

WAKULLA COAST CHARTER SCHOOL OF ARTS SCIENCE Title I, Part A Parental Involvement Plan

I, Alyssa Higgins , 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:

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: C.O.A.S.T. Charter School has formed a School Advisory Council (SAC) composed of parents, students, community members and school employees. The committee provides input into the development, implementation and evaluation of all school related plans, including but not limited to the School Improvement Plan (SIP), the Parent Involvement Plan (PIP), and the Parent-Student-Teacher Compact. Involvement of parents 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 level will be made during the development of the School Improvement Plan by the School Advisory Council (SAC). C.O.A.S.T. will monitor SAC memberships to ensure that parents are involved in the process. All teachers receive training and information on ways to include parents in the school improvement process and the life of the school.

The SAC meetings will be held and advertised by the SAC Chair and Title I Coordinator, Mrs. Mary Taylor, using flyers, electronic call-outs, website posts and reminders that are sent home with students. The SAC will help develop, improve, and approve the school Parent Involvement Plan, School Improvement Plan and the Student-Teacher-Parent Compact. Also, the SAC will hold meetings to discuss all other school operations, restructuring, and Title I programs, in addition to student baseline and mid-year data and the mid-year report.

In order to receive feedback from all parents, C.O.A.S.T. Charter School will also be sending home two parent surveys, one in the Fall and one in the Spring, that will be returned to the school with suggestions for improvement on all Title I programs, as well as comments on how well current Title I programs are being held. In addition to our own surveys, C.O.A.S.T. will also inform parents of the climate survey which is administered near the beginning of the second semester of the school year; this survey will be used for the development and review of the School Improvement Plan, in addition to the Title I Parent Involvement programs.

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	VPK Parent Training	The ESE Teacher/ MTSS Coordinator and the VPK teachers will work together to coordinate activities for parents to implement with their children in their homes to help specific learning needs, as well as joint parent meetings to discuss transitioning from PreK to Kindergarten. COAST is its own feeder school and the PreK and Kindergarten classes are combined, leaving very few issues when transitioning from PreK to K.
2	School parent newsletter	Sent out monthly to all parents with school activities as well as suggested activities to do at home and posted on website
3	Parent Resources on	Websites that parents can use as a resource to help encourage learning/interaction at home are also available.

	School Website	
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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 agenda, handouts, and/or presentation materials that address the required components	Title I Instructional Coordinator/Principa	September 8, 2015	Copies of agendas, handouts and other presentation materials such as PowerPoint slides.
2	Develop and disseminate invitations	Title I Coordinator	September 14, 2015	Copies of flyers and/or handouts with date of dissemination.
3	Advertise/publicize event	Title I Coordinator	September 14, 2015	Posting on school website.
4	Develop sign-in sheets	Title I Coordinator	September 8, 2015	Sign-in sheets for meetings
5	Maintain documentation	Title I Coordinator	September 22, 2015	Title I audit file housed in Title I resource classroom
6	Review Parent evaluation forms	Title I Coordinator	September 23, 2015	Summary of exit evaluations

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 C.O.A.S.T. Charter School have a strong belief in the importance of parental involvement and therefore have implemented measures by which we hope to offer parent meetings at times that are more accommodating to our parents'/guardians' schedules. Our parent meetings will be held at 5:30 or 6:00 p.m. with meals provided at every meeting. By scheduling the later meetings, we hope to reach those parents who work until 5:00 p.m. every day and fight traffic to get home by 5:30-6:00p.m.

In addition, our parent center will be open every school day from 8:00 a.m. until 3:30p.m. for parents to pick up materials and/or meet with the Title I resource teacher, who is our parent facilitator. The parent facilitator will maintain records of parent participation and the schedules of the parent center and our parent meetings may be modified as needed based on parents' participation.

PTO Meetings will be held based on PTO member discussion of times and locations best meeting the majority of the members' convenience. In addition to the annual Title I Meeting and PTO meetings, C.O.A.S.T. will also have a Fall Festival, Winter Showcase, a Family Book Fair Night, Title I Parent Nights/Dinners, Parent Breakfast, Doughnuts for Dads, Muffins for Moms, and/or Lunch with students, etc. held at various times throughout the school year.

Surveys developed and provided by the parent facilitator will be given to parents to take home and fill out, with the request to send them back with their child, giving the school suggestions on better times, better practices, overall improvements needed, and/or comments on what the school is doing well and what needs improvement.

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
1	Florida Standards	Classroom Teachers	Parents will be provided with grade specific information outlining and identifying the Florida Standards being covered in their child's classroom. Information will be posted on each teachers' class website within C.O.A.S.T.'s website at [http://wakulla.fl.schoolwebpages.com/education/dept/dept.php?sectionid=75]. Parent Dinner Meeting program to visit their child's classroom and teachers perform mini lessons on Florida Standards.	August through June
2	Assessments discussed during individual conferences	Classroom Teachers and FAIR Administrator	Teachers will conduct individual conferences to discuss each student's FAIR and STAR Math assessment results, future expectations of improvement, and goals for the rest of the school year.	August through November
3	Positive student behaviors in class discussed through phone calls with parents	Classroom Teachers	This is a direct result of implementation of Positive Behavior Support (PBS) and helps create a more pleasant learning environment.	August through June
4	Parent Learning Night Activities; Reading and Math Student safety,	Title I Coordinator	Reading and Math sessions will be provided for parents. Information will include grade level strategies parents can use at home, and their corresponding assessment methods; Student safety will be presented in cooperation with the Wakulla County Sheriff's department	September
5	Small group conferences regarding	Title I Coordinator	The parent facilitator will provide help to parents in how to log-in and access the Parent Portal.	Initiate in September at the

