

## **SAMUEL S. GAINES ACADEMY K-8 Title I, Part A Parental Involvement Plan**

I, Traci Wilke , 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)].

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**Signature of Principal or Designee**

**Date Signed**

### **Mission Statement**

Parental Involvement Mission Statement (Optional)

**Response:** We are committed to treating parents as full partners while we work to improve student achievement

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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:** Parents will be recruited to join the SAC, PTO, and Parent Involvement teams via connect ed message and newsletter inserts. The parents who volunteer will be invited to an informational meeting where they will have the option to choose which committee they would like to join. Participating parents will assist in creating a parent involvement calendar of events. All of the parent based groups will review the SIP and PIP at their intial meetings and provide input. Parent input will be documented via meeting notes and changes made to the above mentioned plans. The school will have an annual Title 1 Parent meeting in September to explain the program initiatives, budget allocations and activities. Parent input will be documented via meeting minutes.

Additional parent involvement activities will be held throughout the year. Meetings will be promoted through connect-ed messages, newsletters, school website, flyers in take home folders and during parent/teacher conferences.

## 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	Open House	Parents will be provided with information of students' expectations and school curricula by allowing them to meet with their individual teachers during the Open House Night at the beginning of the school year.
2	21st Century	Representatives from the 21st Century program will participate and host Parent Involvement literacy activities in conjunction with the Title 1 parent involvement contact at Sam Gaines Academy.
3	ELL/ESOL	Translators are provided for parents who speak other languages. Workshops will be provided in the Technology Laboratory for parents interested in learning English via the use of Rosetta Stone and Imagine learning.
4	Title 1 Parent Resource Room	The Title 1 Parent Resource Room in the front of the school is available for all families to utilize. The resource room contains lending materials in multiple languages for parents to check out in order to provide academic assistance to their child at home. Additional, the resource room contains computers for parents to use to access the Skyward parent portal to check students' grades, behavior and attendance.
5	Migrant	Migrant recruiter assigned to Sam Gaines Academy connects migrant families academic, social and health services. The recruiter also provides translation and information to assist in parent participation at the school level.
6	VPK	Title 1 Parent Involvement Contact will coordinate with the VPK lead teacher to inform parents of activities and program hosted at the school. Additionally, a transition to Kindergarten program in May of the 2011-2012 school year will be hosted by the Principal and Title Parent Involvement contact for parents of VPK students.
7	Exceptional Student Education	The ESE chair person will coordinate with the Parent Involvement Contact to personally invite parents of ESE students who may directly benefit from academic or behavioral workshops offered at the school.
8	Science Showcase	Science Committee will coordinate with District Science Contact as SGA parents will have opportunity to work with students on Science Fair Projects

## 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	Timeline	Evidence of Effectiveness
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		Responsible		
1	Title 1 Parent Meeting	Principal	September 12, 2013	Participant Roster
2	Announcement - Connect Ed, and Marquee Sign	Principal, AP	1 week prior and ConnectEd 3 days prior	Connect Ed print out and copy of marquee message
3	Handouts	Principal, AP	Prepare the week prior	Copies
4	Title 1 Annual Meeting Powerpoint	Principal, AP	Meeting Day	Copies of Powerpoint
5	Agenda and Sign in sheets	Principal, AP	Meeting Day	Copies of Powerpoint
6	Child care	School Staff	Meeting Day	Parent Participation
7	Refreshments	PTO	Meeting Day	Parent Participation
8	Flyers to families in three languages	Principal, ESOL & Migrant staff	10 days before meeting	Copies and Participation
9	Translators for meeting	ESOL Staff	Meeting Day	Parent participation
10	Documentation	Parent Involvement Contact	Day after meeting	Title 1 documentation box

## 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 school will offer meetings in the morning, during school hours and in the evening during the week to accommodate and remove any barriers to family participation. Teachers will be provided support in the classroom so that they can schedule conferences as needed by the families. Every attempt will be made to have teachers make phone calls to personally invite families to events. In addition, child care will be provided for those families that may not afford child care while participating in the meetings. PTO and SAC will be scheduled the 2nd Wednesday of each month. Refreshments, child care and other items necessary to increase parent participation will be available at all events. Spanish and Creole translation will be provided for each activity.

