

# Boca Ciega High School

## Parent and Family Engagement Plan

I, Michael P. Vigue, 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 parent and family engagement, 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 parent and family engagement are spent [Section 1118(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parent and family engagement plan and distribute it to parents of participating children and make available the parent and family engagement 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 parent and family engagement plan and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
- Use the findings of 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 [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

5/18/20

## Mission Statement

Our Mission is to Open Doors to Success for Our Students!

## Engagement 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 parent and family engagement will be used [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

**Response:** Boca Ciega High School believes in involving parents in all aspects of its Title I programs, therefore our school will encourage parents to become active members of our School Advisory Council (SAC). More than 50 percent of the members of the SAC are required to be parent (non-employee) representatives. The SAC has the responsibility for developing, implementing, and evaluating the various school level plans, including the School Improvement Plan (SIP) and Parent and Family Engagement Plan (PFEP). Therefore, parents will be provided opportunities to give input in the development and decision-making process of all Title I activities related to the school. An annual evaluation will be conducted using surveys completed by stakeholders. The results will be analyzed to evaluate the effectiveness of the school's parent involvement program. Parents may request additional support either directly through their child's teacher or grade level administrator. A parent may also request support during regularly scheduled SAC meetings.

Our school Compact and Family and Parent Engagement Plan is jointly developed by parents and other stakeholders. In an effort to build the capacity of our parents we will offer five different parent involvement opportunities. Additionally, our staff will build their capacity by participating in these opportunities, in order to create an atmosphere that is conducive to parental involvement and highest student achievement. We also coordinate with other federal programs such as our CEP lunch program.

## Coordination and Integration

Describe how the school will coordinate and integrate parent and family engagement 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	Individuals with Disabilities Education Act (IDEA)	Supplemental instruction provided by the school will be discussed with parents during the development of the students' IEP.
2	CEP	Orientation for new families in June and August.
3	PCSB FOCUS	Parent FOCUS login at Back to School Night.

4	FAFSA	PCSB Fall Workshop.
5	College/University Applications	College and Career Session in October and January.
6	Monthly Parent Meeting Options	Five different parent meeting options each month.

## 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	School Messenger calls	Principal	August 2020	School Messenger summary reports.
2	Community emails	Principal	August 2020	Sent to over 1,500 community stakeholders in email distribution group.
3	New Student Orientation	Principal	August 4, 2020	Attendance rosters or whole group pictures.
4	Website	Principal	August 2020	Website access summary data.
5	Annual Parent Meeting	Principal	August 2020	Attendance roster summary.

## 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:** Boca Ciega High School seeks to provide excellent customer service and availability for parents. The administrators make themselves available to parents to the largest degree possible when parents come to the school with questions or concerns. We offer five different evening events per month throughout the year.

## Building Capacity

Describe how the school will implement activities that will build the capacity for strong parent and family activities, 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	Monthly SAC Meetings	Principal	Increase parental involvement	August - May	Attendance rosters.
2	Monthly Fundamental Parent Meetings	Assistant Principal	Increase parental involvement	September - May	Attendance rosters.
3	JROTC Parent Meetings	JROTC Staff/Assistant Principal	Increase parental support for program	September - May	Attendance rosters.
4	FOCUS Parent login usage	Enrollment Clerk	Increase parental awareness of student academic status	August - May	Number of parents with login access.
5	CWMP Advisory Board	CWMP Teachers/Assistant Principal	Increase guest speakers and application of knowledge	September - May	Increase of events.
6	College and Career Evening	College and Career Counselor	Increase in student successful post high school transitions	January 27, 2021	Senior survey data and event pictures.

## 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	<u>MTSS PD</u>	MTSS team	Increase student engagement – increase in academic proficiency, and decreases in discipline referrals and student absences	Weekly	PLC agendas and minutes.
2	<u>Instructional Leadership PD</u>	Department Heads and Leadership Team	Alignment of department instructional common strategies with school goals	Monthly	PLC agendas and minutes.

