

VILLAGE ACADEMY Title I, Part A Parental Involvement Plan

I, latoya.dixon@palmbeachschools.org , 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

9/30/15
Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response:

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: Families will receive notice of meetings through correspondence sent home and ParentLink phone calls, which are both translated into Creole and Spanish. Also, information will be placed on the school's website and on Edline, as well as on the marquee in front of the school. Information on Title I programs, including how funds for parental involvement will be used will be presented at School Advisory Council (SAC) meetings by the Administration. All parents are invited to the SAC meeting and are encouraged to provide input. Creole and Spanish translations are available at the meetings. SAC voting members, who are nominated and elected by their peers, will vote on acceptance of the School Improvement Plan. The Parent Involvement Plan and School Compact will be reviewed at the September SAC meeting and parents will be encouraged to ask questions and provide input. Minutes of the meetings, including the input of parents, will be recorded by the elected Secretary of SAC and distributed at the following month's SAC meeting to all in attendance. Additional copies will be available from the Title I School Liaison in the Parent Resource Room. Title I feedback forms, developed by the Title I School Liaison, will be distributed at the September SAC meeting and at the October SAC/Title I Annual Meeting. On the forms, parents are requested to indicate the types of Parental Involvement activities that they would like Village Academy to offer, information on the best times for them to attend, and sections for their comments. The Title I School Liaison will compile a summary of the results, which will be utilized in the development of the PIP, along with results of the Title I Family Involvement surveys.

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	Beacon Center	Students receive help with homework and other academic skills. Provides childcare for SAC meetings.
2	Head Start	Staff is included in Vertical Teaming. Monthly parent meetings inform parents of ways they can help their child succeed in school. Head Start parents are invited to participate in SAC and PTSA meetings.
3	Literacy Coalition's Village Readers Family Education Program	Builds on parents' capacity to assist their children with academic skills, by teaching parents English reading and writing skills. Encourages parents to participate in SAC, PTSA, and parent trainings. Provides parents with strategies for working with their children.
4	KOPMN	Mentors students and families. Encourages parental involvement. Provides resources for parents, students, and teachers. Sponsors several volunteer activities at the school.
5	Digital Divide Project	Provides refurbished computers and information on accessing free internet services at home. Provides training/orientation session for parents with their students on how to use the computer at home and on how to utilize the District website and Edline.

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	Flyers sent to parents	Title I School Liaison	August 24, 2015	Attendance
2	Date and time posted on marquee	Title I School Liaison	August 24, 2015	Attendance
3	ParentLink telephone calls to parents	Title I School Liaison, CLFs	September 1, 2015	Attendance
4	Title I Annual Meeting	Principal	October 6, 2015	Agenda, sign-in sheets
5	Title I Annual Meeting Vodcast	Principal	October 6, 2015	Agenda, sign-in sheets, minutes
6	Title I Funding	Principal	October 6, 2015	Agenda, sign-in sheets, minutes
7	Parents Right to Know	Principal	October 6, 2015	Agenda, sign-in sheets, minutes
8	Highly Qualified	Principal	October 6, 2015	Agenda, sign-in sheets, minutes
9	Feedback	Parents	October 6, 2015	Agenda, sign-in sheets, minutes, feedback forms

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: Flexibility in the times that meetings are held will be provided for parents. Meetings will be held during the school day as well as in the evenings. Meet the Teacher Day is scheduled in the morning. Open House is scheduled in the evening. Child care services are provided for SAC meetings. Home visits are made when necessary.

