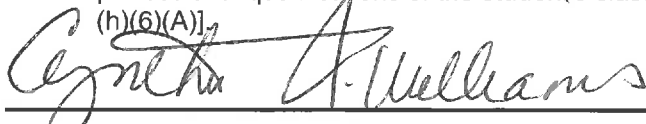


## ST. JOHNS TECHNICAL HIGH SCHOOL Title I, Part A Parental Involvement Plan

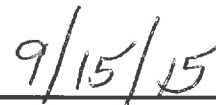
I, Cynthia Williams, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; 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 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(b)(1) and (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)];
- 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)];
- 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)(E)];
- 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 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 [Section (h)(6)(A)].



Signature of Principal or Designee



Date Signed

### Mission Statement

#### Parental Involvement 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.

### 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 [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

**Response:** Administration, SAC, and members of PTO will be responsible for the development, implementation, and evaluation of the plans.

PTO membership is voluntary, SAC members are confirmed by vote. Members of both groups are solicited through school flyers, newsletters, and AlertNow system.

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 preceding Open House Information Night on September 16th. A phone call to EACH parent will follow this letter to remind them of Open House and to obtain their commitment to attend.

· Activities for this night 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 Contract (Appendix B)

6) Parents and students sign the SJTHS Student Commitment (Appendix D)

7) Parents meet with teachers/staff to review their student's FCAT scores from prior year, reading levels, and other GOALS their student set for 2014-2015

8) recruit SAC and PTO members

9) Assure parents of ongoing communication

The Parent Responsibility Contract (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 (3 formal conferences per year)

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)

Be aware of and/or sign Math, Science, and Writing homework every night

· Math and Science homework will consist of 3

questions/night

· Writing homework will be no more than one paragraph

KNOW the results of their student's two (2) week mini FSA/EOC assessments and their 6-week mini FSA scores (assessment dates will be given in a school-wide FOCUS calendar)

In addition to the traditional open house and 3 scheduled parent-teacher conferences, SJTHS will offer enrichment nights for family systems, reading night, math night, meeting goals celebration nights, and other social gatherings. Parents should always feel free to discuss their student's goals with teachers and/or staff.

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## 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 1118(e)(4)].

count	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.

## 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), Adequately 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 1118(c)(1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Parent Night advertised by alert now/mail /web-site	Principal and Assistant Principal	August	Increase in attendance evidenced by Sign-in Sheets and signed parent/school contracts
2	Parents sign the Parent-School Responsibility Contract	Assistant Principal / PBS Coach	Beginning of both Semesters.	Increase in volunteer hours.
3	Title I Annual Meeting - handbook distributed and Title I services are explained by the principal.	Principal	Beginning of Year	Improved response on Parent Survey, 20%.

## 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 1118(c)(2)].

**Response:** SAC meetings are scheduled once per month on Thursday at 8:30 a.m., and at 5:30 p.m. to allow flexibility in attendance.

## 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 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)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Parents volunteer to participate in, or help with activities which allows them to interact with their children while promoting student growth.	Principal / Assistant Principal	student growth	Ongoing	Reflects in discipline and attendance
2	SAC Meetings	SAC Chair / Principal	Increased parent awareness and involvement in all activities pertaining to the school	Ongoing	Parent involvement in SAC offer feedback which results in increased student performance

3	Parent-Teacher Conferences	Teacher	Parents and teachers develop plans to help increase student academic proficiency	Ongoing	Increased achievement
4	MTSS Program	MTSS Team	Parents of targeted students are invited to be a part of the team to develop plans to meet student academic and behavioral needs	Ongoing	MTSS Meeting Notes with parent input and Plans signed by parents
5	Summer Bridge Program	Principal/Assistant Principal	Students are assessed and parents are given strategies to use at home to help improve student core academic skills	Summer	increased achievement

### 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)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Parent Communication Plan (Rapport building activities through home communication)	Teachers	Increased parent involvement and parent awareness aids in student success	Ongoing	Teacher Communication records
2	Department/School-wide professional development training on how to reach out to parents of low socioeconomic households	Principal/SJSCD	Increase in academic performance	Ongoing	Progress monitoring and district formative assessment results

### 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 1118 (e)(4)].

**Response:** Student Planners are used for daily communication with parents. Information is shared on student progress and achievement reports which are initialed by teachers and parents daily and monitored weekly. 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 [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
- If the schoolwide program plan under Section 1114 (b)(2) 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 1118(c)(5)].

**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.

## 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 1118(e)(5) and 1118(f)].

**Response:** Parental involvement is provided through flexible scheduling of events, Alert Now, and backpack notifications. Information is also issued through e-mail, web site, newsletters, and evening events giving direct information. Parents are invited to become volunteers at the beginning of the school year by filling out the application in the registration packets. A school volunteer coordinator calls parents to help with various activities and events throughout the school year. Classroom teachers actively seek volunteers for classroom activities and tutoring of students. Parents are expected to participate and sign a Parent Involvement Agreement. To accommodate parents of ELL students and parents who are hearing impaired, translators and interpreters are requested for conferences and meetings.

## 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:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Involving parents in the development of training for teachers, principals, and other educators to improve the	Holding parent meeting to discuss improvements to SJTHS	Admin and Success Coach	Parent buyin and greater student success	Ongoing

	effectiveness of that training [Section 1118(e)(6)];and				
2	Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and	Open House Parent Meetings w/ dinner provided. (Parent University and "diploma" of completion awarded)	Administration and Success Coach	Greater parent involvement and greater awareness to promote greater student success	Ongoing
3	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)];	Open House Parent Meetings after hours	School Administration	Greater parent involvement to promote greater student success	Ongoing

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### Upload Evidence of Input from Parents

Upload evidence of parent input in the development of the plan.

[Uploaded Document](#)

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### Upload 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 1118(d)].

Upload an electronic version of the Parent-School Compact.

[Uploaded Document](#)

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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 1118(d)].

Upload evidence of parent input in the development of the compact.

[Uploaded Document](#)

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## Evaluation of the previous year's Parental Involvement Plan

### 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 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Parent Nights- Informational/Open House (Strategies and Curriculum shared with parents)	2	64	Increased parent involvement and parent awareness aids in student success

### 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 1118 (e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Proverty Presentation	1	25	During faculty meetings, teachers and admin discussed best practices in reaching and communicating with parents of at risk students.

### 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 1118(a)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Low Socio-economic population means most parents work, some lack transportation so attending school functions is a challenge.	Increase and improve school to home communications through Alert Now messages, monthly newsletters, school newspaper.
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.

### Best Practices (Optional)

Describe the parental involvement activity/strategy the school implemented during the previous school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

count	Content/Purpose	Description of the Activity
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