

## MATER ACADEMY Title I, Part A Parental Involvement Plan

I, Cecilia Guilarte, 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:**

### 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 school will involve parents in the planning, review and improvement of Title I programs through several outlets. First and foremost, the school will hold its annual Title I Parent Orientation Meeting, at which time parents will be given an opportunity to learn about the specifics of this program. Furthermore, the parents will be able to attend all EESAC meetings to learn about and discuss the functionality of the Title

I program, as well as, assist in deciding how to allocate Title I funds. In addition, parents will have an opportunity to join the Mater Academy Parent Association (MAPA) in order to become active members of the school. The MAPA will support the improvement of the Title I program via meetings and discussions. Information about meeting times, dates and agendas will be posted in the Parent Corner and the school website. Lastly, involvement of parents will be documented through sign-in sheets and minutes of meetings.

## 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	Individuals with Disabilities Education Act (IDEA)	Supplemental instructional support provided by the Title I will be discussed with parents during the development of the students IEP.
2	Title II	Professional development modules will be provided to schools to support the professional development needs of staff related to parental involvement. The parent liaisons will be trained by the LEA staff in methods to effectively use the modules. LEA staff will provide support and monitor the implementation to ensure that training is provided.

## 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 and Disseminate Announcement Flyer	Assistant Principal	September 2, 2016	Flyer
2	Develop Agenda	Principal	September 2, 2016	Agenda
3	Maintain Attendance Roster	Classroom Teachers	September 14, 2016	Records on file
4	Maintain Minutes	Principal	September 14, 2016	Minutes
5	Elect 2 representatives to serve as the school's representative to the PAC and DAC	Community Involvement Specialist	September 2, 2016	PAC/DAC form
6	Inform parents of the first DAC meeting	Classroom Teachers	September 2, 2016	Flyer
7	Provide an opportunity for parents to review the Title I School-Parent Compact	Classroom Teachers	ongoing	School-Parent Compact Communication Log

## 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:** Mater Academy Charter School has a strong belief in the importance of parental involvement and therefore has put measures in place to offer parent meetings on a flexible schedule. Our annual meeting for

parents will be offered in the evening, after parent working hours. In addition, the meeting will last for 2 hours, and will be in two shifts to allow parents ample time to attend.

## 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	Assessments discussed during individual conferences	Classroom Teachers	Teachers will conduct individual conferences to discuss each child's assessment results, expectations, and goals for the school year.	August through October	Conference Logs
2	FCAT Night	Classroom Teachers and Administration	Content specific sessions will be provided for parents. Information will include grade level proficiency, strategies parents can use at home and assessment methods.	January	Attendance rosters, handouts, agendas and presentation materials
3	Open House	Teachers and Administration	Parents will be provided an opportunity to learn about their child's teachers, grade level expectations, and familiarize themselves with the school and staff.	September	Attendance rosters, handouts, agendas and presentation materials
4	Kindergarten Orientation	Kindergarten Teachers and Administration	Parents will be provided an opportunity to learn about their child's teachers, grade level expectations, and familiarize themselves with the school and staff.	August	Attendance rosters, handouts, agendas and presentation materials
5	Expand and enhance the parent information centers	Community Involvement Specialist	Information provided will help build ties between home and school in order to support student achievement.	August to May	Parent Center attendance logs
6	Expand the resources available to parents	Community Involvement Specialist	Resources provided will help build ties between home and school in order to support student achievement.	August to May	Parent Center attendance logs
7	Create survey about the goal and usage of the Parent Corner	Community Involvement Specialist	Survey results will be used to enhance the information and resources provided in order to enhance student achievement.	January	Survey results
8	Parent Portal Workshop	Guidance Counselor	Parents will be provided an opportunity to learn the uses of the parent portal, as well as obtain access to this portal.	September	Attendance rosters, handouts, agendas and presentation materials
9	Strengthening Families & Communities Workshops	Guidance Counselor	Nurturing Parenting Program for parents to promote supportive and healthy families	Monthly	Attendance rosters, handouts, agendas and presentation materials