## 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	Open House	Principal and staff	Gain awareness of academic and behavioral expectations for the 2012-2013 school year	August, 2013	Parent attendance and sign in sheet
2	Reading Connection Newsletter	Literacy Coach	Newsletter contains learning strategies for parents to utilize at home to assist with at-home learning	Issued Monthly	Increased homework completion
3	CSI Night (investigation for Science)	Science Chairperson	Inquiry-based learning	February, 2014	Increase science outcome scores, parent and student

					participation as evidenced by sign in sheet
4	Science Fair Display	Science Department, Administration	Inquiry-based learning	December, 2013	Students completing science projects, parent participation as evidenced by sign in sheet
5	What you need to know about FCAT	Administration and Leadership Team	Remove test anxiety related to FCAT testing which improves scores	March, 2014	Parent participation as evidenced by sign in sheet.
6	Survival of SAT-10	Administration and 1st and 2nd Grade Team Leaders	Gain awareness of standardized testing	April, 2014	Parent participation as evidenced by sign in sheet
7	ESOL/ELL Parent Leadership Council	Administration	Expected learning gains as a result of participation in the ESOL program	October, 2013 and February, 2014	Parent participation as evidenced by sign in sheet and Title III parent leadership council participation
8	Understanding ESOL/ELL	ESOL	Student achievement improves when parents of English language learners become involved in their children's education at school and in the community.	November, 2013	Parent participation as evidenced by sign in sheet and Title III parent leadership council participation
9	Literacy Night	Literacy coach and administration	Core subject tested on FCAT	October, 2013	Parent survey, Participation as evidenced by sign in sheet
10	Thinking Map Night	Literacy Coach, Administration	Assist with at-home learning	September, 2013	Parent survey, Participation as evidenced by sign in sheet
11	Writing Night	Literacy Coach, Administration	Assist with at-home learning	January, 2013	Parent participation as evidenced by sign in sheet.
12	Kids at Hope Parent training	Principal and District Personnel	Student achievement improves when parents become involved in their children's education at school and in the community	November, 2013	Student achievement improves when parents become involved in their children's education at school and in the community
13	Children Services Council Behavior Workshops	Parent Involvement contact and CSC representative	Student achievement improves when parents become involved in their children's education at school and in the community	March through May, 2014	Student achievement improves when parents become involved in their children's education at school and in the community
14	Monthly Newsletter	Administration and one member of each team	Assist with at-home learning	September through June	Student achievement improvement
15	Grandparents Day	All staff	Gain awareness of academics	September 2013	Grandparent participation
16	Quarterly AVID	AVID teacher	Gain awareness of	September	Parent participation as

	parent nights		academics	through May	evidenced by sign in sheet
17	Parent/Student Project Nights	Classroom teachers	Student achievement improves when parents are able to assist with completing academic assignments.	November and February	Student achievement improves when parents become involved in their children's education at school.
18	Math Night	Classroom teachers	Student achievement improves when parents are able to assist with completing academic assignments.	December	Student achievement improves when parents become involved in their children's education at school.
19	VPK student assignment night	VPK teacher	Gain awareness of kindergarten assignment choices.	March	Parent participation as evidenced by sign in sheet
20	Around the World	Classroom teachers	Gain awareness of academics.	April	Parent participation as evidenced by sign in sheet
21	AVID transition meeting	AVID teacher	Gain awareness of AVID program available to Middle School students	April	Parent participation as evidenced by sign in sheet
22	8th Grade parent night	8th grade teachers	Gain awareness of High School choices	January	Parent participation as evidenced by sign in sheet
23	5th Grade parent night	5th grade and 6th grade teachers	Gain awareness of Middle School choices	January	Parent participation as evidenced by sign in sheet
24	Parent/Teacher night	All staff	Gain awareness of academics	May	Parent participation as evidenced by sign in sheet
25	SGA History Fair	Register	Inquiry-based learning	February	Parent participation as evidenced by sign in sheet

## 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	Importance of Parental Involvement	Leadership Team	Increase parent support	October 2013	Participant Roster
2	Family Friendly Schools	Leadership Team & Parent Involvement Program Specialist	Increase parent support	November 2013	Participant Roster
3	Effective Parent/Teacher Conferences	Leadership Team & Parent Involvement Program Specialist	Increase parent support	December 2013	Participant Roster
4	Kids at Hope - Treasure Hunter Training	Leadership Team	Increase parent support	August, 2013	Participant Roster
5	Project Success	Site Coordinator	Increase parent support	September 2013	Participant Roster

## 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:** As a resource, we have the school's parent room available for parents to use the computer to check student's progress, check out lending materials and attend small group workshops offered during the school day. Activities and materials will be implemented by the Parent Involvement Contact located at the school. Activities will begin in September after the Parent Resource room has been set up. Rosetta Stone classes are offered in the evenings for parents that are Second Language Learners. These activities will be implemented by the ESOL/ELL contact on campus. The school will use sign in sheets as evidence of effectiveness of these other activities.

