

AVON PARK HIGH SCHOOL Title I, Part A Parental Involvement Plan

I, Danielle Erwin, 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: The Avon Park High School Title 1 Parent Involvement Program will strive to build relationships to create real family engagement for every child, every family, every teacher, every day. We believe that effective schools are a direct result of schools and families working together. At Avon Park High School, we are committed to collaborating with parents/caregivers to provide a safe and nurturing learning environment, one in which all students can learn and achieve their academic and career goals. As such, we believe that the involvement of parents/caregivers is vital to achieving our mission, which is working together to ensure that all students are college, career, or work place ready.

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: School Advisory Council (SAC): The Avon Park High's School Advisory Council, which represents all parents/guardians of all students attending the school, meets on a regular basis throughout the year to develop and revise the APHS School Improvement Plan (SIP). Guidelines for the make-up of the council, which is comprised of parent representatives of the school's demographics, are adhered to in the selection process. Parents holding leadership positions are nominated by parents, and those in attendance make the selection.

The SAC is involved in reviewing and planning the use of Title 1 funds. Title 1 funds will be used to help support and implement SIP goals, pay for pull-out supplemental instructional activities for low achieving students, pay for professional development, supplemental instructional materials, and parental involvement activities which are voted on and approved by the SAC committee.

The SAC addresses the importance of continued and increased parental involvement in our school by providing input into the development of Parent Involvement Plan and Home and School Compact. Discussions/actions taken regarding the Parent Involvement Plan and the Home and School Compact are documented in the SAC minutes and stored in the Title 1 Notebook maintained by the principal's administrative assistant.

Parental Involvement Activities: Avon Park High School offers numerous opportunities for parents/caregivers to become actively involved in their child's education. All parents/caregivers are invited and encourage to participate on the SAC, to be a volunteer, and to serve on various committees designed to meet the needs of students. Title 1 funds are used to provide and support opportunities for parents through workshops and other activities.

All parents are invited via Blackboard Connect 5 callout system, APHS school app, and invitations/announcements are put on school-wide website for parents/caregivers to attend the Title 1 Annual meeting where an overview of the Title I, Part A program was presented along with the 2016-17 Title 1 budget. During the first SAC meeting (September, 2016) parents reviewed a draft of the of APHS 2016-17 Parent Involvement Plan, the Home School Compact, and APHS Parent Involvement Policy. SAC attendees discussed, made suggestions, and voted to approve the Parent Involvement Plan and the Home/School Compact. Committee chairs were selected by members present during the SAC meeting to lead parent involvement activities and a parent volunteered to be APHS' DSAC representative for the 2016-17 school year. Parents in attendance voted to accept the selection. All parents who attend SAC meetings are invited to serve on the SAC committee for the duration of the year.

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	Individual with Disabilities Education Act (IDEA)	Supplemental instruction support provided by IDEA will be discussed with parents during the development of IEP
2	Title I, Part C-Migrant	Provides services to migrant students and their families by helping them improve their child's academic performance, and provide health and guidance services to them
3	Title II, Part A	Provides for teacher and administrator professional development and supports all teachers to be highly qualified.
4	Title III	Supports activities to assist students to be proficient in English. Supports teacher professional development in ELL strategies, parent involvement, and education
5	Title I, Part A	Title I, Part A will provide funds to Avon Park High School to target academic assistance to all students, professional development for teachers, and parent involvement activities. This grant is also the funding source for implementing the requirements of NCLB.
6	SAI (Supplemental Academic Instruction)	Supplemental Academic Instruction funds are used in conjunction with local funds to provide summer school for level one readers.
7	Nutrition Programs	Avon Park High School participates in the federal free and reduced lunch program and the free breakfast program. Summer food programs are also provided at various school sites and community locations.
8	APHS Annual Title I Meeting	Annual Title I meeting will be conducted in September (2016) to provide parents with overview of Title I programs.
9	Homeless	Student Services coordinates with Title I, Part A coordinator to provide resources for students identified as homeless under the McKinney-Vento Act to eliminate barriers for a FAPE
10	Adult Education	Adult education programs are available through South Florida State College (SFSC) e.g. vocational programs, college level courses, and workshops.
11	Advancement Via Individual Determination (AVID)	Advancement Via Individual Determination (AVID) is a college readiness system for elementary through higher education that is designed to increase school-wide learning and performance. Policymakers and school administrators now consider AVID an essential strategy for closing the achievement gap and making the college dream accessible to all students.
12	DSAC	District Advisory Council (DSAC) is actively involved in reviewing parent educational activities and strategies. Parents are invited and encouraged to attend these meetings.
13	Homeless-Title X Part C & Title 1 Part A	Student Services coordinates with Title 1 Part A and Title X to provide resources for students identified as homeless under the McKinney-Vento Act to eliminate barriers for a free and appropriate education (FAPE). Title X also funds a homeless advocate for homeless students.

