

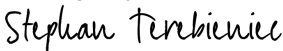
# **FORT MYERS PREPARATORY AND FITNESS ACADEMY Title I, Part A Parental Involvement Plan**

I, Stephan Terebieniec, 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**

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**Date Signed**

9/29/2016

## Mission Statement

### Parental Involvement Mission Statement (Optional)

**Response:** At Unity Charter School of Fort Myers, our mission is to encourage academic success through continued parent involvement. Our teachers and staff will strive to build positive relationships with parents and community partners alike, thus creating an environment where students can thrive. We will achieve our mission by coordinating and conducting events that foster academic enrichment while facilitating parent participation. We will ensure our program's success through collection of parent input, teacher feedback, quarterly meetings with the Parent Involvement team, as well as conduct annual reviews of our Parent Involvement Plan.

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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:** The Parent Involvement team at Unity Charter School will be responsible for the planning, review, and improvement of the Title I program. This team includes the Title I Specialist and the Parent Engagement Facilitator, who will work jointly with both the Student Advisory Council (SAC) and the Parent Teacher Organization (PTO). At the beginning of the school year a SAC/PTO meeting will be held, during which chair members of the PTO and SAC will be elected and voted on by all parties in attendance. Our school will advertise this initial SAC/PTO meeting to students and parents through all forms of communication available, making sure to note that chair election will take place during the meeting as well as the annual development and review of our school's Parent Involvement Plan. The Parent Involvement team will always consider parental input. With this in mind, the Parent Involvement team and SAC/PTO will provide contact emails and phone numbers for parents to freely submit questions and concerns. While the Parent Engagement Facilitator works with teachers, students, and parents, the Title I Specialist will work with community partners to coordinate workshops that help parents support their students at school and at home. Because the primary source of funding for Professional Development is Title I funding, the expenditure of those funds must be transparent. For this reason, the Title I Specialist will be responsible for working alongside the school principal and school district Title I Program Administrator to ensure proper record-keeping and documentation of our Title I funds. Also, parents will have input on how to use a 1% of funding that is set aside specifically for parent involvement. Documentation for our Title I programs may include, but is not limited to: event flyers, meeting agendas and minutes, handouts, sign-in sheets, and parent feedback communications. The original documents will be maintained in the Title I Toolkit and digital copies uploaded to the Title I Crate. Lastly, Unity Charter School will host monthly Parent Involvement/SAC/PTO meetings. We will aim to host these meetings at times which are most convenient for parents according to the responses we receive from Parent Involvement Surveys that parents will complete at the beginning of the year. During our first PTO/SAC/Parent Involvement meeting, all parents in attendance will have a chance to review, agree on, and make suggestions for our school-parent compact.

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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	Title I, Title III(ESOL), IDEA	Teachers will conduct a minimum of two conferences a school year with all parents, including ESOL parents, and parents of students with disabilities. Parent meetings will be held throughout the year along with information being disseminated in school newsletters monthly to provide information to parents about ways they can help their children at home. For example, how to login and use school wide standards based computer programs at home and how to reinforce what students are learning in class. Meeting notifications and flyers will be in both English and Spanish. Additional meetings for students needing Multi-Tiered System of Supports (MTSS) will be provided to students who need additional interventions. A parent survey will be used to determine what additional services and supports are needed for parent education.

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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)].

<b>count</b>	<b>Activity/Tasks</b>	<b>Person Responsible</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
1	Advertise to parents during Open House that the Annual Title I meeting will happen at the first SAC/	Administration, Teachers, Parent Engagement Facilitator, Title One Specialist, School Counselor	August 2016	Sign-in sheet, flyers and school calendar
2	Remind parents of the Annual Title I meeting via a OneCall automated message	Office Manager, Title I Specialist	August 2016	OneCall account call logs, sign in sheets, number of people in attendance
3	Hold Annual Title I meeting during the first SAC/PTO meeting	Administration, Teachers, staff, Parent Engagement Facilitators, Title I Specialist	August 2016	Sign in sheets, agendas, minutes, handouts, parent feedback surveys

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### **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:** Unity Charter School will be as flexible as reasonably possible in regards to scheduling parent involvement meetings, parent empowerment workshops, and SAC/PTO meetings throughout the school year. At least twice a year, we will conduct a survey of all parents to see what days, times, and topics are preferred by parents. We will coordinate meetings and workshops based on the feedback from these surveys. Our plan is to conduct the parent involvement events at various times on various days throughout the year to include the participation of as many parents as possible. Translators will be available during all parent involvement events as well as be available for daily parent communications whether through phone calls, emails, text messages or in-person meetings. Parent Involvement/SAC/PTO meetings will be advertised on the school calendar, newsletter, website and student handouts. In addition, an automated message will be sent out through our OneCall system.

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## 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/ Meet the Teachers	Administration, Teachers, Parent Engagement Facilitator, School Counselor	Establishes a relationship between school and families. Parents are made aware of curriculum and ways they can help their children foster positive attitudes towards education.	August 6, 2016	Flyers, newsletter, Sign-in Sheets, Minutes, Parent feedback Surveys

2	Parent Empowerment Workshops	Title I Specialist, Parent Engagement Facilitators, administration	Workshops presented by teachers, administrators and/or community leaders and business partners that will empower parents in various areas including but not limited to: parenting, financial success, time management, etc..	At least quarterly	Flyers, emails, newsletters, school calendar, sign in sheets, agendas, minutes, parent feedback surveys
3	Academic Enrichment Nights	Teachers, Title I Specialist, Parent Engagement Facilitators, SAC/PTO	Parent involvement team will conduct Reading, Math or Science nights during which parents are encouraged to learn more about what their students have been learning about in school, thus promoting their involvement at home also.	Quarterly	Flyers, newsletters, school calendar, sign-in sheets, parent feedback surveys

