

# ***Bradford High School***



**School Name: Bradford High School**

**School #: 04-0021**

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Principal Name: Jim Simpson

School Website: [www.bradfordschools.org/Schools/BHS](http://www.bradfordschools.org/Schools/BHS)

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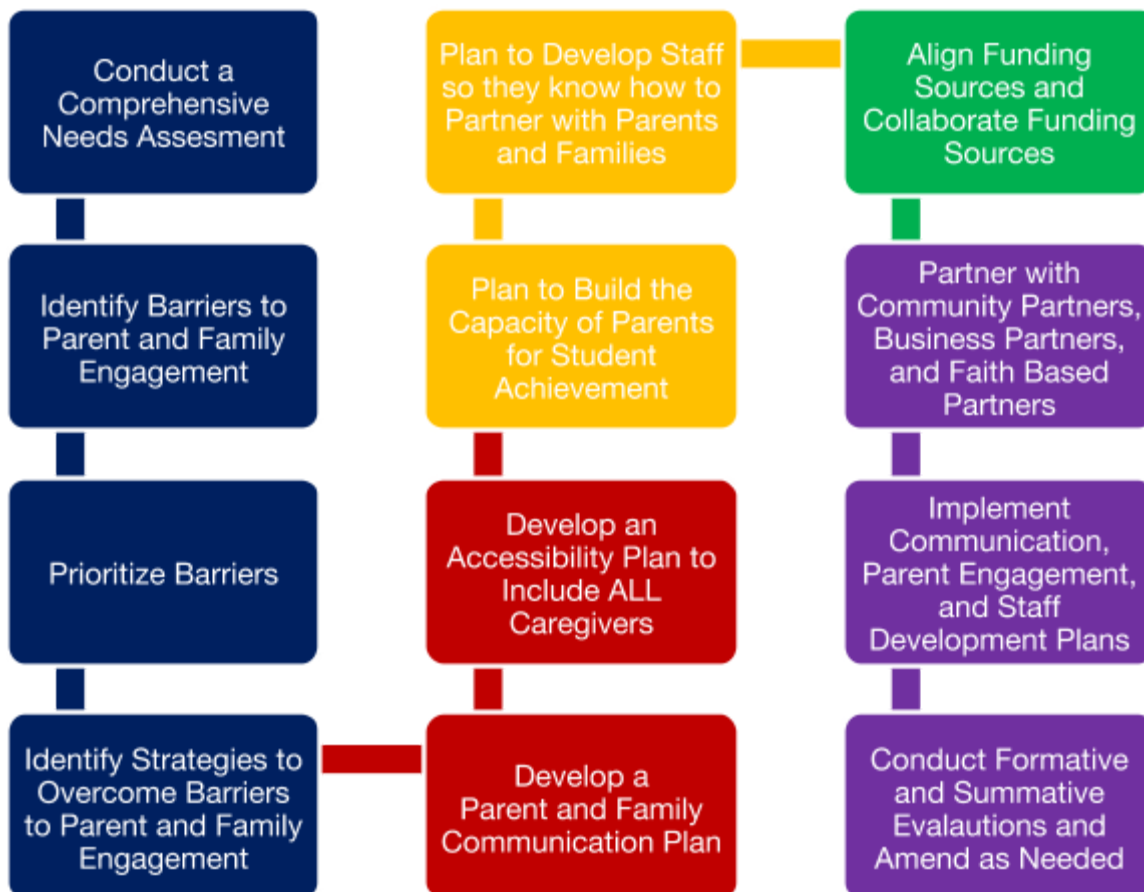
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# OVERVIEW

The Bradford County Public School District Local Education Agency (LEA) can only receive Title I, Part A funds if it conducts outreach to all parents and family members and implements programs, activities, and procedures for the involvement of parents and families consistent with Section 1116 of the Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESSA) of 1965. The programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

School level plans are required to be developed with the input of parents and families to improve student achievement and performance. The planning process can also include meaningful consultation with employers, business leaders, and philanthropic organizations. This template will assist schools with the best practices aligned to federal, state, and local expectations for compliance.

**Below is an approach that can be used for Parent and Family Engagement.**



*"Treat children like they make a difference and they will."*



## ASSURANCES

I, James Simpson, do hereby certify that all facts, figures, and representations made in this Federal Parent and Family Engagement Plan 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 local, 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.

