

School District of Indian River County

I, **Ruth Jefferson**, do hereby certify that all facts, figures, and representations made in this plan 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 with the parent involvement project. All records necessary to substantiate these requirements will be available for review by appropriate local, 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 8101 of the Elementary and Secondary Education as amended by Every Student Succeeds Act (ESSA);
- 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 [ESEA Section 1116];
- Jointly develop/revise with parents the 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 [ESEA Section 1116];
- 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 school wide program plan under [ESEA Section 1116]
- Use the findings of the Parental Involvement Plan / Parent and Family Engagement Plan review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [ESEA Section 1116];
- If the plan for Title I, Part A, developed under [ESEA Section 1116] 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 [ESEA Section 1116];
- Provide to each parent an individual student report about the performance of their child on the state assessments [ESEA Section 1116];
- 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 out of field [ESEA Section 1116]; 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 [ESEA Section 1116].

Signature

Date

Mission Statement (Optional)

How the parent and family engagement plan is a shared responsibility?

How the parent and family engagement will assist in providing high quality instruction for all learners?

Response:

The vision and purpose of St. Peter's Academy Charter School is to demonstrate that students can learn at high levels, through an academically rigorous and innovative curriculum that incorporates the development of good character.

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 [ESEA Section 1116].

Response:

The school believes that positive parent/family involvement is essential to student achievement and thus encourages such involvement in school educational planning and operations. The School's academic performance objectives consist of ensuring that all students receive a well-rounded education that allows children to achieve mastery in Mathematics, Reading and Language Arts. Research indicates that parental involvement increases this achievement.

Coordination and Integration with other federal programs

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: Even Start, Head Start, Reading First, Early Reading First, the public preschool, and other preschool programs, including plans for the transition of participants in such programs to local elementary school programs; and Title I, Part C, Title II, Title III, Title IV, and Title VI [ESEA Section 1116].

count	Program	Coordination
1	Title II	Professional development is provided to support the professional development needs of the staff related to parental involvement. Parent liaisons will be trained, staff will provide support and monitor the implementation to ensure that training is provided as required.
2	Title III	N/A
3	Title I Part C	St. Peter's Academy Parent Advisory Committee including parents and staff of children enrolled in the school will provide input into the development, implementation and evaluation of all school related plans including the School Improvement Plan, Parent Involvement Plan and Title I Plan. For the Parent Involvement Plan, all parents will be given surveys seeking their input on

School District of Indian River County

		activities, training, and materials they need to help their child. Results of parent surveys are reviewed by the school administration and the board to determine needed changes. During the Board meeting when the PIP and/or SIP are developed, the committee will decide, with the input from parents, how the parental involvement funds will be used. Parent involvement will be documented through sign-in sheets and minutes of meetings. Decisions involving the use of the Title I funds reserved for parental involvement at the school will be made during the development of the School Improvement Plan by the St. Peter's Academy Board. The Board will be monitored to ensure that parents are involved in the process.
4	Title IX	N/A
5	VPK	St. Peter's Academy through the Indian River County Early Learning Coalition offers a VPK Program. The school through its Title I Program will coordinate transition for students entering its kindergarten program. Activities may include coordinated meetings with parents, VPK teachers, and the kindergarten teachers to discuss the specific learning needs of students, and joint parent meetings to discuss transitioning, etc.

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 (school wide or targeted assistance), adequately yearly progress, school choice, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [ESEA Section 1116].

Number of Activities	Activity	Person Responsible	Timeline	Evidence of Effectiveness
1	Enlist parents for parent involvement at Orientation and throughout the school year	Assistant Principal	August - June	List of parent names
2	Develop and disseminate invitations	Assistant Principal/District Title I Parent Liaison	September/October	Flyer with date of dissemination sent home and posting on school Web site
3	Advertise/publicize event	Assistant Principal/Parent Liaison	September/October	Flyers, posting on school website, local radio announcements
4	Develop sign-in sheets	Assistant Principal/Parent Liaison	September/October	Sign-in sheets for meeting and individual classrooms

School District of Indian River County

5	Maintain documentation	Assistant Principal	September/October	Title I documentation, crate stored in Assistant Principal's Office.
6	Develop agenda, handouts, and/or presentation materials that address the required components	Assistant Principal/District Title I Resource Teacher	September/October	Copies of agendas, PowerPoint presentations and handouts

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 [ESEA Section 1116].

Response:

The leadership and staff of St Peter's Academy has a strong belief in the importance of parental involvement and therefore have put measures in place to offer parent meetings on a flexible schedule. Our annual meetings for parents of participating children will be offered at flexible times to help accommodate schedules of working parents. The school adheres to an open-door policy where parents can pick up materials and/or meet with the Assistant Principal. The Assistant Principal will maintain records of parent participation. The schedule may be modified as needed based on parent participation.

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 [ESEA Section 1116]. 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 [ESEA Section 1116]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1116 as parents may request [ESEA Section 1116].