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	Develop agenda, handouts, and presentation materials that address required components	Administration	September 2016	Copies of agenda, PowerPoint presentation, handouts, and sign-in sheet.

2	Develop and disseminate invitations	Administration	July-September 2016	Flyer, invitation, and website posting (with dates)
3	Advertisement of Event	Administration	August/September 2016	Blackboard Connect 5 message sent/APHS App/Flyers
4	Develop sign-in Sheet	Administration	September 2016	Sign-in Sheets will be maintained in Title 1 Binder
5	Title I Annual Meeting	Administration	September 2016	Sign-in Sheets/Minutes

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: The leadership and staff of Avon Park High School strongly believe in the importance of family involvement and therefore took a survey at the last SAC meeting for 2015-16 on the best times for parent meetings. At this SAC meeting, it was agreed that the 2016-17 meeting calendar would be voted on in September 2016. Currently the SAC committee meets on the third Monday of each month at 5:30 pm.

Teachers are also available before and after school when requested. Parent conference are scheduled on an as needed basis in the mornings but have been scheduled on other days and times to accommodate parents. Information is also available on the school website and the school app.

At the end of the first semester, report cards will be sent home with students. Blackboard 5 Connect call-outs will be sent notifying parents, and parents may schedule teacher conferences as needed. A notification regarding report cards and progress reports will also be made via the school website and school app.

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	Assessments/Individual Parent/Student Conferences	Guidance/Classroom Teachers	Conferences will assist parents in understanding how to monitor their child's progress and to work with educators to improve their child's academic success.	August 2016 - May 2017	Conference Logs
2	Progress Monitoring Plan/Intervention Letter	Administration/Guidance/LCRT	Parents are provided with strategies they can use at home to help their child	October, January, and April	Signed copy of letter from parents

	for Parents of Struggling Students		become successful at school.		
3	Academic Awards	Administration/Awards Committee/Classroom teachers	Student will receive awards for maintaining GPA and behavior.	September 2016-May 2017	Sign-in Sheets
4	Night of Stars (Academic Showcase)	Night of Stars Committee/Faculty	Parents will have an opportunity to view samples of student work, interact with faculty, and gain an understanding of programs and opportunities available to their child.	April 2017	Sign-in Sheets
5	MTSS/504 Meetings	Guidance Counselors/LCRT/School Psychologist/Administration	Involve parents in creating a plan to meet their child's academic needs.	September 2016-June 2017	Meeting Minutes/Increase achievement via MTSS/504 process
6	FAFSA Nights	Guidance Counselors	Parents receive hands-on assistance completing financial aid applications	November and March	Sign-in Sheets
7	AVID Family Nights	AVID Coordinator/Elective Teachers	Parents gain better understanding of academic rigor, college readiness process, and how to assist their student in preparing for advanced academics and college.	October, January, and April	Sign-In Sheets/Agendas
8	College Nights	Guidance Counselors	Parents and their students interact with various colleges to learn admission/financial aid information	November and March	Sign-in Sheets
9	Freshman Orientation Night	Guidance Counselors	9th Graders and their parents will gain better understanding of high school requirements/expectations	September 2016	Agenda/copy of powerpoint/Sign-in Sheets
10	Parent Task Forces	School Advisory Counsel/Administration	Strengthen school parent collaboration in the area of policy development and enforcement	As needed	Agenda/Sign-in Sheets

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	Faculty meetings	Administration	Staff members will gain an understanding of the value of parental involvement, communicating and working with parents, implementation of the school wide parent involvement program, building ties between home and school, and develop culture	October 2016 - April 2017	Student progress reports and report cards

			sensitivity. All aspects of this training will help to focus on student achievement by focusing on the parent as an asset to the student's learning.		
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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: Avon Park High School staff communicates with parents/guardians via phone calls, emails, text messages, web pages, conferences, AVID parent nights, Night of Stars academic/extra-curricular showcase, sporting events, band/chorus concerts, and academic recognition ceremonies. Avon Park High School has a school website and app that notifies parents of upcoming events and provides links to instructional resources. A quarterly newsletter is disseminated and is available in the front office for parents as well as being posted on the website.

Parents will be notified of students grades via progress reports that will be sent home at the mid point in the grading period (4 1/2 weeks) and report cards will be sent home at the end of each grading period (9 weeks). The staff also assists parents with limited or no access to technology by sharing academic information from our Pinnacle Gradebook website.