X	The school will be governed by the statutory definition of parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definition outlined in ESEA Section 8101;
X	Engage the parents and family of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for family engagement are spent [Section 1116(b)(1) and (c)(3)];
X	Jointly develop/revise with the family that has custodianship of the student the school parent and family engagement policy and distribute it to parents of participating children and make available the parent and family engagement plan to the local community [Section 1116(b)(1)];
X	Engage parents and family, 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 parent and family engagement policy and the joint development of the school wide program plan under section 1114(b)(2) [Section 1116(c)(3)];
X	Use the findings of the parent and family engagement policy review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school's parent and family engagement policy [Section 1116(a)(2)(C)];
X	If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents and family of participating children, the school will submit parent and family comments with the plan when the school submits the plan to the local educational agency [Section 1116(b)(4)];
X	Provide to each parent and family 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)];

X	Provide each parent and family 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 certified within the meaning of the term in 34 CFR Section 200.56 [Section 1112(e)(1)(B)(ii)]; and
X	Provide each parent and family timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section 1112(e)(1)(A)(i)(I) and Section 1112(c)(1)(A)(ii)].

\*click to select each assurance, this page will require an original signature and submission to the District.

-----*Jim Simpson*-----  
Signature of Principal/School Administrator

-----*9/27/18*-----  
Date Signed

# NEEDS ASSESSMENT

The Needs Assessment is the foundation of the Parent and Family Engagement plan. When meeting with parents and stakeholders, data from the needs assessment process provides previous year and trend data that can be used to make decisions about plan implementation for the upcoming year. That way decisions are not arbitrary but data-driven and purposeful.

## Previous Year Financial and Programmatic Outcomes

### Fiscal Overview from the Previous Fiscal Year

*(this section is not required for new Title I Schools)*

Total Parent and Family Allocation from the Previous Year	Total Funds Expended	Total Funds Remaining
\$0	\$0	\$0
If funds remained at the end of the year, explain why funds weren't fully expended and how parents will be engaged to plan for funds to be fully expended during the current plan year		
New Title 1 School 2018-2019		

### Programmatic Overview from the Previous Fiscal Year

*(this section is not required for new Title I Schools)*

Summative Overview of the Parent Resource Room		
Total Visits to the Parent Resource Room (Must be documented on the Resource Room Sign in Sheet)	Total Resources Checked Out from the Parent Resource Room	Comments (include inventory that was not returned or any other information pertaining to parent involvement resource room)
N/A		
Summary of Parent Engagement Events from the Previous Year		
Name of Activity	Number of Participants	Results of Evidence of Effectiveness
N/A		


*Schools may add additional lines as it is aligned to the Parent and Family Engagement Plan from the previous fiscal year – activities must match activities included on the Parent and Family Engagement Plan from the previous school year. If an activity wasn't held, a 0 should be included for the "Number of Participants" column with an explanation why the event wasn't held in the "Results" column.*

**Summary of the evaluation information and parent feedback collected from the Developmental Meeting held during the previous year (not applicable to new Title I, Part A schools).**

N/A

## Barriers

Using previous year financial and programmatic outcomes; district and school climate data; parent perception data; data from SAC meetings; parent attendance data; observational data; parent survey data; data from the Title I Developmental meeting; parent interviews and focus groups; teacher and administrator feedback; other forms of needs assessment data; and carry out a needs assessment process. Then, describe the barriers that hindered the participation and involvement of parents and family members during previous school years.

1. N/A Bradford High School was not a Title 1 Part A school in 2017-2018.

**(1) Prioritize the Top 3 barriers (it may be possible to combine some) and (2) describe the steps that will be taken during the upcoming school year to overcome the parent and family engagement barriers (required\*include how the school will overcome barriers for students with family members who have limited English proficiency, parents and family members with disabilities, and parents and family members who are migrants in accordance to ESSA Section 1116 (f)).**

1. N/A Bradford High School was not a Title 1 Part A school in 2017-2018.

**What are the overarching outcomes/goals for the current school year for parent and family engagement?**

Our school and district believe that a quality relationship between home and school is vital to a student's motivation, achievement, and well-being, and is committed to developing strong family partnerships that are supportive, informed, and effective.

During our inaugural year with Title 1 Part A, a baseline will be established for future outcomes and goals for parent and family engagement. An overall goal is to increase the number of students with verified FOCUS Parent Portal accounts which allow parents to monitor the grades, attendance, and discipline of their student. In addition, the FOCUS Parent Portal allows for open communication between the school and home thru robo calls and emails to parents.