Number of Activities	Activity	Person Responsible	Timeline	Evidence of Effectiveness
1	District Title I Annual Meeting	Alice Blanco, Karen Malits, Krista Sadlers, School Administrators, Jose Blanco	Involving parents in planning	October

School District of Indian River County

2	School based Title I Annual Meetings	Karen Malits, Ruth Jefferson, Krista Sadlers, Assistant Principal, Jose Blanco, Alice Blanco	Involve parents in planning; discussion of barriers	October
3	Orientation	Assistant Principal	Provide information about schedules	August
4	Back to School Open Enrollment/FSA Information Session	Assistant Principal	Provide parents with expectations for parents	July
5	Board Meetings	Board Members	Information to parents; input from parents	August - June every 3rd Tuesday of the month
6	Parent/Teacher Conferences	All Staff	Provide information on child's current level and develop a plan to reach their goals	September, February
7	Parent Involvement Activities Calendar	Assistant Principal	Involve parents in attending events to help them support the child	October, February
8	Awards Ceremonies	Staff, Parents	Encourage and acknowledge achievement success	Monthly
9	Family Celebrations	Children, Staff, Parents	Parents involved in school activities	October, May
10	Literacy Night	Classroom teachers	Provide information on expectations	October

Staff Development

Describe the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents /families, in the value and utility of contributions of parents/families.

Describe the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and staff with the assistance of parents/families, in how to reach out to, communicate with, and work with families as equal partners.

Describe the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and staff with the

School District of Indian River County

assistance of parents/families, in implementing and coordinating parent/family programs and in building ties between parent/ families and the school. [ESEA Section 1116]

Number of Activities	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	School Family Partnerships	Assistant Principal	Teaching teachers how to work with parents in positive relationships	September	Improved communication and parent involvement
2	Partners in Print	Assistant Principal	Improve the ability of staff to work with parents by providing examples of best practices for parental involvement in at home literacy	October	Administration, teachers and parents working together
3	Safe Schools	Assistant Principal	Training to sensitize teachers to children's warning signs. When students feel safe in an environment, they are more able to be engaged with their education.	December	PD roster, agenda, improved student engagement

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). [ESEA Section 1116].

Response:**Family Resource Room**

Communication

Describe how the school will provide parents of participating children the following [ESEA Section 1116]:

- Timely information about the Title I programs [ESEA Section 1116];
- 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 [ESEA Section 1116];

School District of Indian River County

- 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 [ESEA Section 1116]; and
- If the school wide program plan under [ESEA Section 1116] 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 [ESEA Section 1116].

Response:

St. Peter's Academy uses the following techniques to communicate with parents: phone calls, progress reports, school parent compacts, video cassette check-out, completed class projects sent home, parent/teacher conferences, school assemblies and awards, and workshops. In addition, information is provided to homes via memos, journals, planners and flyers.

Accessibility

Describe how the school will provide full opportunities for participation in Family Engagement activities for all parents. 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 [ESEA Section 1116].

Response:

The PI Plan is reviewed and discussed during the Title I Annual meeting with parents of St. Peter's Academy students. Parents of students who were unable to participate in the meeting receive a PI Plan via backpack upon request. Parents requesting the Plan in Spanish will receive that support. The Parent Involvement Plans are distributed and made available via hard copy and on the district and school's website.

All pertinent written communication is provided for parents in English and Spanish and in other languages, when feasible. English and Spanish are the primary languages spoken in the homes of SDIRC students. Whenever feasible, the district will provide translations in other languages either by volunteers, district employees, or outside companies. All Title I schools have bilingual staff who serve as interpreters to ensure that all parents are fully able to participate in parent meetings and activities. The district's Title I Parent Specialist and Project Specialist are also bilingual and facilitate communication between the home and the school.

The Title I Office works closely with the district's ESOL program and the Migrant Education Program to ensure that specific language barriers are addressed. They also collaborate in the implementation of parent involvement activities and meetings for both the ESOL and Migrant Programs. Both the Title I Coordinator and the District Project Specialist also support the Migrant (MEP), ESOL, and Homeless programs.

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School District of Indian River County**Evaluation of the previous year's Parent 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 [ESEA Section 1116]. 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	Orientation	2	72	
2	Open House	1	88	
3	Title I Annual Meeting	1	26	
4	Parent-Teacher Conferences	2	90	
5	Academic Parent Meetings	2	32	
6	Family Celebrations	6	155	
7	Celebrating Student Success	2	45	

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 [ESEA Section 1116].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Student Academic Success (Standards Based Instruction, Digital Integration, etc.)	4	16	
2	Strategic Partnerships (Communication with Parents, Community, etc.)	1	13	

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 an migratory children) [ESEA Section 1116].

School District of Indian River County

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Parents working multiple jobs	Hold parent meetings/activities on the same evening.
2	Time and location of meetings and parent/teacher conferences	Schedule meetings at flexible times (before, during, after school).
3	Parents speak heritage language other than English	Provide interpreters at all parent events and train staff to ensure understanding of other cultures.
4	Transportation	Community Transportation
5	Limited Parent Education	Teach parents skills and strategies to support their child at home and with their education.
6	Limited Income of Parents	offer school supplies, free lunch, back pack buddies, transportation

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

Evaluation of the previous year's Parent Involvement Plan

Building Capacity Summary

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