	Technology and access to the parent portal for FOCUS			annual meeting and then on an as needed basis
6	Volunteer Training	Volunteer Coordinator	Improved student achievement as community members provide support and tutoring to students individually and in small group. Each teacher trains volunteer.	August 2015
7	Annual Title 1 Meeting	Title 1 Coordinator	Increased student achievement due to improved parent awareness and understanding of Title 1 programs and components involved to increase student performance across all academic areas	September 22, 2015

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	Building ties between home and school, parents and teachers.	Title I Coordinator/Principal	Improve the communication between parents and the school. Improve the quality of communication between home and school.	September 23, 2015	Sign-in sheets, handouts, agendas, minutes and other presentation materials

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: The COAST PIRC (Parent Information and Resource Center) will be open to all parents during regular school hours, during school days. Parents are notified that copies of any and all school reports on School Grade, SPAR, and the like are available upon request. Also, they are provided with pamphlets and books (to check out) about various topics ranging from nutrition and FSA prep to the County Library hours to local information.

In addition to the PIRC, parents are invited and encouraged to attend our Title I Parent Nights about nutrition and how to help their children become better students starting with small steps at home. Both activities will be assessed using a brief survey of parents. With the results of the surveys, the Title I Coordinator will determine if either activity was successful in encouraging parents to participate in their child's/children's education.

This school year, C.O.A.S.T. will expand and enhance the parent information centers by expanding the resources available for parents and adding additional hours for parent access. There will be a review of inventory and the PIRC hours will be announced in the newsletter sent home to parents. Parent Resource Center will be open during all parent mass meetings and PTO meeting.

Features of various books/dvds pertinent to student improvement will be included in the principal's parent newsletter.

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: In order to guarantee timely notification and delivering of information to parents on Title I programs such as Open House, the Title I Annual Meeting, PTO Meetings, SAC Meetings, the District Title I Parent Night, Award Ceremonies, Title I Parent Information Dinners, and the following methods will be used:

Flyers will be given out to parents well in advance of the meeting(s), due dates, activity, or release of information. As the date of the Title I program approaches, reminders will be sent home, as well as a phone call home using the Ed-Connect message system in the county. When necessary, an ad in the local newspaper will also be published; the ads are more specifically for activities such as Open House. The school website will be 100% implemented this year, providing yet another avenue of dissemination to parents. Newsletters home will be distributed and will provide parents with upcoming dates of Title I programs, interim assessments, and other pertinent information.

Parents will be provided with a copy of the PIP at the first Title I Parent Night. If a parent is unsatisfied with the school-wide program plan under Section 1114 (b)(2), they will be asked to provide their comments to the principal or the School Advisory Council (SAC) Chair who shall place the comments on the agenda in the next SAC meeting.

All of our Title I programs and activities are developed to promote a family-friendly environment so that parents are able to participate without having to find childcare. Activities are also set for times that are generally available for the majority of our parents to attend and be involved.

In order to assure these notification methods are working, brief surveys will be given to parents throughout the school year asking for their suggestions on how to improve the next parent involvement activity.

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 PIP will be summarized into a brochure that will be printed in English and provided to all parents at the Title I Annual Meeting in September. The brochure will briefly discuss the major components of the policy and will provide the parents with the necessary information on how to receive a complete hard copy upon request. In addition, hard copies will be available at the parent resource center at the school. The complete PIP will be posted on C.O.A.S.T.'s website.

Written communication will be provided for parents in English unless otherwise requested by a parent or guardian. The English Language Survey results will be used to determine the number and specific needs for translations into a language other than English, should it be necessary. District personnel will run the Language Survey report monthly to determine any changes based on fluctuations in C.O.A.S.T.'s student population.

The school will use TDD for parents who are hearing impaired as well as will use ConnectED phone call to further assist parents who have reading difficulty in being aware of school activities.

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:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];	Meetings will be scheduled at varying times. Parents will be notified of upcoming parent breakfasts and/or lunches, as well as parent nights. Additional childcare will be provided while parents participate in the parent meetings.	Title I Coordinator and Classroom Teachers	Parents will receive the knowledge to help their children at times convenient for them. If a parent can't be present at a specific time, another meeting will be provided at a time more suitable to that parent.	September through June

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	Common Core State Standards/NGSS Parent Meeting	1	100	Significant impact with parent understanding CCSS
2	Assessments and student performance discussed during individual conferences	1	10	Minor impact due to number participating
3	Parent Learning Night Activities; Reading and Math Student Safety	1	100	Major impact on student feeling of security which can lead to growth in achievement
4	Annual Title I Dinner	1	100	Great Impact due to the high number of parents that attended

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	Building ties between home and school, teachers and parents	5	100	Research indicates great impact on student achievement through increased parent involvement

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	Economically disadvantaged families are in high numbers at COAST.	School will continue to provide dinner meetings 2-3 times per year and offer community resources and assistance to our families. COAST will offer free school supplies and clothes at Open House.

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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