## 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	Value of parental involvement: A monthly newsletter will be distributed to teachers that includes information on the value of parental involvement; Distribution of materials	Community Involvement Specialist	Improve the ability of staff to work effectively with parents by providing examples of best practices for parental involvement	Monthly through the school year	Handouts

## 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:** Mater Academy Charter School will expand and enhance the parent resource center and the resources available to parents. The community involvement specialist will be responsible for maintaining the center and updating it bi-weekly. The documentation of hours and parental use will be evidenced via sign-in sheets. In addition, flyers, notices and announcements will also be posted on the school's website.

## 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:** Mater Academy Charter School will hold a general meeting where information will be presented about the Title I programs, the curriculum, and academic assessments. Parents will learn about the school wide program, how to schedule parent-teacher conferences and opportunities to participate in decisions related to the education of their child. Parents will be given a copy of the parent contract, which includes more detailed information on these topics and a copy of the PIP. Upon conclusion of the general meeting, parents will be invited to visit their child's classrooms and meet staff. During the classroom visits, teachers will provide additional information on the subjects they teach, assessment plans, and how parents can help at home. Teachers will maintain sign-in sheets and provide a copy to the assistant principal who will also maintain documentation on the dissemination of information, distribution methods and timelines. Dissemination of information will be provided by monthly newsletters, Parent Corner updates, the school website, Connect-ed messages, letters home, and emails. The school will make a good faith effort to inform parents in a timely matter, at least one week in advance, of activities taking place at school; these activities may include, but are not limited to: exams, carnivals, due dates, night functions, EESAC meetings, MAPA meetings, other meetings, etc. The documentation of compliance will be maintained via sign-in sheets and agendas, as well as, flyers, notices, presentation materials and meeting evaluations.

## 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 Spanish; and will be provided to all parents at the beginning of school. The brochure will outline the major components of the policy and will offer to provide a hard copy upon request. In addition, any hard copies will be available in the office and the Parent Corner. The complete PIP will be posted in the school's website.

Written communication will be provided to parents in English and Spanish. Translators will be available at all parent meetings and in school offices to provide translation services to ensure that parents are able to fully participate in parent meetings. The school will ensure that an individual will be available to provide translation services in Spanish. The English Language Survey results will be used to determine the number and specific needs for translations into a language other than English. The English Language Survey report at least monthly to determine any changes based on fluctuations in student population.

The following artifacts will be used to document compliance:

- Meeting notices in multiple languages
- Notice of availability of translator
- Compacts/policies distributed in multiple languages
- Sample phone call scripts, newsletters
- Sample phone call results
- Requests for translating services

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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.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Create survey about the goal and usage of the Parent Corner	1	800	Survey results will be used to enhance the information and resources provided in order to enhance student achievement.
2	Expand and enhance the parent information centers	1	200	Information provided will help build ties between home and school in order to support student achievement.
3	Kindergarten Orientation	1	150	Parents will be provided an opportunity to learn about their child's teachers, grade level expectations, and familiarize themselves with the school and staff.
4	Open House	1	900	Parents will be provided an opportunity to learn about their child's teachers, grade level expectations, and familiarize themselves with the school and staff.
5	FSA Night	1	300	Content specific sessions will be provided for parents. Information will include grade level proficiency, strategies parents can use at home and assessment methods.
6	Assessments discussed during individual conferences	50	100	Teachers will conduct individual conferences to discuss each child's assessment results, expectations, and goals for the school year.

### **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	Value of parental involvement: A monthly newsletter will be distributed to teachers that includes in	10	60	Improve the ability of staff to work effectively with parents by providing examples of best practices for parental 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	Working parents had trouble attending afternoon events	Events will be scheduled later in the evenings

### **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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