

## ACCELERATION ACADEMY WEST Title I, Part A Parental Involvement Plan

I, George Morse, 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

10/3/16  
\_\_\_\_\_  
Date Signed

### Mission Statement

#### Parental Involvement Mission Statement (Optional)

**Response:** The mission of the Acceleration West High School Title I Parental Involvement Plan is to create a family-friendly school and use the support and involvement of families and communities to help lead our students to success. Acceleration West works with parents to enroll and support their students at their highest academic ability and to help them become responsible, productive citizens. Acceleration West values each student's unique attributes and capabilities and takes these into consideration when meeting their needs, ensuring that all students have the opportunity to acquire the necessary skills for college or career.

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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:** At the Title I Annual Meeting (typically in early October), parents will be introduced to the various programs in and benefits of being a Title I school. A group of volunteer parents (along with the School Advisory Council) will work with the Principal and Title I contact to plan school programs as well as update and improve the Parental Involvement Plan (PIP). All parents are encouraged to participate and submit suggestions in regard to budgetary expenditures and school-wide events. Parent Comment Forms are available in the front office as well as on our school's website, and school personnel are encouraged to talk with parents about how they might become more involved in the school's (and their student's) activities. Parents are informed of the purpose and requirements of Title I at the initial (annual) meeting, and are kept informed of important Title I information via the school website, automated phone messages (ConnectEd), and written communication as necessary and available. Copies of the Title I PIP are available for all parents and staff members and a copy of the condensed version is sent home with all students in the fall. Further, the complete PIP is on the school's website and printed copies, as well as the condensed version, are available in the school's front office. Title I is a regular agenda item for faculty meetings as well as the School Advisory Council (SAC) meetings.

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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	McKinney Vento program	Services and materials as needed for families experiencing homelessness
2	Title II	Training to teachers on parental involvement strategies

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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	Conduct Title I Annual Meeting	Principal, Title I contact person	September 26, 2016	Number of participants (as evidenced by sign-in sheets)
2	Meeting date given through automated phone system	Principal	Week prior to 09/26/2016	Number of participants
3	Marquee	Principal	Week prior to 09/26/2016	Number of participants
4	Flyer for students to take home	Title I contact	Week prior to	Number of participants

		person	09/26/2016	
5	Agenda and presentation developed	Principal, Title I contact person	Week prior to 09/26/2016	Number of participants
6	Print sign-in sheet, agenda, handouts	Title I contact person	Week prior to 09/26/2016	Number of participants
7	Set up presentations	Principal, Title I contact person	September 26, 2016	Number of participants
8	Send home handouts and copy of agenda to parents who did not attend	Title I contact person	Week following 09/26/2016	Number of families who did not attend

## 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:** Parent conferences are held to discuss student progress and/or behavior concerns and are arranged by contacting the guidance office or dean. Conferences may be scheduled at the convenience of the parent before, during, or after school hours. Teacher time may be covered as needed for these conferences. Evening conferences may be scheduled with advance notice to the teacher. All teachers are encouraged to have telephone and/or email communication with parents on a frequent and regular basis.

Meetings for the purpose of planning and discussing Title I parent involvement are held throughout the school year at various dates and times so as to accommodate a variety of parents with work and/or personal schedules. All parents are encouraged to participate in at least one meeting at their convenience and bus passes may be provided as needed. The focus of these parent involvement meetings will be reading and math. Family activities may also be planned and computer time will be made available to parents who wish to log into ProgressBook during the week of progress reports. One night may be set aside for those parents who wish to check on ProgressBook yet are unable to come into the school during regular hours.

## 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	College and Career Planning	Counselor, Title I contact person	Family Activity: representative from Tech Centers to provide information on career guidance for parents and students	Near end of 1st semester 2016	Parent participation
2	Honor roll breakfast/ luncheon/after school	Principal, Title I contact person	Student recognition for academics	End of each nine	Increase in student number and parent

	function for students/families			weeks	participation
3	Parent Resource Area	Title I contact person	Resources from a variety of local and state agencies will be available to the parents on academic topics, such as the importance of homework, FSA strategies, etc.	On-going	Parent participation
4	Parent training opportunities	Principal, Title I contact person, Faculty	Parents will have the opportunity to monitor their child's school progress via Progress Book, the online grading system.	On-going	Parent attendance at the training session and communication with the teachers
5	OCPS Parent Academy and Virtual Events	Title I contact person	Parents are encouraged to participate in OCPS-sponsored events held throughout the county during the school year	School year 2016-2017	Parent participation