The baseline of active FOCUS Parent Portal accounts on September 1, 2018 was 384 out of 806 (47%). By the end of the 2018-2019 school year, 65% of students will have a verified Parent Portal account.



## COMMUNICATION AND ACCESSIBILITY



Communication is an extension of Needs Assessment as trend data has shown that parents comment that communication processes should be improved so they are fully engaged.

### Accessibility

**Describe how the school will provide full opportunities for all parents and families (keeping in mind the diverse makeup of 21<sup>st</sup> Century families) to participate in all parent and family engagement activities. This includes strategies for parents who have specific needs such as parents with special transportation needs, parents who work multiple jobs, court appointed parents, parents who are disabled, parents who speak English as a second language, migrant parents, parents with multiple children in multiple schools, guardians, guardians with multiple students in a home, etc. How will barriers be removed to ensure parents/guardians/family units are a part of their child's education?**

A variety of parental involvement activities at a variety of times during the day will be planned to ensure that each parent has ample opportunity to participate. Multiple sources will be used to communicate events for parents to be involved in. Migrant partnership with Alachua County provides support and interpreters for migrant students with adequate scheduling. The Title 3 district office will provide information in other languages as needed. The ESE department provides support for needs related to students with disabilities to ensure that all students and parents can participate. The homeless liaison will work closely with the school data secretary to identify students/families in need of support.

**Describe how the school will share information related to school and parent and family programs, meetings, school reports, and other activities in an understandable, uniform format and in languages that the parents and families can understand?**

English is the primary language spoken by parents and families at Bradford High School. In the event a non-English speaking child were to enroll, the district ELL contact will support forming communications in languages that the parents and families can understand. Six students have a home language of Spanish, 1 student has a home language of Italian. Two students are served thru the ELL/Title 3 program.

**What are the different languages spoken by students, parents and families at your school?**

Six students have a home language of Spanish, 1 student has a home language of Italian. Two students are served thru the ELL/Title 3 program.

## **COMMUNICATION**

**(1) Describe how the school will timely communicate information about Title I, Part A programs and activities during the year. (2) Include the tools and resources that will be used for communication.**

- (1) The Title 1 Annual Meeting will be held in conjunction with a Fall SAC meeting. Parents will be made aware that we receive Title 1 funds are used to secure resources for our teachers to help track individual student progress, teacher salaries, professional development, and parental involvement activities.
- (2) An information letter about Title 1, Part A as well as the Parents Right to Know is sent home during the first two weeks of school.
- (3) The Title 1, Part A plan will be available thru the Bradford County School District website.
- (4) Parents will be made aware of site specific events and/or district events thru postings in the Parent Portal and FaceBook posts.

**How will the school describe and explain (1) the curriculum at the school (2) the forms of assessment used to measure student progress (3) the achievement levels students are expected to obtain?**

- (1) A Parent Report of FSA/EOC scores will be sent home via backpack distribution.
- (2) A summary of curriculum was discussed with parents during the Title 1 Meet and Greet before school began.
- (3) STAR/STAR Early Literacy Reports outlining the present level of performance of the student in reading as well as the target for growth will be distributed three times annually.

**(1) What decision-making opportunities are available for parents at the school site? (2) How will the school communicate opportunities for parents to participate in decision making?**

- (1) Our Title I/School Advisory Council composed of teachers, staff and parents will work with the principal to make informed decisions.
- (2) An open invitation inviting parents to participate in the School Advisory Council is announced during the annual Meet and Greet event as well as in the September school newsletter.

**How will the school submit parents' and families' comments to the district Title I office if there are parent concerns about the implementation of the Title I school-wide plan that is not satisfactory to them? [ESEA Section 1116]**

The school will refer parent concerns that cannot be resolved at the school level to the BCS District Director and/or Elementary Coordinator of Teaching, Learning & Curriculum. Parents will be contacted by phone and offered a face to face meeting if their concerns about the implementation of the Title 1 school-wide plan cannot be resolved by phone.

The Superintendent, Director of Teaching, Learning & Curriculum, and Elementary Coordinator of Teaching, Learning & Curriculum have an open door policy and will work with parents to address their specific concerns.

**How will the school publish and communicate THIS required Title I, Part A Parent and Family Engagement Plan to Parents and families (technology cannot be the only option).**

A copy of this plan will be printed and placed in a bright green notebook in the receptionist's area. Parents will be notified about the availability of the plan in the September school newsletter. Parents will be able to read the plan when visiting the school.

