

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: University Preparatory Academy believes that parental involvement is a cornerstone to our school's foundation and success. We aim to create a true partnership with parents that will empower and equip them to help us carry out our school's mission and equip our students for success in college.

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: University Preparatory Academy seeks the input of parents in the planning, review, and improvement of our Title 1 program. This includes the involvement of decisions regarding how funds for parental involvement will be used. For those reasons, University Preparatory Academy has established a PTO and SAC that is made up of parents, teachers, and stakeholders. The SAC will have voting rights for decisions pertaining to the budgets and school wide decisions. Parental input is documented in the meeting minutes and by compilation of survey data. UPA will work with the school SAC and PTO to complete all plans.

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 | Individualized Education Plan | Collaborating with parents about the development of students IEPs and continually communicating with parents to share updates on their student's progress. |
| 2 | Kindergarten Transition | The school will provide information and strategies for VPK parents to assist them in helping their students make a smooth transition into Kindergarten. |
| 3 | Parent University | The school will establish monthly parental programs/activities to assist parents in helping their child(ren) become stronger readers and more proficient students. |
| 4 | Parental Skills Training | The school in collaboration with Bridges of the Children's Home Society will provide parental skills training twice per year. |
| 5 | ESE Department | In collaboration with the ESE and Guidance Departments of the school, UPA will provide the following workshops to parents- Core Vocabulary, At Home Math and Science Strategies for ESE Students, Fine/Gross Motor and Writing Skills, Technology and Literacy, and Pre-K Transitions. |
| 6 | Title 1 | Child care, interpreter (if needed), and light dinner will be provided by Title 1 (\$548) for ESE workshops. We plan to host several workshops throughout the year. Title 1 will also provide funds for our Title 1 Meeting. |
| 7 | Urban League | The Urban League's Families in Need of Services (FNS) program provides |

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| | | parental counseling to families that are identified as at-risk. |
| 8 | Faith's Place After School Arts and Music Enrichment Program | We partner with Faith's Place to provide students a discounted high-quality after care program. Faith's Place offers parental training to parents on establishing healthy relationships with their children and "Coming Back to the Family" for absentee parents. |
| 9 | Palm Beach Library System | The Palm Beach Library System provides English courses for parents who would like to learn English. These classes are free and are advertised through the school. |

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 | Create agenda | Assistant Principal | October 2016 | Agenda |
| 2 | Maintain Title 1 Meeting Sign-in sheets | Assistant Principal | October 2016 | Sign in Sheets, use of Title 1 powerpoint and Vodcast. |
| 3 | Collect and distribute documents for meeting | Assistant Principal | October 2016 | School Calendar, Parent invitation, sign at school |
| 4 | Send out Invitations | Director of Operations | October 2016 | Sign-In Sheets |
| 5 | Advertisement of Meeting | Assistant Principal/Director of Operations | October 2016 | Invitations will be created and sent home in the bookbags of all students. Posting about the meeting will also be on our social media websites and our main website. |
| 6 | Preparation of the Title 1 Annual Meeting | Assistant Principal | October 2016 | The powerpoint presentation has been provided by the School District of Palm Beach County. Powerpoint will be revised if needed. |
| 7 | Minutes | Assistant Principal | October 2016 | Minutes will be taken at the meeting to include attendees, questions, deliverables, etc. |

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: UPA hosted an evening open house for parents in August. UPA will also host our Title I Annual Parent meeting in October 2016 in the evening to explain the role of Title I to stakeholders. Parent-teacher conferences regarding student performance will be held in morning, afternoon and evenings beginning in October. During these times, teachers will review student grades, assessments, and academic progress with parents. If parents are unable to attend the conferences, the school will provide information for parents that can be picked up in the main office or from their child's teacher. Additionally, UPA will host New Family Tours in the morning, afternoon and evening throughout the Summer and Fall. These series of tours are for prospective families to orient them to the school, share academic expectations, and the school's focus on providing a college-preparatory experience. Lastly, PTO and SAC meetings are held alternatively in the

afternoons and in the mornings. These meetings are held monthly and are open to all.

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 | PTO/SAC Meetings | Admin | School will coordinate the organization of SAC and PTA to ensure parental involvement in the schools decision making process in order to increase overall student academic achievement. | Monthly, August-June | Agendas, Sign in sheets, flyers |
| 2 | Open House | Admin, Staff | School will provide information to families about school, share academic progress fo students and focus on building a sense of community with stakeholders. | August 2016 | Agenda, Powerpoint presentation, artifacts |
| 3 | Parental Skills Class (\$100) | Bridges of Children Home Society | University Preparatory Academy will offer seminars on developing parenting skills to support the academic needs of our students. | November 2016, February 2017 | Pictures, Agenda |
| 4 | Parent/Student Conferences | Teachers | School will provide time for parents to meet individually with teachers to monitor student academic progress in order to increase students' overall achievement in reading and math. | October 2016 - June 2017 | Sign in sheets |
| 5 | Parent University- ELA, Math (\$100) | Admin | University Preparatory Academy hosts monthly activities/classes geared towards parents to help them support proficiency in ELA, Math at home. In October 2016, the school will provide training in technology and literacy. The training will help parents understand the Study Island Program that students are to use at home to build their literacy skills and close any gaps. In November the school will provide a training in technology and math and the focus will be using Study Island at home for math. | October 2015-April 2016 | Sign in sheets, Agenda |
| 6 | Parent University- Science (\$100) | Admin/ STEM Teacher | University Prep will host a workshop in December for Science and Technology. Parents will be trained in using Study Island and the WeDo 2.0 program to support their children in science and math. | December 2016 | Sign-In Sheets, Agenda, PPT presentation |
| 7 | Workshop for ESE Families (\$100) | ESE Specialist, Content Teacher | In collaboration with the ESE and Guidance Departments of the school, UPA will provide the following workshops to parents- Core | October 2016 - April 2016 | Sign-In Sheets, Agenda, PPT presentations |

