



## SAMPLE MATERIAL

### Communities in Schools Service Plan

Jefferson Davis High School, Texas

**Topic:** Dropout Prevention

**Practice:** Academic Supports

Jefferson Davis High School partners with Communities in Schools (CIS), a support program designed to minimize barriers for at-risk students, helping them stay in high school and graduate. The CIS Service Plan provides parents with detailed information about the six core services the program offers:

- Parental involvement
- Academic support
- Social services
- Supportive guidance
- Career awareness
- Cultural enrichment

The letter on the second page describes the classes offered and provides more detail about case management services.

School administrators can consider the information in this document when designing services or partnering with dropout prevention programs like

CIS for their own students. To learn more about CIS and the other support programs at Davis High, view the multimedia piece *Providing Support for Students Most at Risk*.



## SIX CORE SERVICES

Communities In Schools Houston (CIS) delivers six core services on the school campus. This approach to dropout prevention addresses the physical, emotional, and academic needs of at-risk children and provides them with a full spectrum of services. Students receiving the full caseload of services receive one or more of these services on a regular basis. Non-caseload students receive these services on an as-needed basis.

### Parental Involvement

Children's primary teachers are their parents and their home environment. CIS works to involve parents in the school community by giving them opportunities to volunteer at their child's school. CIS parental involvement activities also enable parents to take part in classes dealing with literacy, employment, financial planning, and family issues.

### Supportive Guidance

CIS students often face an overwhelming number of obstacles that can make it tough to concentrate on schoolwork, adjust socially, or consider their futures. CIS' trained caseworkers provide both individual and group supportive counseling to help these students deal with challenging family situations, personal issues, and the stresses experienced by all children growing up in poverty.

### Academic Support

CIS concentrates heavily on providing tutorial, remedial, and learning support programs. CIS holds after-school homework sessions, one-on-one tutoring with community volunteers and parents, and specialized programs to improve students' performance in the core subjects. In addition to enhancing students' academic performance, this service also provides students with a positive adult role model.

### Career Awareness

CIS begins career awareness activities with younger students by helping them understand the important connection between school success and life success and the need to plan for the future. CIS provides older students with job readiness training and summer and part-time job placements.

### Social Services

CIS serves as the single point of entry on campus for service provision. Students with needs that CIS staff cannot address directly are referred to other community agencies that are better equipped to provide the specific service. Out partnerships with other community agencies make it possible to meet the wide range of needs of at-risk students and their families the most effectively without duplicating services.

### Cultural Enrichment

The students CIS serves are often so underprivileged that they have never even been outside of their immediate neighborhoods. Cultural enrichment includes a variety of activities, from field trips and guest speakers to parties and sports. CIS staff provides these students with experiences that will expand their view of the world and motivate them to take their place in it.

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### CIS Supports Developmental Assets

CIS invests in all children by helping to provide them with the Search Institute's **40 Developmental Assets**—the building blocks of a healthy development that help young people grow up healthy, caring, and responsible.



## CIS Houston Service Delivery Plan

Communities In Schools Houston (CISH) provides a range of services designed to provide support to students to encourage them to remain in school and graduate. The service design is a holistic approach, one that addresses the whole child. Our six core services include supportive guidance, health and human service linkage, parental involvement, cultural enrichment, academic enhancement, and career awareness. These services are offered to any child who attends school at a campus where CISH has a program.

Examples of services provided through our six core services include but are not limited to the following:

- Supportive guidance (100): group and individual guidance sessions, self esteem enhancement, leadership training, abuse prevention education, violence prevention education, etc.
- Health and human service linkage (200): referrals for medical and dental services, substance abuse prevention, health education, referrals for social services, etc.
- Parental involvement (300): parenting classes, family nights, GED classes, ESL classes, intergenerational activities, computer classes, field trips to college campuses, assistance with the college application process, career and health fairs, etc.
- Cultural enrichment (400): arts and crafts, field trips, diversity activities, community service projects, sporting activities, clubs, hobbies, etc.
- Academic enhancement (500): one-on-one and small group tutorials, college awareness activities and field trips, homework clubs and assistance, etc.
- Career awareness (600): resume preparation, pre-employment skills training, job site visits, career fairs, job placements, interviewing skills training, career counseling, etc.

In addition to offering our six core services to the entire campus, CISH provides intensive case management services (700) to students identified by teachers, administrators and counselors as having the greatest need for intervention. These students are referred to CISH and the CISH staff person meets briefly with them to explain the types of assistance CISH offers. Then a parent consent form is sent home along with a family profile sheet that collects key demographics about the family. Once these forms are returned, the CISH staff person reviews the students records to ensure that (s)he is eligible for case management. Because CISH is a TEA administered program, the majority of students who are case managed are on the TEA at-risk list for the campus. Additional legislative identified criterion for placing students on caseload include free/reduced lunch status, TANF recipients, engagement in delinquent conduct, or family/emotional crisis.

Once a child has been determined as eligible for case management services, (s)he is formally assessed in the areas of academics, behavior, attendance, and social services, and a service plan is designed based on our six core services. From that point forward the student is seen at least once a week for 30 to 45 minutes, and more frequently if necessary. Report cards are collected every cycle for all case managed students, and grades are tracked in the four core subjects, along with behavior and attendance. The plan of service for case managed students is revisited each report card cycle and adjusted as necessary.

Finally, outcomes are posted at the end of the year by measuring improvement in the assessed areas of need, based on report cards, TAKS scores and teacher surveys. Promotion and graduation status is also posted for these students. During the 2009-2010 school year 99% of middle and high school students who were case managed remained in school, 79% demonstrated measurable improvement in academics, behavior and/or attendance and 88% graduated.