The TIPA Parent & Family Engagement Plan will be linked on the District/School website.

# FLEXIBLE PARENT AND FAMILY MEETINGS

Schools receiving Title I, Part A funds are required to convene an Annual Meeting. This meeting should be held at a convenient time for parents. Parents of participating children in the school shall be invited and provided with adequate notice and encouraged to attend the Annual Meeting. This meeting will inform parents of their school's participation under ESEA Section 1116 and explain the requirements of the Title I, Part A grant and what is available to parents and the right of parents to be involved. [ESEA Section 1116 (c) (1)]



## INVOLVEMENT OF PARENTS and FAMILIES

**Explain how the school involves parents and families in an organized, ongoing and timely manner in the planning, reviewing, and improvement of Title I programs including involvement in decision making of how Title I, Part A Schoolwide funds are used [ESEA Section 1116(c)(3)].**

The School Advisory Council meetings will include an agenda item to review, plan, and improve the schoolwide Title 1 program.

Thru the Comprehensive Needs Assessment/Development Meeting, recommendations from the SAC will be included in the annual Title 1 Plan which also involves how the budgeted funds are used.

**How will the school provide, with Title I funds, transportation, childcare, or home visits such services that relate to parent engagement to ensure barriers are removed so parents can participate in engagement events? [ESEA Section 1116 (c)(2)]**

- Transportation - Through coordination with our Communities in School, we will provide parents that are in need of transportation assistance a ride to various parent events through the CISCO transportation service.
- Childcare - At events such as the Title 1 Guidance Night, NCAA Night, SAC Meetings, and other various events, we will provide child care assistance at the school during this time.

## FLEXIBLE FAMILY MEETINGS

**How was parent input gained from the majority of parents about the times that best met their need for parent involvement meetings and activities? [ESEA Section 1116 (c)(2)]**

BHS was not a TIPA school in 2017-2018. We will offer parent involvement meetings and activities at a variety of times throughout the year and solicit feedback following each event requesting information on the best time to schedule activities.

**What documentation does the school have that parent needs for meeting times, transportation needs, childcare, and home visits for family engagement were assessed?**

BHS was not a TIPA school in 2017-2018. We will offer parent involvement meetings and activities at a variety of time throughout the year and solicit feedback following each event requesting information on the best time to schedule activities.

**How flexible meetings will be offered to accommodate parents? Check all that apply.**

- ☒ X AM Sessions based on documented parent feedback
- ☒ X PM Sessions based on documented parent feedback
- ☐ AM & PM Sessions (Same content to appeal to more parents)
- ☐ Other \_\_\_\_\_

## REQUIRED ANNUAL MEETING

**Describe the specific steps your school will take to conduct the Beginning of Year Annual Meeting to inform parents and families of participating students about the schools Title I program and parent and family engagement activities. [ESEA Section 1116 (c)(1)]**

1. Late July: Principal met with District Title 1 Director to outline specific information to be covered.
2. October 15: Monthly SAC meeting, Principal shared information about TIPA budget, anticipated expenditures, and parent and family engagement activities.

**Describe the nature of the Title I, Part A Schoolwide program that will be shared with parents during the Annual Meeting.**

That we are a Title 1 Part A school for the 2018-2019 school year will be shared with parents. The anticipated expenditures and support that we will receive include hiring of additional teachers, providing instructional curriculum for teachers to track students, providing ongoing weekly PD for teachers, providing tutoring for students, and providing instructional binders / tools for teachers.

**Describe how the Annual Meeting will cover (1) the adequate yearly progress of students broken down by subgroups, (2) school choice, and (3) the rights of parents when schools receive Title I, Part A funds.**

The Annual Meeting provides a venue to celebrate the progress of our school, aka, “B” School Grade for 2017-2018. Subgroup breakdowns are presented at a fall SAC meeting and made available at the front desk (in green notebook) upon request. Step Up for Students opportunities will also be provided. The verbal announcement of the parent’s rights under TIPA are followed up by a backpack letter within the first two weeks of school.

**How will the school ensure parents without access to technology will receive notification of parent events, communication, information about parent events, school updates, and student progress updates?**

85% of Bradford parents responded that they have Internet access on the Spring 2018 Parent Survey. 47% of students at BHS have phone numbers assigned to their FOCUS account. FaceBook reaches more parents than email, therefore, BHS uses both methods to communicate with parents about events, academics, behavior, and announcements of general interest to the school.

