

## **MATER ACADEMY EAST CHARTER HIGH SCHOOL Title I, Part A Parental Involvement Plan**

I, Alejandro Tamargo, 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

10/2/15  
Date Signed

## MATER ACADEMY EAST CHARTER HIGH SCHOOL Title I, Part A Parental Involvement Plan

### Mission Statement

#### Parental Involvement Mission Statement (Optional)

**Response:** Mater Academy East High School believes that positive parent/family involvement is essential to student achievement and thus commits itself to provide ample opportunities for parents to become involved stakeholders in the school community.

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### 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:** Mater Academy East High School believes in involving parents in all aspects of its Title I programs. The EESAC has the responsibility for developing, implementing, and evaluating the various school level plans, including the SIP and PIP. Parent EESAC representatives account for more than 50 of the total membership. In addition to EESAC members, all parents were given the opportunity to review the plan and offer their input prior to approval. The EESAC committee, along with parental input, will decide how the parental involvement funds will be used.

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### 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     | The Parent Academy | This program is implemented throughout the school year and will provide parents a variety of meaningful parent workshops  |
| 2     | Migrant Program    | Supervised by the Executive Director and staff, provides supplemental instructional and support services to support parenting of migrant worker families through many components, inclusive of the Migrant Early Childhood Learning Program |
| 3     | Homeless Program   | Offers support services to parents and students undergoing homeless situations  |
| 4     | Title III          | Offers tutorial programs to ESOL students in the area of Reading and Math   |

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### 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 and disseminate flyer         | Community Involvement Specialist                  | September | Flyer with date of dissemination   |
| 2     | Record and send out ConnectEd message | Community Involvement Specialist                  | September | ConnectEd Message log  |
| 3     | Create PowerPoint presentation        | Principal and Community Involvement Specialist    | September | Copy of PowerPoint presentation  |
| 4     | Develop agenda and handouts           | Principal and Community Involvement Specialist    | September | Copies of agenda and handouts  |
| 5     | Advertise/publicize event             | Community Involvement Specialist and Receptionist | September | copy of daily announcements, flyers, and school newspaper                                    |
| 6     | Develop sign-in sheets                | Community Involvement Specialist                  | September | sign-in sheets   |
| 7     | Maintain documentation                | Principal and Community Involvement Specialist    | September | Title I documentation box housed in the conference room and copies were sent to the district |

## 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:** Mater Academy East High School implements a Title I program which offers a flexible number of parental involvement meetings at times that encourage as many parents as possible to attend meetings. Our school gives careful consideration to family schedules and outside commitments when determining the days and times of meetings. At Mater East Academy we offer:

- After School or evening;
- During the school day;and
- During the day on a teacher in-service day.

## 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     | Parent Survey Compilation    | Principal, parents, and CIS                | Provides information that strengthens the relationship and communication between parents and the school in a meaningful way                             | throughout the school year | increased achievement in standardized test scores |
| 2     | Miami Dade Parent Portal     | CIS and school-site personnel              | Helps parents to register in order for parents or guardians to monitor their student's attendance and academic performance                              | throughout the school year | Increased achievement in standardized test scores |
| 3     | Parent Resource Centers      | CIS, and school-site personnel             | Communicates to parents programs and activities available to improve student academic achievement   | throughout the school year | increased achievement in standardized test scores |
| 4     | Parent Academy (TPA)         | District Title I representative, and CIS   | Facilitates parent informational meetings at the school-site to increase knowledge of strategies  | throughout the school year | increased achievement in standardized test scores |
| 5     | Title I Annual Meeting       | Administration and CIS                     | Utilized to understand and implement the No Child Left Behind Act and also to increase academic achievement through parent involvement                  | September 22, 2015         | increased achievement in standardized test scores |
| 6     | EESAC Meeting                | Principal, teachers, parents, and students | School conducts quarterly meetings to share, communicate, and vote on important issues regarding budget, achievement, and the overall school well-being | Quarterly                  | increased achievement in standardized test scores |