Additional resources e.g. Health Department Shot information, athletic schedules, free and reduced information, Insurance-Florida Kid-Care, bus schedules, are located in guidance waiting area and our front office. Parents of struggling students are directed to guidance department and/or school administrators for the necessary help for their student. (Assistant Principal will monitor these activities.)

Evidence of effectiveness would be the replenishing of the brochures and log of the number of parents served during the day.

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 notified by the call out system of the Title 1 Annual meeting and the pre-school orientation time for Avon Park High School. At the Annual Title One meeting of parents in September, Avon Park High School shared information about the Title 1 programs, the curriculum, and academic assessments. All notes/minutes from this meeting and all other meetings will be kept in the Title 1 Resource Binder. On August 8, 2016, Avon Park High School held its orientation. At that time parents made classroom

visits where teachers provided additional information on the subjects they teach, assessment plans, and how parents can help at home. Teachers maintained sign-in sheets and provided a copy to the assistant principal who also maintained documentation of the dissemination of information, distribution methods, and timelines.

The Blackboard Connect5 system is used to notify all parents in Spanish and English of upcoming events such as: dress code policies at Avon Park High School, report cards going home, informing parents of important FSA testing dates, bus information, weather reports (when necessary), school start-up times and dates, holidays, early release days, and SAC/PTO meeting dates and times.

Parents that attend SAC/PTO meetings gain valuable information about school improvement and parent involvement plans. We share data with them about test scores and behavior issues. We ask for input from them on how we can better support them. The ELL Para or other staff members are available to translate.

Parents are notified through phone calls in English and Spanish, notes in planners, progress reports, and report cards about concerns teachers might have with individual students by suggesting a parent conference. The school's phone number is provided, and a translator is provided upon request. The ELL Para notifies the Data Operator if progress or report cards need to be in Spanish or English. All call-out information will be kept in the Title One notebook in the Title One Resource Teacher's office and monitored by the Assistant Principal.

Parents receive a Progress Monitoring letter regarding their child's scores on the Florida Standards Assessments and/or Reading test after administration of test. Parents can call and gather further information from the Reading Coach or discuss with the ELL Para. A copy of the form letter will be kept in the Title One notebook in the Title One Resource Teacher/Dean's office and monitored by the Assistant Principal.

Important information is shared with the community via our school sign in front of the office. Important dates and events are posted for all to see when driving through parking lot or in front of the school.

Important information is also included in the monthly newsletter, "AP Pride", which goes home with the students and is available in the front office in English and Spanish. All relevant parent involvement information is also shared via our school app and our school website.

Information is shared with parents and documented with sign-in sheets, meeting notes, and phone logs. All information is kept in the Title One notebook and continuously monitored by the Assistant Principal.

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: Avon Park High School provides families with an interpreter for conferences and meetings. Our ELL Para helps teachers communicate with parents via phone, notes, or home visits. The ELL Para helps students better understand the curriculum in their native language (Spanish). The Migrant Academic Advocate and Migrant Recruiter will also help migrant parents in conferences or school meetings on an as needed basis. The administration, with the help of the ELL Para, will monitor the home languages and provide additional languages when that population percentage increases to a level that is necessary and feasible.

APHS uses the Blackboard ConnectEd system, which sends out messages in English and Spanish for our Non-English speaking families.

APHS take appropriate steps to ensure parents with disabilities have an equal opportunity to participate in and enjoy the benefits of all offered activities.

APHS has had the Home-School Compact/Agreement in English and Spanish. The district has a letter of teacher qualifications and the code of conduct transcribed in English and Spanish for our parent's convenience.

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:
 Not Applicable

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
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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.

[Uploaded Document](#)

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	Night of Stars family night	1	240	Showcasing positive aspects of APHS helps to build bridges of communication and collaboration between school and home.
2	AVID family nights	3	150	Teaching parents about how AVID positively impacts student performance is essential to the continued success of students.
3	Monthly SAC meetings	6	85	Keeping parents involved in School Advisory Council helps to promote 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	Faculty meeting	1	65	Teachers were introduced to the Parent Involvement Plan and the importance of parental involvement during a faculty meeting. Through the information presented by admin, the teachers were able to gain an understanding of the value of parental involvement, communicating and working with parents, implementation of the school wide parent involvement program, building ties between home and school, and develop culture sensitivity. This training helped place an emphasis on student achievement by focu

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 Availability	Conduct meetings later in the evening and conduct parent teacher conferences before, during and after school as needed.
2	Communication of school information to parents	School website, school app, Remind 101, Blackboard ConnectEd 5, letters, phone conferences, paper progress reports and report cards, online gradebook (Pinnacle)

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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