In addition, a weekly phone call home and information flyers posted in the front reception area of the school.

## **Required Developmental Meeting**

The Developmental Meeting is held at the end of the year. It can be looked at as an End of Year evaluation of your Title I, Part A Parent and Family Engagement process. Additionally,

it is an opportunity to connect with parents to start planning for the upcoming year. Even if your school is not Title I the following year, the best practices of parent engagement should continue. This meeting should evaluate how well barriers were reduced or eliminated and celebrate the successes of the year.

**Describe the strategy that will be implemented to conduct the End of Year Developmental Meeting to evaluate Parent and Family Engagement that occurred during the year and to prepare for the upcoming year if the school continues to qualify for Title I, Part A funding.**

In late May/Early June, BHS's final School Advisory Council meeting will provide a review of Parent and Family Engagement activities conducted throughout the year. Feedback responses collected throughout the year post-events and feedback from the School Climate Survey will be reviewed.

Student progress to date will be discussed, however, no end of year data will be available until late May/early June at which time a depth of analysis on student achievement may redirect plans for the 2019-2020 school year.

# BUILDING CAPACITY

When a school receives Title I, Part A funds, it is responsible for building the capacity of each parent to improve their child's academic achievement. This includes activities and strategies for parents to understand challenging State academic standards; State and local assessments; how to monitor their child's progress and work; literacy training; how to use technology; and other strategies of how parents can assist their child with the learning process. All funds expended under this section should align to this section and to achieving the goals in the Title I Schoolwide plan by engaging parents and families. [ESEA Section 1116 (e)]

## BUILDING THE CAPACITY OF PARENTS AND FAMILY MEMBERS

**Reflecting on the needs assessment process, what is an overview of how the school will implement activities that will build the capacity for meaningful parent and family engagement?**

With collaboration of the SAC committee, we will be building a parent university that will help equip families with strategies and skills to help their student and family through various situations.

**How will the school implement activities that will build relationship with the community to improve student achievement?**

The Bradford County Education Foundation (BCEF) is a strong community partner. The 11th Annual Back to School Bash is held with an open invitation to parents to attend with their child. Other community partners at the event include the Starke Police Department, Bradford County Sheriff's Department, Shands of Starke, and numerous departments within the BCSD.

A variety of internal organizations composed of parents and businesses provide support to specific school groups such as Band Boosters, Football, and other sports teams. These parent groups are actively involved in academics and extra-curricular activities with their child.

Back to School supplies are donated annually by community churches and other community members.

**(1)How will the school implement the Title I Parent Resource Room to support Parent and Family Engagement? (2) Explain how the Parent and Family Engagement Room is advertised to parents. (3) Explain how school staff (teachers and office staff) are trained on how to use the Parent Resource Room with parents.**

There is no plan to implement a Parent Resource Room



**If there are additional ways resources are provided for parents through the use of Title I, Part A funds, how are they provided and what trainings are provided to adequately prepare parents to use the resources and materials at home with their children?**

Due to the limited amount of Parent and Family Engagement Funds (6150) for 2018-2019, no additional resources and materials beyond those previously mentioned are included. During our first year, feedback from parents will guide future trainings to prepare parents to support their child's learning at home.

## PARENT AND FAMILY ENGAGEMENT EVENTS

If Parent and Family Engagement events are funded with Title I, Part A funds, they must be supplemental and cannot supplant activities that are funded with state and local funds. Additionally, events should contribute to the achievement of goals outlined in the Title I Schoolwide Plan.

Name of Activity	Person Responsible	Measurable Anticipated Impact on Student Achievement	Month Activity will take Place	Evidence of Effectiveness	Budget (if applicable)
Title I Annual Meeting (required)	Jim Simpson, Principal	Students and parents will know and understand the expectations of the school, thus leading to more student and parent engagement.	October 15, 2018	Sign In Sheets	
BHS Guidance Night	Stacy Worrell, Director of Guidance Services	Students and parents will gain knowledge of opportunities for their student outside of high school.	November	Sign in Sheet, On end of the year survey, at least 80% will respond to say this event was helpful, increase in	

				student achievement (STAR, Edgenuity, etc.)	
NCAA Night	Lamar Waters, Athletic Director	Students and parents will gain knowledge of the requirements to play sports in college. They will get information about high school academic requirements and testing requirements.	October	Parent participation/ students completing the necessary requirements	
Title I Developmental Meeting (required)	Jim Simpson, Principal	The school and parents will have an understanding of what worked and what did not work for Bradford High School in regards to Title 1, Part A.	April	Minutes from SAC Meeting	