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## 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:** Flyers will be sent home within 10 days of all parent involvement activities. Newsletters will be sent home monthly and be available on the school's website. ConnectEd telephone message reminders are sent within 3 days of each event. All communication will be sent home in English, Spanish, and Creole as necessary. Copies of all forms of communication will be kept in the Title 1 compliance box including Connect Ed reports. Parent teacher conferences can be scheduled by parents by contacting the teacher or the school counselor via telephone, in person or email. Curriculum, proficiency levels and academic assessments will be explained at the Title 1 Annual Parent Meeting and at subsequent events including but not limited to parent/teacher conference night, literacy night and the What you need to know about FCAT event.

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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:** Sam Gaines Academy will hold at least two ESOL/ELL parent Leadership Nights to ensure that parents/families understand their rights to equal access to all education programs. Opportunities are provided for families via ConnectEd, newsletters, flyers and personal contact. Considering the school's large population of Spanish and Creole speaking students, the school disseminates information to all parents in three language, English, Spanish, and Creole. In addition, meetings are conducted and translated in Spanish and Creole. The Exceptional Student Education specialist is available to answer questions of parents of student's that have special needs. The school counselors are available to assist with families who may be in need of a social worker or Migrant recruiter to ensure students needs are met. Copies of all handout materials, sign

in sheets, ConnectEd reports will all be placed in the Title 1 compliance box.

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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:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and	Reading Parent Night: 100 Book Challenge	Administration, Literacy Coaches, and Literacy Council	Provide parents with literacy tools to support their children's achievement in reading	First and Second Semester
2	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)];	Parent Conferences will be conducted in the community closer to where parents and students reside.	Parent Involvement Committee and Administration	To increase parent participation and student achievement.	First and Second Semester

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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 2012-2013 Parental Involvement Plan**

### **Building Capacity Summary**

Provide a summary of activities provided during the 2012-2013 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.

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	Open House	1	800	Gain awareness of academic and behavioral expectations for the 2012-2013 school year
2	Reading Connection Newsletter	5	1000	Newsletter contains learning strategies for parents to utilize at home to assist with at-home learning
3	CSI Night (investigation for Science)	1	50	Inquiry-based learning
4	Science Fair Display	1	50	Inquiry-based learning
5	What you need to know about FCAT	1	20	Remove test anxiety related to FCAT testing which improves scores
6	Survival of SAT-10	1	20	Gain awareness of standardized testing
7	ESOL/ELL Parent Leadership Council	1	20	Expected learning gains as a result of participation in the ESOL program
8	Understanding ESOL/ELL	1	20	Student achievement improves when parents of English language learners become involved in their children's education at school and in the community.
9	Literacy Night	1	30	Core subject tested on FCAT
10	Thinking Map Night	1	20	Assist with at-home learning
11	Writing Night	1	20	Assist with at-home learning
12	Children Services Council Behavior Workshops	1	20	Student achievement improves when parents become involved in their children's education at school and in the community
13	Monthly Newsletter	4	1000	Assist with at-home learning
14	Grandparents Day	1	300	Gain awareness of academics
15	Quarterly AVID parent nights	4	100	Gain awareness of academics
16	Parent/Student Project Nights	1	50	Student achievement improves when parents are able to assist with completing academic assignments.
17	Math Night	1	25	Student achievement improves when parents are able to assist with completing academic assignments.
18	VPK student assignment night	1	20	Gain awareness of kindergarten assignment choices.
19	Around the World	1	200	Gain awareness of academics.
20	AVID transition meeting	1	30	Gain awareness of AVID program available to Middle School students
21	8th Grade parent night	1	20	Gain awareness of High School choices
22	5th Grade parent night	1	20	Gain awareness of Middle School choices
23	Parent/Teacher night	1	40	Gain awareness of academics
24	SGA History Fair	1	20	Inquiry-based learning

### **Staff Training Summary**



Provide a summary of the professional development activities provided by the school during the 2012-2013 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	Importance of Parental Involvement	1	100	Increase parent support
2	Family Friendly Schools	1	100	Increase parent support
3	Effective Parent/Teacher Conferences	1	100	Increase parent support
4	Kids at Hope - Treasure Hunter Training	1	100	Increase parent support
5	Project Success	1	100	Increase parent support

## Barriers

Describe the barriers that hindered participation by parents during the 2012-2013 school year in parental involvement activities. Include the steps the school will take during the 2012-2013 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	transportation	district support
2	younger siblings	provide babysitting services

## Best Practices (Optional)

Describe the parental involvement activity/strategy the school implemented during the 2011-2012 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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