## 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	Presentation of Title I focus during preplanning	Principal	Explain program, establish goals	Fall 2016	Teacher feedback
2	Staff development training on building stronger parent/teacher relationships	Guidance counselor	Create communication pathways, learn helpful strategies	On-going	Teacher and parent feedback, end of year survey
3	Staff development training on MTSS conference techniques and strategies	Guidance counselor, Title I contact person	Procedures to follow for student intervention as it relates to parent involvement	On-going	Teacher and parent feedback
4	Staff development training on implementation of CHAMPs with emphasis on the teacher-parent relationship	Principal, CHAMPs trainer	Behavioral strategies to implement for better classroom management	On-going	Decline in behavior referrals by teachers
5	Staff development training on Title I parental involvement strategies with materials provided by district	Title I contact person	Emphasis on impact of parent involvement on student learning	On-going	Teacher participation and feedback

## 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:** Teachers and parents are encouraged to have frequent communication via email, telephone, or written letter to discuss strategies that can be used at home to ensure student success at school. Printed resources provided by PIRC, FL-DOE, College

Board, US Department of Education, etc., are available for parents in the school's front office (Parent Resource Area). Letters or phone calls are sent home before each district/state mandated test to explain to and educate parents on the importance of such tests and give helpful information on what is expected from the student. Guidance and ESE conferences are arranged with parents and counselor(s) as requested. Parent Night is held to discuss testing, graduation requirements, financial aid options, and other topics as needed or requested. Parents are also informed of the district's Parent Academy events which provide information and support for parents on academics, nutrition, career training options, etc. Acceleration West HS also offers extended media center hours which allow students to work on computers, study time, or reading time in the mornings before school starts.

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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:** Acceleration West HS will keep the parents informed on curriculum, assessments, meetings, graduation requirements, career prep, Title I programs, and expectations for student progress throughout the year via newsletters, automated telephone messages (ConnectEd), email, etc. Information will be available for translation as needed. Continuous feedback from the parents is crucial to the success of the implementation of the Title I program at our school. Parents are informed well in advance of any SAC meetings and are encouraged to provide feedback on how the school is doing. Parents will be able to check on student progress via the district grade book (ProgressBook). Log-in information will be available to parents and students during the first week of school. A planned Family Night activity will be scheduled prior to the release of the first progress report to work with students and families who may need additional assistance on using ProgressBook. Computers will be set up in the media center during grade week to give parents access to the ProgressBook program. Printed progress reports will be sent home on a regular basis. The Title I contact person maintains logs of all communication with parents by individual teachers and other staff members.

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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:** Acceleration West HS provides a variety of activities in which parents can participate and all parents are encouraged to take part in at least one activity per year. Parents are notified of each activity through various methods of communication. Upon request, school letters and communication may be provided in languages other than English, such as Spanish and Creole, as available. We have several staff members who

are fluent in Spanish and have access to help with those for whom Creole is their preferred language. Parents are encouraged to keep the Title I contact person informed of any address or telephone changes. Assistance will be provided to disabled parents at events held on our campus.

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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	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)];	Conferences to be arranged at the convenience of the parent and teacher	Guidance counselor	Parent involvement will increase student success	On-going
2	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	Research strategies and collaborate with other Title I schools	Principal, Title I contact person	Teacher buy-in will enhance parental involvement	On-going
3	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Mentoring program with leaders of the community, PIE's	Principal, PIE coordinator	Student engagement and grades	On-going

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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.

<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	Parent access monthly log-in	1	100	Parental involvement increases student achievement
2	Parent Resource Area	1	50	Parental involvement increases student achievement
3	Meet the Teacher Night	1	115	Parental involvement increases student achievement
4	NHS Induction Ceremony	1	37	Parental involvement increases student achievement
5	Title I Annual Meeting/Open House	1	25	Parental involvement increases student achievement
6	SAC Meetings	4	34	Parental involvement increases student achievement
7	Senior Breakfast	1	20	Parental involvement increases student 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)].

<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	Pre-planning staff development training on Title I PIP with materials provided by OCPS	1	25	Explain Title I program and establish goals for the year
2	Parental Involvement Training Modules provided by OCPS	4	25	Emphasis on impact of parental involvement on student achievement
3	Staff development training on implementation of CHAMPs with emphasis on teacher-parent relationship	1	25	Behavioral strategies to implement for better classroom management
4	Staff development training on building stronger parent/teacher relationships	1	25	Create communication pathways, learn helpful strategies

### **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	Limited English proficiency (Hispanic and Creole)	Translate documents; translators available on request for meetings, conferences, etc.
2	Busy parents	Offer activities and conferences/meetings with flexible scheduling
3	Widespread population	Use technology, newsletters and phone messages to keep parents and community informed and involved
4	School is not visible from the main road	Use technology, newsletters and phone messages to keep parents and community informed and involved
5	Transportation is not available for many parents/students outside neighborhood	Provide bus passes

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### 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
1	Increasing Parent Participation	Meet the Teacher Night

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