

PALATKA HIGH SCHOOL Title I, Part A Parental Involvement Plan

I, Thomas Bolling, 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: We value the relationship between school and home and respect the input of parents. We understand it takes the inclusion of all stakeholders to create an environment of high expectations and support needed to reach our vision of all students being successful in post-secondary studies, career and military.

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: We have parent representatives and community members attending monthly PIDAC meetings

where funding sources and parent involvement activities are explained. Additionally, we host regularly scheduled parent nights at Palatka High School to inform and encourage collaboration with parents on school business as well as student needs and expectations. Our School Advisory Council also welcomes parent input in any school news or decisions that are presented and discussed at our monthly SAC meetings.

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 Part C	Provides migrant advocate for students and parents
2	Project Praise/Title X	Under Title X - PHS works with the Project Praise teacher to provide additional needs and support for the education of children that are considered Homeless.
3	ESOL Support/Title III	Title III provides help for non English speaking parents and students needing a translator for informational meetings or anything that may be needed to transition into the Public School System.

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	Title I Annual Meeting/Open House	Cindy Bellamy	September 27, 2016	Agenda includes informing parents of the requirement that all students reach proficiency in state standards assessed by content area, high stakes tests, and information to parents of their rights under Title I.

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: Palatka High School will hold quarterly SAC (School Advisory Council) meetings at 5:30 pm in order for interested parents to attend. Parents who are not able to attend can request a copy of the Agenda and minutes by U.S. mail, Email, or the school's website. In addition, the administration is available to parents from 2:00 -3:00 pm daily for appointments to discuss issues or concerns. Appointments may be made through the school secretary for meeting times more convenient to parents.

Parent/teacher conferences are scheduled upon parent request through the Guidance Office.

Transportation, child care, and home visits can be arranged by parental requests to the school secretary.

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	Open House	Thomas Bolling	Parents are given information and material concerning school improvement, school compact, rights under Title I, and graduation requirements. Parents are also given the opportunity to meet with administration and teachers to ask questions or voice concerns resulting in an increased understanding of how to support their child at the high school level.	September 27, 2016	Sign In sheets to the general assembly facilitated by Mr. Bolling provide information on the percentage of parents receiving information and materials. Classroom sign in sheets give evidence to the number of parents meeting with teachers and receiving information such as class syllabus, classroom expectations, and information on contacting specific teachers.
2	College Night	Michael Chaires	Parental awareness of scholarship opportunities, academic requirements for enrollment, and general information on how to access a college degree empower parents to better support their student during high school for entry and success in college	September 6, 2016	Sign in sheets reflect the percentage of parents and students receiving materials and information. Increase in the number of students attending postsecondary institutions.
3	School Advisory Council	Cindy Bellamy	Parents can attend and provide input during the monthly SAC meetings.	Quarterly	Agenda/Sign In sheets. Meeting minutes.
4	Freshman Orientation	Becci Motes	Parents and incoming ninth grade students are able to visit and become acquainted with the PHS campus and pick up their new school schedules to familiarize themselves with the high school and its teachers as well as establish a route for classes. Administrators also welcome any concerns or questions at this time.	August 4, 2016	Sign-in sheets and agenda reflect the program for the morning.
5	Title I Parent Meeting	Cindy Bellamy	Informed parents are better able to make informed decisions about what PHS students need and what we are able to provide for our students in order to ensure their most successful high school completion, prepared for college and career success in a global society.	September 27, 2016	Agenda and sign in sheets reflect the topics presented in the meeting and the parents involved.
6	College Prep Parent Night	Becci Motes	Parents and students will be provided the opportunity to get materials and resources identified and prepared for college application and financial aid planning.	January 31, 2017	Sign in sheets and agenda provide evidence of event topics and parent attendance.

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	MTSS	Andy Burnett/MTSS Team	Increased teacher/parent understanding and involvement in the MTSS process results in better communication and strengthens ties between home and school.	As Needed	Increase positive contact between staff and parents
2	Instructional Focus and Quality Assessments	Michelle Tucker	Improved instructional planning, facilitation, and delivery. Refined assessment aligned to state standards.	As Needed	Sign in sheets provide evidence of teacher/administrator training
3	Get Focused Stay Focused	Pamela Brown	Implementing the graduation and career planning program in conjunction with an on-site graduation coach will help students and teacher track graduation progress and plan for student needs in a proactive manner.	As Needed	Students enrolled in the transition course and collaborating with the graduation coach on a regular basis will improve graduation success rate and student accountability in tracking progress.

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: The District's Federal Program's office has a Parent Resource Center to which Palatka High refers parents.

Print resources are available for parents in the Guidance Department.

Title I Bifold was given to parents with the Right to Know information, parent self assessment, and Title I activities and resources for parents.

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 may give input at the District's PIDAC meeting.

Open house in September will provide parents with information on curriculum, assessment, and student progress proficiency.

Parents and Students are encouraged to participate annually in a survey conducted by Title 1 to provide comments and insight into the school environment as a whole.

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: Palatka High School has wheelchair accessibility. An elevator is also available on the interior of the school.

Advocates for migrant students are provided by the Putnam County School District.

Palatka High School provides our compact, resource materials and newsletters in Spanish format for our ELL students so that their parents are able to stay informed.

Document translations are provided by district level liaisons for better communications for parents and students whose first language is not English.

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	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)];	MTSS meetings are scheduled based on parent availability and family support members are encouraged to attend as well.	Kelly Riddle	Providing flexible scheduling for MTSS meetings will help to increase parent attendance and input in the specific student needs we are faced with at PHS. Collaboration with family support also allows for multiple systems of support to each individual student as the need arises so that student achievement is monitored and	As Needed

			progress is tracked more closely using interventions as necessary.	
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Upload Evidence of Input from Parents

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

[Uploaded Document](#)

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](#)

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.

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	PIDAC Monthly Meetings	9	3	Information gained and shared with other parents by our school's parent representative empowers families to better support their child's academic achievement.
2	Staff Review	1	12	Staff review assures the most efficient and effective allocation of resources to support parent involvement and student achievement.
3	Parent Resource Center	1	2	Resources available to parents impact student achievement by allowing parents to better support students.

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	Presentation by District Parent Involvement Liaison	1	10	An increased partnership between teachers and parents results in higher student achievement.
2	Professional Learning Communities (PLC's)	24	60	Increased collaboration among teachers has a positive impact on student achievement.

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	Parent Work Schedules	Parents may request a meeting date or time that fits better with their work schedules. Steps will be taken to accommodate all requests.
2	Lack of Transportation	Transportation will be found for parents who request transportation.
3	Lack of Childcare	Child care will be made available for parents who request child care.
4	Single Parent Homes	Parents can make specific requests as to need and accommodations will be made.

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
1		

	Effective Communication	Teachers began utilizing the Remind application for cellular devices so that parents were able to receive up to date information regarding school and classroom events and activities.
2	Effective Communication	Parents are able to access students' academic information via the Parent Portal on Skyward, including an option to send teacher messages when necessary.