*Schools may add or remove rows as needed.*

## BUILDING THE CAPACITY OF TEACHERS AND STAFF MEMBERS

When a school receives Title I, Part A funds, it is responsible for educating teachers, specialized instructional support personnel, administrators, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school. To the extent possible, parents should be involved in the development of training for teachers and educators to improve the effectiveness of training. [ESEA Section 1116(e)(3)]

**Describe the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, and other school leaders and other staff on...**

**...the assistance of parents and families and in the value of their contributions.**

In October, a member of the district Title 1 Team will provide a presentation for the school's staff including the teachers, support personnel, and administration on how to gain the assistance of parents and families and how important it is to value parent contributions.

All instructional and administrative personnel will attend an *Understanding Poverty* by Ruby Payne training in late August.

**...how to reach out to, communicate with, and work with parents and families as equal partners.**

In October, a member of the district Title 1 Team will provide a presentation for the school's staff including the teachers, support personnel, and administration on how to reach out to, communicate with, and work with parents and families as equal partners.

All instructional and administrative personnel will attend an *Understanding Poverty* by Ruby Payne training in late August.

**...implementing and coordinating parent and family programs and building ties between parents and families and the school.**

In October, a member of the district Title 1 Team will provide a presentation for the school's staff including the teachers, support personnel, and administration on implementing and coordinating parent and family programs and building ties between parents and families and the school.

All instructional and administrative personnel will attend an *Understanding Poverty* by Ruby Payne training in late August.

**(1) When will the school engage staff in parent and family engagement professional development? (2) What documentation will be collected demonstrating staff development focused on parent engagement?**

*Understanding Poverty* by Ruby Payne will be provided on August 31, 2018. Sign in sheets and follow up forms will be collected.

The Engaging Parents Training at the school site will be in October, 2018 will be documented by a sign in sheet. A sample of academic progress and/or a parent conference form will be part of the required follow up.

## COLLABORATION OF FUNDS

Choose all that apply	Grant Project, Funding Source, or Program	Explain how the school coordinates and integrates school level Parent and Family Engagement funds, programs, and activities with other Funds and Programs. [ESEA Section (a)(2)(C)]
<input checked="" type="checkbox"/>	<b>IDEA</b> - The Individuals with Disabilities Education Improvement Act	<p>During the Back to School Bash in August, parents are provided a one-stop-shop opportunity to interact with district representatives from IDEA/VPK/TITLE IX, PART A/TITLE 3, PART A/SAI (Aspire)/&amp; TITLE 1.</p> <p>Supplemental instructional support provided by Title 1 will be discussed with parents during the development of the student's IEP.</p>
<input type="checkbox"/>	<b>VPK</b> - Voluntary Pre-Kindergarten	
<input type="checkbox"/>	<b>Title I, Part D</b> – Prevention and intervention programs for children and youth who are Neglected, Delinquent or At Risk.	
<input checked="" type="checkbox"/>	<b>Title IX, Part A</b> - The McKinney-Vento Homeless Assistance Act provides equitable opportunities to children and youth experiencing homelessness.	<p>During the Back to School Bash in August, parents are provided a one-stop-shop opportunity to interact with district representatives from IDEA/TITLE IX, PART A/TITLE 3, PART A/SAI (Aspire)/&amp; TITLE 1.</p> <p>A designated homeless contact is available to work with parents and students.</p>
<input checked="" type="checkbox"/>	<b>SAI</b> - Supplemental Academic Instruction – Super Categorical fund created to assist districts and schools provide supplemental instructional opportunities.	During the Back to School Bash in August, parents are provided a one-stop-shop opportunity to interact with district representatives from IDEA/TITLE IX, PART A/TITLE 3, PART A/SAI (Aspire)/& TITLE 1.
<input checked="" type="checkbox"/>	<b>Title II, Part A</b> – Supporting Effective Instruction through professional development targeted to administrators and teachers.	Funds from TIPA and T2PA are pooled to provide professional development targeted to teachers and administrators.

<input checked="" type="checkbox"/> X	<b>Title III, Part A</b> – Helping English Language Learners achieve English proficiency	During the Back to School Bash in August, parents are provided a one-stop-shop opportunity to interact with district representatives from IDEA/TITLE IX, PART A/TITLE 3, PART A/SAI (Tutoring)/& TITLE 1.
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*Schools may add lines as needed.*