4	Parent Teacher conferences	Administration , teachers	Allows teachers to inform parents about their child's performance in school and gives parents an opportunity to ask questions regarding their child's grades or progress	As needed, but ideally at least three times a year	Teacher's logs, student files, sign-in sheets, flyers
5	Student-led conferences	Students, teachers, Parent Engagement Facilitators	Students present their work to their parent/guardian	Twice a year	Flyers, parent feedback, sign-in sheets
6	Parent Involvement team meetings	Parent Engagement Facilitators, Title I Specialist, SAC/PTO	Provide information to parents on expectations for teachers, parents and students. Discuss how parents can help their children instill good academic habits, plan parent involvement events	Monthly	Flyers, Handouts, Agenda's and Parent feedback, Sign-in sheets

7	SAC/PTO meetings	Parent Engagement Facilitators, Title I Specialist, teachers, other staff members, parents	Organize events that will allow parents to volunteer while helping raise funds for educational field trips and/or assemblies at school. Coordinating these fundraising events with a parent empowerment workshop whenever possible	Monthly	Parent feedback, Sign-in sheets, agendas, minutes,
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## 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	Pre-School Title I Training	Administration , Title I Specialist and Parent Engagement Facilitators	To improve processes in education of teachers on the importance of Parent Involvement	3 days prior to teacher PD	Training discussions, increased hours of Parent Involvement
2	Research articles on Parent Involvement	Administration , Parent Engagement Facilitators, Teachers/Staff	To improve teacher/parent relations	Monthly	Depth of discussion and faculty meetings, handouts/articles, newsletters
3	Faculty training on	Administration , Parent	To improve processes in	Quarterly	Increased hours of Parent



**Response:** Unity Charter School will host Parent Empowerment Workshops as learning opportunities on various topics based on the Parent Involvement Surveys. Also, the Title I Specialist will send home information on resources available throughout the community for parents and families to improve their quality of life in other areas in addition to academics. Last, the school will continue its parent/family atmosphere by encouraging parent comments and input as well as answer parent questions courteously.

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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:** Unity Charter School will ensure a family-friendly school environment by creating a community of parents, teachers and students that allows for the greatest academic growth of each student. Parents will be encouraged to meet with administration and have open communication with staff members. Unity Charter School will welcome and request parental input regarding both the academic and fitness program on an on-going basis. Parents will be contacted to serve on the School Advisory Committee (SAC) and Parent Teacher Organization (PTO). During these meetings, our staff will remind parents of the importance of being active at the school and in their child's education.

Parents will be encouraged to visit classrooms and meet with teachers. Parents will be provided with copies of the Compact and Parent Involvement Plan so they can be aware of the expectations for students, parents, teachers and administrators. Staff members will make themselves available to answer any questions parents might have after reviewing these documents. Suggested changes will be noted and provided to the SAC and leadership. Changes to the Compact and Parent Involvement Plan will be published through the monthly newsletter.

Families will be informed about Title I programs and workshops using school flyers, telephone, One Call phone system, email, and/or the school website. Flyers will be posted at the school, available at the front office, and sent home with students. Whenever possible, we will make flyers available in both English and Spanish. Teachers also review the curriculum, expectations, assessments, and goals during Open House and Curriculum Nights. Parents can schedule

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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:** Unity Charter School will provide information and school reports in such a format that parents can understand. All communications will be sent in both English and Spanish. Translators will be available during school hours and at scheduled events. Translators will also be invited to parent/teacher conferences as needed. There are bilingual office staff members available at all times. Flyers, postcards, newsletters and other materials are sent home in English and Spanish. The school will make every effort to provide special accommodations, when requested, for parents with disabilities and/or special needs. To monitor the distribution of information to parents, the following will be kept on file in the Title I Toolkit: agendas, minutes, copies of newsletters, handouts, and/or flyers, and/or email messages sent to parents. As new students enroll throughout the school year students will received a welcome packet that includes school information to include Title One information and the Right to Know Letter.

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## Discretionary Activities

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

☒ Not Applicable

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## Upload Evidence of Input from Parents

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

Uploaded Document

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## Upload Parent-School Compact

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that

outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload an electronic version of the Parent-School Compact.

Uploaded Document

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### **Upload Evidence of Parent Involvement in Development of Parent-School Compact**

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

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

Uploaded Document

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## **Evaluation of the previous year's Parental Involvement Plan**

### **Building Capacity Summary**

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

<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>
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1	Open House/Parent Meetings	2	185	Creates a partnership between school and families to increase parent awareness of curriculum and to help foster positive attitudes towards education. Provides information to parents on expectations and how parents can help their child succeed.
2	UCSFM Website	12	35	Information and resources available for parents on a variety of issues
3	Student-led conferences	1	215	Students present their work to their parent/guardian
4	School Calendar	10	260	Increase communication with parents by advising them of upcoming events and important dates at UCSFM
5	Teacher/Parent Conferences	3	180	Build parental awareness of student performance

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### 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	Research articles on Parent Involvement	10	22	To improve teacher/parent relations
2	Faculty training on Parent Involvement	4	22	To improve processes in education of teachers on the importance of Parent Involvement

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## **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)].

<b>count</b>	<b>Barrier (Including the Specific Subgroup)</b>	<b>Steps the School will Take to Overcome</b>
1	Language – ESOL and Spanish speaking families	Teachers and faculty will be available to translate for parents when attending meetings, conferences, and/or events.
2	Transportation	The Parent Engagement Facilitator will assist in arranging parent transportation, when available, to allow parents to attend conferences and events.
3	Childcare	Teachers and/or approved parent volunteers will provide childcare for families that wish to attend evening activities at Unity Charter School of Fort Myers

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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**

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