## 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     | Title I CIS Orientation Meeting and Title I CIS Mid-Year Meeting | Title I Administration       | It is to understand and implement the No Child Left Behind Act, thus increasing academic achievement through parent involvement.  | beginning of the school year and mid-year | A-TAT files, meeting evaluations, surveys, and data derived from the monthly school reports. |
| 2     | MDCPS - EESAC  | District School, EESAC Chair | The District makes training available to assist schools in effectively managing their councils so that parents are fully involved in the development and review the SIP that is linked to | throughout the school year                | increased achievement in standardized test scores.   |

|   |   |  |  |                              |  |
|---|---|--|--|------------------------------|--|
|   |   |  | improving academic achievement.  |                              |  |
| 3 | Title I Administration Technical Assistance and Support (A-TAT) | District Supervisor and Staff                      | It assist with planning and implementation of effective parental involvement activities that are linked to improving academic achievement. | throughout the school year   | increased achievement in standardized test scores. |
| 4 | Title I Annual Meeting conducted at the school-site level       | Title I Administration, school-site administrators | It is to understand and implement the No Child Left Behind Act and also to increase academic achievement through parent involvement        | September 22, 2015           | increased achievement in standardized test scores  |
| 5 | Gradebook Training  | Gradebook Manager                                  | Increase understanding of updates to gradebook features  | beginning of the school year | increased achievement in standardized test scores  |

## 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:** Mater Academy East will facilitate the CIS to be available and assist parents in the Parent Resource Center. We will ensure a family-friendly school which will encourage teachers to help parents become involved. With the help of the CIS we will develop support groups for parents and families. In addition, we will create and maintain a school website which will have information readily available 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:** At the annual Title I Orientation meeting in September, Mater Academy East will hold a general meeting where information will be presented about the Title I programs, the curriculum, and academic assessments. Parents will learn about the schoolwide program, how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child. Parents are to read the parent handbook which is available online and return a signed slip indicating that they

have read it. Upon conclusion of the general meeting, parents will be invited to visit their child's classrooms and meet staff. During the classroom visits, teachers will provide additional information on the subjects they teach, assessments plans, and how parents can help at home. Parents that were unable to attend will receive an informational packet the following day. Teachers will maintain a copy of the sign-in sheets and turn in the original to the principal who will also maintain documentation on the dissemination of information, distribution methods and timelines.

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## 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:** Because regular communication is the foundation of effective parental involvement, Mater Academy East will provide parents of participating children information in an understandable and uniform format. Information will be provided to parents in a language where parents can understand, written translations of printed materials will be provided to parents with Limited English proficiency. Translators will be provided at all parent meetings and in school offices to provide translation services to ensure that parents are able to fully participate in parent meetings.

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## 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

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## Upload Evidence of Input from Parents

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

[Uploaded Document](#)

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## 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](#)

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## 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

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## 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     | Distribution of Parent Compacts  | 1                    | 212                    | It delineates the school's responsibilities and the parent's responsibilities to assure support and academic success  |
| 2     | School Site Parent Resource Center   | 1                    | 115                    | It implements programs and activities that are linked to improving academic achievement   |
| 3     | Miami Dade Parent Portal   | 1                    | 152                    | It allows registered parents or guardians to monitor their student's attendance and academic performance  |
| 4     | Title PAC Meeting  | 4                    | 0                      | It provides training, information, and support services that strengthen the relations between parents and the school in meaningful ways that improve academic achievement |
| 5     | Title I DAC General Meetings   | 4                    | 0                      | It provides training, information, and support services that strengthen the relations between parents and the school in meaningful ways that improve academic achievement |
| 6     | Parent Survey compilation of results is used to amend the Title I program                            | 1                    | 240                    | It provides training, information, and support services that strengthen the relations between parents and the school in meaningful ways that improve academic achievement |
| 7     | Title I Administration Parent Involvement Monthly School Report and Title I Parent Involvement Month | 10                   | 170                    | It provides training, information, and support services that strengthen the relations between parents and the school in meaningful ways that improve academic achievement |

### 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     | Title I Administration Annual Procedures Meeting for Principals | 1                    | 2                      | Its purpose is to train the staff on the implementation of techniques to increase parental involvement that are linked to improving academic achievement |
| 2     | MDCPS-EESAC   | 1                    | 1                      | The District makes trainign available to assist schools in effectively managing their councils so that parents are fully involved in the                 |



|   |              |   |   |  |
|---|--------------|---|---|--|
|   |              |   |   | development and review of the SIP and its improvement of academic achievement  |
| 3 | CIS Training | 1 | 1 | It assists with planning and implementation of effective parental involvement activities that are linked to improving academic 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     | Many parents stated that they did not receive all flyers sent home with students  | In addition to sending flyers home with students, the school will also be sending flyers and informational materials via electronic mail to the parents that provide their email address                |
| 2     | Parents have limited knowledge and understanding of the information with descriptions and explanations of overall programs in use at the school | The school will provide mentors at the school site to help parents in their home language understand the programs in use at the school as well as provide training and workshops in their home language |