of the families will be offered as a handout at Open House and posted through a link on school website. Survey results are reviewed and used to create the St. Johns Technical High School Family Handbook which provides strategies to parents to help students with homework and provide outside school reading opportunities which would increase students' academic performance.
2	Positive Behavior Support Coach	The behavior coach and parents work together to discuss strategies and develop educational/behavioral plans for their student.
3	Title III	The school encourages parents of ESOL students to attend district parent meetings which focus on helping parents help their children acquire the English language.
4	Mental Health Counselor Meetings	The on-site mental health counselor will meet with students and parents to suggest possible accommodations for students struggling with mental health disorders.
5	Trauma Informed Care	All teachers and staff will undergo trauma-informed care training to better understand and develop strategies for working with students exposed to trauma and communicate accommodations to parents/guardians.
6	Need-based Resources	Our on-site social worker connects students and families in need with resources.

### 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 (school-wide or targeted assistance), Adequate Yearly Progress, school choice, and the rights of parents.

	Activity/Tasks
1	PTO meetings to increase collaboration and gain parent input
2	Parents sign the Parent-School Responsibility Contract
3	Title I Annual Meeting - handbook distributed and Title I services are explained by the principal.
4	Notify Parents of Meeting
5	Send home flyers/invited to annual Title I Parent Meeting
6	Make PowerPoint with organized information for Annual Title I Parent Meeting

### 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 parent and family engagement [ESEA Section 1116].

**Response:** SAC meetings are scheduled once per month on Thursday at 8:30 a.m., and parent meetings and trainings are incorporated into our scheduled school event nights (at 5:30 p.m.) to allow flexibility in attendance. We also have PTO meetings the last Wednesday of each month after school to accommodate work schedules and student pick up times.

## Building Capacity

Describe how the school will implement activities that will build the capacity for meaningful parent/family 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. 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. Include information on how the school will provide other reasonable support for parent/family engagement activities under [ESEA Section 1116)].

	Content and Type of Activity	Anticipated Impact on Student Achievement
1	Open House	Students will be more successful when parents are aware of the grade level and classroom expectations.
2	SAC Meetings	Increased parent awareness and involvement in all activities pertaining to the school will lead to increased student achievement.
3	Parent-Teacher Conferences	Parents and teachers will develop plans to help increase student academic proficiency.
4	MTSS Program	Parents of targeted students will be invited to be a part of the team to develop plans to meet student academic and behavioral needs
5	Summer Bridge Program	Students will be assessed and parents are given strategies to use at home to help improve student core academic skills

## Staff Training

Describe the **professional development activities** the school will provide to educate the teachers, specialized instructional personnel, principals, other school leaders and other staff with the assistance of parents/families, **in the value and utility of contributions of parents/families, including how to reach out to, communicate with, and work with parents/families as equal partners.** Include implementation and coordinating of parent/family programs and in details of building ties between parents/families and the school. [ESEA Section 1116]

	Content and Type of Activity	Building Ties Between Parents/Families and the School
1	Training on effective instructional reading and math strategies	Increased communication to parents on using effective strategies to work with their child at home
2	Schoology	Increased technology and communication between teachers, school, and parents
3	Training to teachers on having difficult conversations with parents	Increased variation in the approach to communicating with parents

## Other Activities

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

**Response:** Student Planners are used for daily communication with parents. Teachers are also available to meet by appointment. Interim reports are sent home every four weeks and four report cards are issued during the school year as well as in class test papers and assignments, phone calls, emails, notes home, informal talks, behavior reports, etc. Conferences are held as needed throughout the year. Teachers use

classroom newsletters/blogs/web sites, etc to keep parents up to date about what their children are learning in school which can help families in supporting and monitoring their child's progress at home. SJTHS will also use Parent Assistant as part of the eSP data management program.

## Communication

Describe how the school will provide parents of participating children the following:

- 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; and
- If the school-wide program plan is not satisfactory to the parents of participating children, how the parents will submit the parent/family comments [ESEA 1116].

**Response:** Parents are informed about Title I and other school based programs on a monthly basis through SAC meetings, Parent Nights three times per semester, Newspaper (entire community) once a semester, school website, monthly school newsletter, quarterly Interim reports, quarterly report cards, FAIR data is communicated three times per year, and EOC and State Assessment results are reported on a yearly basis. The parents are also met with during our monthly PTO meetings (last Wednesday of the month).

## Accessibility

Describe how the school will provide full opportunities for participation in parent/family engagement 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/family programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand.

**Response:** The school will provide full opportunities for participation in parental involvement activities for all parents by extending invitations to school events via our Blackboard Connect phone system, our school Newsletter, school website, and letters home. To accommodate parents of ELL students and parents who are hearing impaired, translators and interpreters are requested for conferences and meetings. In addition, SAC meetings are held in the morning while PTO meetings are held in the afternoon to accommodate varying schedules.

## Discretionary Activities (optional)

Discretionary School Level Parental Involvement Policy Components: include any **activities that are not required, but will be paid for through Title I, Part A funding** (for example home visits, transportation for meeting, activities related to parent/family engagement, etc.

	Activity
1	Provide dinner and <i>Parent University</i> literacy training for parents during Open House Parent Meetings

## Evaluation of the Previous Year's Parent and Family Engagement Plan

### 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 paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children) [ESEA Section 1116].

	<b>Barrier</b>	<b>Steps the School will Take to Overcome</b>
1	Low Socio-economic population means most parents work, some lack transportation so attending school functions is a challenge.	Increase the variation of meeting times to accommodate more work schedules; work around local Sunshine Bus schedule
2	Parents lack skills to assist students at home.	Provide parents with strategies training.
3	Students are resistant to having parents involved at high school level.	Provide incentives and rewards to students when their parents attend school functions and conferences.

### Building Capacity Summary from the Previous Year

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children. Include participation data on the Title I annual meeting.

	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	Parent Nights	5	469	Increased parent involvement and parent awareness aids in student success
2	SAC Meetings	9	96	Increased parent involvement
3	Title I Annual Meeting (Open House)	2	558	Increased parent involvement

Attach Evidence of Input from Parents

Attach Parent-School Compact

Attach Evidence of Parent Involvement in Development of Parent-School Compact