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

## Island Coast High School

## I, Michelle Cort-Mora, 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:

Island Coast 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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| **Island Coast 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, school messenger, and Weekly campus updates 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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| **Island Coast 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 2019 | 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 | Student Messenger, agenda, handouts, sign-in sheets, workshop comments forms, and meeting minutes |
| 3 | College Night | Counselors, AVID/AP Coordinator, Graduation Coach | Provides opportunities for parents and students to learn about local colleges, universities, and technical centers. | Second Quarter | School messenger, 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 2020 | Student Messenger, 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 | Student Messenger, agenda, handouts, sign-in sheets, workshop comments forms |
| 6 | AVID Open House, Freshmen Registration Night | AP/AVID/  Coordinator, Counselors | Incoming freshmen have an opportunity to learn about the AVID and AP programs while also making course selections for their 9th grade schedules. | Fourth Quarter | Student Messenger, 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 Kagan Structures | Technology Specialist | Building communication with parents | First Quarter | Student Messenger Report |
| 3 | Faculty Training on Google Classroom  AVID Training | Administration 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:**   Island Coast High School will communicate with parents through School Messenger, school newsletters, phone calls, weekly campus updates, letters, social media,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 \*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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| New Title I School |
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**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.

NA New Title I School