3	<u>Subject department PD</u>	Subject area department teachers and Leadership Team	Effective implementation of pacing guide, standards	Monthly	Lessons aligned to standards, pacing.
4	<u>Subject area common planning</u>	Instructional staff	Lesson plan development and differentiation within departments	Every other school day	Lesson pacing and assessment alignment.
5	<u>Advanced Placement PD</u>	AP teachers and Leadership Team	Equitable access to rigorous coursework, with support as needed	Every Other Month	Enrollment, academic student data.
6	<u>Improvement Team PD</u>	Voluntary team members	Incentive based objectives and restorative practices use	Monthly	Climate survey for staff.
7	<u>AVID Site Team PD</u>	AVID Site Team members	Consistency of tutorials, schoolwide AVID strategies	Monthly	Enrollment, academic student data.
8	<u>Full Staff PD</u>	All staff	Refocus of school goals, initiatives	Monthly	Classroom observations.
9	<u>20 and Out PD sessions</u>	Instructional staff	Improve consistency within instructional strategies	Monthly	Participation rosters.

## 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:** Boca Ciega High School will maintain a system to provide parent resources, as well as inform others of their availability. We are working together with parents to update email contacts in Focus and work with teachers to support teacher-parent communication via email. School staff will attend extracurricular events to promote positive parent-student-teacher communication. Our school has developed a Title I parent resource center located in our Volunteer Coordinator's Office, in close proximity to our main entrance/lobby.

## 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:** Boca Ciega High School will provide information to parents regarding Title I programs in a timely manner using various methods of communication including meetings, letters home, the school messenger, email and the school website. At the Back to School Night and stand-alone Annual Title I Meeting, information about Title I programs, curriculum, and academic assessments will be shared in general meetings. Teachers will maintain sign-in sheets and provide a copy to the Title I coordinator who will also maintain documentation on the dissemination of information, distribution methods, and timelines. Parents will be provide a response form to complete to provide input or to ask questions. The principal will respond by email to all questions left. If a parent is unsatisfied with the school-wide program plan under Section 1114 (b)(2), they will be asked to provide their comments to the Principal who will then provide the comments to the Title I office. Up-to-date information will also be kept at the "Parent Station" located in the front office for parent convenience. Parents will be provided regular participation opportunities through our Title I Parent Center availability, monthly parent meetings, online access to student academic status, and weekly communication of activities.

## Accessibility

Describe how the school will provide full opportunities for participation in parent and 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 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:** Boca Ciega High School will make the Parent and Family Engagement Plan (PFEP) available to parents in all languages represented at school site on the school's website. A hard copy of the PFEP will be housed in the "Parent Station" located in the front office and will be copied upon parent request. Written communication may be requested to be translated in languages other than English. Upon parent request, a translator will be made available at parent meetings and in the school office to provide translation services to ensure that parents are able to fully participate in parent meetings. American Sign Language (ASL) translation services will also be made available upon parent request.

## Discretionary Activities

School Level Parent and Family Engagement Plan Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

Not Applicable

## Upload Evidence of Input from Parents (into the Audit Box KIA Folder)

Upload evidence of parent input in the development of the plan will occur after the annual Title I Meeting in August and after community emails are sent in May encouraging involvement in the PFEP.

## Upload Parent-School Compact (into the Audit Box KIA Folder)

Note: As a component of the school-level parent and family engagement 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 in all languages represented at school site.

## Upload Evidence of Parent Involvement in Development of Parent-School Compact (into the Audit Box KIA Folder)

Note: As a component of the school-level parent and family engagement 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.

## 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	Monthly SAC Meetings	9	30-50 each	Increase parental involvement.
2	Monthly Fundamental Parent Meetings	24	75-100 each	Increase parental involvement.
3	JROTC Parent Meetings	8	20-30 each	Increase parental support for program.
4	FOCUS Parent login usage	NA	Over 1,000	Increase parental awareness of student academic status.
5	CWMP Advisory Board	4	10-15	Increase guest speakers and application of knowledge.

6	College and Career Evening	1	Over 500	Increase in student successful post high school transitions.
---	----------------------------	---	----------	--

## 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	Preschool PD	1	110	Increased rigorous classroom lessons, engagement.
2	Full staff PD	10	110	Refocus of school goals, initiatives.
3	Subject Area PLCs	8	100	Effective implementation of pacing guide, standards.
4	Advanced Placement PLCs	4	35	Equitable access to rigorous coursework, with support as needed.
5	Department Head PLCs	8	17	Alignment of department instructional common strategies with school goals.
6	Equity and Excellence PD	3	110	Increase routine use of equitable awareness, instructional, and assessment practices.

## Barriers

Describe the barriers that hindered participation by parents during the previous school year in parent and family engagement 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	Inability to attend (for working parents)	Increase number of monthly parent involvement activities to provide more options.
2	Parents who are unable to come to school	Provide home visit, phone, and email support throughout the school year for these families.