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| | | | Vocabulary, At Home Math and Science Strategies for ESE Students, Fine/Gross Motor and Writing Skills, Technology and Literacy, and Pre-K Transitions. | | |
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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 | Effective Parent-Teacher Conferences | Principal / Admin Team | This training is for teachers/staff on how to conduct an effective parent-teacher conference. Clarifies school expectations for how and when to communicate to parents regarding students' academic progress in an effort to increase in learning gains due to partnership with the parents, behavior; focus on developing partnerships with parents. | October 2016 | Report card comments, sign in sheets, handouts, student learning gains. |
| 2 | Effective Ways of Communicating with Parents | Principal / Admin Team | Training effective ways to communicate with parents and work with parents as equal partners. Also training will go over goals of PIP in order to foster collaboration between parents and school to increase overall student academic progress in reading and math. | October 2016 | Sign in Sheets, training presentation |
| 3 | Training on Title 1 Components | Principal / Admin Team | Review of Title I components with school leadership team in order to better understand how Title I can support overall student achievement | October 2016 | Sign in Sheets, training materials |
| 4 | No Sweat IEP Meetings | ESE Specialist | This training will provide teachers and staff education on IEPs and communicating with parents of ESE students. | November 2016 | Sign-In Sheets, training materials |

Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

Response: UPA will maintain a Parent Resource Center to share Title I information such as the PIP, Parents Right to Know, upcoming workshops and assist parents with supporting student academic needs. Information will also be available about community events and social services that may be available to our families. The Parent Resource Center will be maintained by designated staff members. Changes and/or updates will be made to the Parent Resource Center through parent input. Additionally, a family calendar will be sent home monthly with reminders of upcoming events.

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: The Title I Parent Meeting will be held in October 2016 to review the essential and required components of Title I. Parents will be afforded the opportunity to formulate suggestions and participate in school decisions through the SAC, PTO, and various parent meetings and conferences. The school website, school newsletters, school calendar, and flyers home will be used as vehicles to keep parents informed. The effectiveness of the Title 1 Program will be evidenced through parent surveys, attendance at the Title 1 Meeting, Parent University Meetings, and all parent workshops and events. Additionally, University Preparatory Academy is committed to ongoing continuous improvement and will be assessing the quality of the Title 1 Programs against our SIP and PIP. Finally, the sign-in sheets, training presentations and minutes (when applicable) will be used to monitor that the information provided was effective.

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 school is working to create community based partnerships to ensure accessibility to parents and increase parental involvement. The school is focused on keeping parents engaged in the parenting process for IEP meetings and standard student conferences. The school is developing a proactive approach to communicating with parents prior to critical academic needs arise and sends home bi-weekly progress reports. Parents with disabilities will be accommodated per request as feasible. The school building is equipped with an entry ramp to accommodate any parents as needed. Additionally, the school will provide information and translators as needed for parents with limited English proficiency. Information is sent home in Spanish and creole as needed. This is done by using translation services as well as using staff members and other volunteers to translate as needed.

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

Upload Evidence of Input from Parents

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

[Uploaded Document](#)

Upload Parent-School Compact

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

Upload an electronic version of the Parent-School Compact.

[Uploaded Document](#)

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

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

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

[Uploaded Document](#)

Evaluation of the previous year's Parental Involvement Plan

Building Capacity Summary

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

| count | Content and Type of Activity | Number of Activities | Number of Participants | Anticipated Impact on Student Achievement |
|--------------|-------------------------------------|-----------------------------|-------------------------------|--|
| 1 | Parental Skills Training | 1 | 60 | Improved the attendance rate of students. |
| 2 | PTO/SAC Meetings | 9 | 30 | Parents learned and gave input into the school decisions and |
| 3 | Parent Teacher Conferences | 2 | 90 | These meetings helped to direct parents on how to help their children succeed. |

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 | Parent Success Training | 2 | 8 | Assisted teachers on how to train parents about literacy at home. |
| 2 | Parent Conferencing Training | 2 | 11 | Trained teachers and staff members on communication and developing relationships with parents. |

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 | Low parental involvement in some activities/trainings | School will couple training with fun "less-threatening" activities. |
| 2 | Child Care | University Preparatory Academy will provide child care for Parent University and ESE workshops. |
| 3 | Language | For our ESOL population, our spanish and Creole teachers will provide translation services in small group settings. |
| 4 | Conflict in Schedule | Workshops, trainings, and meetings will vary throughout the year- some in the morning, some in the afternoon, and some in the evening to give more flexibility to all families. |

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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