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	Meet the Teacher	Principal	Inform parents of expectations for students and how parents can help their children succeed	August 15, 2014	Sign-in sheets
2	Open House	Principal	Provide parents with information on the curriculum, grade level and classroom	September 9, 2014	Sign-in sheets

			expectations, and how they can help their children succeed		
3	AVID Family Night	AVID Coordinator	Provide parents with strategies to help their child successfully utilize AVID strategies in all classes and study at home	Twice a year - 2014-2015	Student performance
4	How to Help Your Child Succeed in School Parent Training	Academic/Reading Coach	Provide strategies for parents to help their child with academics	Once a year - 2014 - 2015	Student progress, Workshop Evaluation Forms
5	Informational Nights for Secondary Students and Parents	Secondary Guidance Counselor	Explain expectations and provide strategies for parents to facilitate their students' success in Middle and High School	Twice a year - 2014 - 2015	Student progress
6	Home Activities to Increase Academic Achievement	Academic/Reading Coach	Provide strategies for parents to implement home learning activities, including reading and educational Internet websites	Once a year - 2014 - 2015	Student progress, Workshop Evaluation Forms
7	Wellness Routines to Improve Academic Achievement	Title I School Liaison	Invite speakers to provide information for parents to implement wellness routines that positively impact student achievement.	Once a year - 2014 - 2015	Improvements in student academic and behavioral performance, Workshop Evaluation Forms
8	Young Authors Celebration	Reading Coach	Involve parents, school, and community in recognizing academic achievement in writing to encourage continued interest and achievement.	Spring 2015	Sign-in sheets
9	Circles Palm Beach County	Title I Liasion	Provide parents with assistance in creating their own personal paths out of poverty. Circles provides the support to parents by making personal and community connections that are important to family success which effects student achivement.	Fall 2015	Signin in sheets from 12 week cycle sessions, family goal setting pages

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	Powerpoint for Title 1 Faculty Presentation	Assistant Principal	Present teachers with information on Title I and on the importance of parent involvement.	October 2015	Sign in sheet

2	The Value of Family Engagement	Assistant Principal	Provide teachers with information on research showing the value of family engagement and providing them with research-based best practices.	January 2016	Sign-in sheet
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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: A parent resource room, staffed by the Title I School Liaison, will be available throughout the school year and the summer, to assist parents in working with their children by providing curriculum information, suggestions for how to work with their children, books and other educational materials for check-out, as well as, a variety of information on educational and community resources. The visitation sign-in sheet and the materials check-out sheet will indicate effectiveness.

Home school visits will be made when the school is unable to contact the parent by telephone or by mail. When a student has been tardy or absent for ten or more days in one 12-week marking period, the Guidance Counselor and the appropriate Community Language Facilitator will make a home visit to the address of record. The home visit will be considered to be effective if contact is made, as documented on a Conference Form, completed by the Guidance Counselor, and when the student is no longer tardy or has unexcused absences, as documented on attendance records.

Parents enrolled in the onsite Village Readers Family Education Program, which includes Adult ESOL classes, will be encouraged to participate in SAC meetings and in other parent meetings and training workshops. The Title I School Liaison gives copies of flyers and other parent notifications of meetings and workshops, including SAC and PTSA, in English, Creole, and Spanish, to the Village Readers Senior Manager, to be distributed to the Village Academy parents in the program. Village Readers' staff members encourage the parents' participation. The Title I School Liaison gives copies of the sign-in sheets to the Senior Manager to give the parents who attended credit for attendance. The sign-in sheets from the meetings and parent workshops and evaluation forms from the parent workshops demonstrate the effectiveness of the activity.

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: The state standards and expectations along with appropriate explanations will be included in written communication, at grade level and during general meetings as well as at Open House/Curriculum Night and in parent-teacher conferences. Written agenda books and/or behavior sheets will be used by teachers for daily communication with parents. Elementary progress reports will be sent home three times during the year, six weeks into the trimester and report cards will be sent home each trimester. Secondary progress reports will be sent home four times during the year at the midterm each quarter. Report cards will be sent home quarterly, with the final report card being mailed. Classroom grades for secondary students are updated on Edline every two weeks. ParentLink messages will be sent to parents when progress reports and report cards are sent home with students. Information about Title I programs and school curriculum and expectations for students is presented at SAC meetings, with all parents being encouraged to attend and participate in discussions. AVID Family Night and other informational parent nights will be held. Visits made to homes will be made when appropriate. Flyers, with Creole and Spanish translations, are sent home with students, the week before a meeting, training, or event with a follow-up ParentLink reminder. ParentLink messages are sent in the preferred language indicated on the registration form. Dates are also listed on Edline and on the school website. The Title I School Liaison also makes personal contacts with parents.

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: The school will make every effort to have documents made available to parents in English, Spanish, and Creole. Workshops, trainings, and activities will have translators available. The school will advertise school involvement opportunities on the website and through the school district's call system, which sends messages in the preferred language indicated on the registration form. School progress reports and documents will be in the language designated on the student registration form. To ensure that parents with disabilities will have access to parental involvement activities and/or services, the school entrance has ramp accessibility, most meetings and parent training workshops are held on the first floor, and an elevator is available for the second and third floors, when needed. Since Village Academy is a Head Start through 12th grade complete Choice Program, there is little fluctuation of the student population. Furthermore, the Data Processor will provide parents of any new students with information on any upcoming events during the registration process.

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

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	Education Forum	1	100	Increased student academic achievement through increased parent and community involvement.
2	Meet the Teacher	1	300	Increased student achievement through increased parent involvement.
3	Open House	1	300	Increased student academic achievement through increased parent involvement and knowledge of expectations.
4	Edline Parent Training	1	50	Increase parents' access to information about their students' academic progress to increase student academic achievement through parent involvement.
5	Title I Annual Meeting	1	75	Increase student achievement by providing parents, staff, and community members with Title I information and requirements to increase their involvement in the school and in the students' success.
6	AVID Family Nights	2	50	Increase student academic success through increased parent involvement by providing parents with information on curriculum, strategies, and expectations.
7	Parent leadership Council Meetings	1	25	Increase academic achievement of ELL students through increased parent involvement by providing parents with information on expectations, FCAT, and how they can help their children and by giving parents the opportunity to ask questions.
8	Secondary Parent Nights	1	175	Increase student academic success by providing parents and students with information on expectations, curriculum, graduation requirements, resources, and available programs at Village Academy.
9	Head Start Transition Parent Meeting	1	185	Increase student academic success in kindergarten by providing parents with information on academic and behavioral expectations and samples of skill-based home activities. Information on Drowning Prevention was also presented to increase students' safety.
10	Avoiding the Summer Slide Parent & Student Workshop	1	40	Increase student academic success by providing parents and students with strategies and fun and educational activities, including reading, websites, and math activities.
11	Brilliant Bus Computer Training for Parents	1	20	Increase student success and build capacity of parents for involvement and reinforcement at home, by providing parents with hands-on experience with the computer programs that their children will be using.
12	Open House for New & Interested	1	75	Increase student academic success for students transitioning to Village Academy in kindergarten, elementary, middle school, and high school by

	Students and Parents			providing parents and students with information on expectations, curriculum, and available programs at Village Academy.
13	Kindergarten Round-up	1	25	Increase student academic success in kindergarten by providing parents with information on expectations, curriculum, and readiness skills.

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	Powerpoint for Title 1 Faculty Presentation	1	75	Provide teachers with information on the school-wide Title I program, including requirements and guidelines and inform the teachers of the importance of family involvement to student achievement.
2	Family Involvement Communication and Parent Teacher Conferences	5	100	Provide teachers with strategies for effective Parent-Teacher Conferences to involve families in order to increase 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	Consistent utilization of communication to reach all parents	Continue to utilize the Title I School Liaison to make personal contacts, increase the use of Edline by training and encouraging parents to use it, increase the use of the ParentLink phone system with messages delivered in the parents' preferred language, and continue to send home flyers with translations. Parents will also be encouraged to keep the school informed of any changes in phone numbers.
2	Lack of parent knowledge in content areas.	Continue to provide consistent parent programs to build parent capacity during the year and provide parent informational sessions.

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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