

## ACCELERATION MIDDLE CHARTER SCHOOL Title I, Part A Parental Involvement Plan

I, Patricia Lightner, 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

Date Signed

### Mission Statement

#### Parental Involvement Mission Statement (Optional)

**Response:** Acceleration Middle Charter School will provide a caring, attentive, interactive environment that is conducive to the learning experience. Our mission is to build parent, school, and community partnerships that will maximize the potential of each student's academic and social development. We believe that parents are the first educators and are essential to the school as we deliver knowledge that benefits the growth of a child. We will teach students the skills needed to achieve academic success and to continuously assess their strengths.

## Involvement of Parents

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

**Response:** Parents will be involved in the planning, review, and improvement of Acceleration Middle Charter School programs by being invited to serve on our schools' Parent Involvement Team. The Parent Involvement Team will have a dual role; the members of the PIPT will also serve on Acceleration Middle Charter School Advisory Council (SAC) as well. Teacher, Amber Warren, will recruit and encourage parents to become leaders and coordinate the parents in the Family Involvement Planning Team and SAC to volunteer at school events.

Parents will also have ongoing opportunities to give input and/or receive information through quarterly newsletters, at our Annual Meeting, at orientations and through parent/staff contact using phone calls and email. Email addresses of all parents that have accounts will be collected as early in the year as possible (during interview or orientation) and be used to disseminate information.

The 1% amount allocated for Parent Involvement will be used in the following manner:

1. Purchase or Parent Dictionaries.
2. Bus Passes for parents to come to school for meetings.
3. Postage for mailers to parents.
4. Parenting ESOL and GED materials, to include software for English language acquisition.

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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 Parent Involvement	Annual meeting to share educational resources with parents and students
2	IDEA	Services to students
3	Title II	Professional Development re. servicing our students
4	Title III: ELL Family Support	Translators will be brought into parent conferences when needed. Staff members who speak Spanish are diana Durango, Jose Carrion, and Jamie Tirado
5	Title X	Director and Title I coordinator will help students and families as it is brought to the attention of staff.

6	Home Visits	Director, Community Partners
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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	Invite and encourage parents to attend Annual Meeting (robocalls, email, newsletter)	Directors and all staff	July - September 2016	Sign-in sheets, newsletter, emails and call script
2	Communicating Meetings and Training for family through robocalls, newsletter and website	Directors and all staff	On-going	Robocalls, newsletters, and website
3	SAC Meetings	Director and Title I Coordinator	Last Thursday of each month at 3:00 pm	Attendance, sign-in sheets, agenda, minutes, and flyers.
4	Title I Annual Meeting	Directors and all staff	September 29, 2016	Attendance, sign-in sheets, agenda, oral presentation, photos, and handouts

## 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:** Acceleration Middle Charter School will:

Offer meetings in flexible formats, dates and times.

Parent orientation meeting being held on August 8, 2016 at 9:00 am, and 1:00 pm.

Student Learning Plan Meetings will be held each Wednesday beginning at 3:00 pm.

Parent Conferences will be scheduled by appointment.

Translators will be available during all parent involvement opportunities.

Transportation may be provided.

In special circumstances, we may conduct in-home conferences.

## 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	Communication- Parent calls, website, Twitter, Facebook	Directors	Improve communication	On-going	Notes, website, agendas, parent comments, etc
2	Fastrack Parent Orientation	Fastrack Coordinator	Work with parent to demonstrate utilization of remediation software	Every Monday 3:00 pm	Sign in Sheets, user id requests, agenda, minutes, and comments
3	Title I Annual Mtg./Back to School Night	Directors and all staff	Provide information to parents about the Title I program, expectations, and how they can support their children at home.	September	Parent Compacts/Sign In Sheets, Agenda, minutes, and flyer
4	SAC Meetings	Director and Title I Coordinator	Increase the level of involvement of parents to become active in the decisions being made at the school. Provide information about Title I and Student Improvement Plan.	Monthly	Flyers, Agenda, Minutes, Handouts (if applicable,) Robocall, Sign-In Sheets
5	PIPT	Directors and staff	Increase student achievement	On-going	Sign-In Sheets, agenda, minutes, and flyers
6	Family Night – High School information on registration process and scheduling.	Directors and SAC	Knowledge of scheduling process	January	Flyers, Robocall, Newsletter, Agenda and Sign In Sheets
7	Family Nights	Directors and all staff	Topics on student success	3 times for 2016-17	Flyers, Robocall, Newsletter, Agenda and Sign In Sheets
8	Florida Assessment Parent Meeting	Director	Increase parent knowledge of state assessments.	October	Flyers, minutes, Robocall, Newsletter, Agenda and Sign In Sheets

## 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	Title I Informational Meeting	Directors and all staff	Knowledge of Title I services. Enhances student achievement and parental involvement.	September	Agenda, Sign-in sheet, Title I survey
2	Monthly Parent Involvement Team Meetings	Directors	Parent Involvement opportunities. Enhances student achievement and parental involvement.	Monthly	Agendas, sign-in sheets, flyers, minutes
3	Staff Meetings- Two meeting will be dedicated to parent involvement in the classroom and school	Directors	Increased knowledge of Title I. Enhances student achievement and parental involvement.	Bi-Weekly	Agendas, sign-in sheets, handouts, and increasing comfort with parent involvement
4	PIPT	Directors and all staff	Increased knowledge of Title I. Enhances student achievement and parental involvement.	As needed	Agendas, sign-in sheets, handouts, and events with parent involvement
5	Professional Development	Directors and all staff	Staff Development on utilizing resources in the classroom to improve student achievement. Enhances student achievement and parental involvement.	Ongoing	Sign in sheets, agendas, evaluations

## 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:** Parents will be made aware of the resources available through the school bulletin boards, the school website, newsletters, flyers, Directors and staff personnel. Resources can include their FOCUS log-on and password to track their child's success, community resources and providers will be invited to the school periodically. The workshops will be developed through parent requests and suggestions. Information about these resources will be provided in newsletters, orientation, and to individual families as needed.

Teachers and other support staff will continue to contact parents by phone and email on an individual basis as needed. Information about what each parent can do to help his or her child be successful will be included.

AMS will continue its parent friendly atmosphere and answer and encourage parent questions. Plus, the staff will answer questions in a courteous manner.

These workshops and resources will be facilitated through the PIP Team and will be ongoing through the 2016-17 school year. All documentation of participation and effectiveness will be maintained in the electronic Title I box.

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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:** Accurate and timely general information about standardized testing and graduation requirements will be provided at orientation, the Annual Meeting, the website, Title I notebook in front office and in newsletters. Parents will have the opportunity to discuss such information about their specific children with the Director and/or ESE Liaison on interview day and student conferences as needed. For students with disabilities, regular IEP meetings will be scheduled. The social work and other staff members will make home visits to students when deemed necessary.

Parents and students will have an opportunity to give feedback through the Annual Title I parent survey.

Documentation of participation and effectiveness will be maintained on the Title I box.

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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:** Every effort will be made to ensure that full opportunities for the participation of parents of all students including those who are Limited English Proficient (LEP), those with disabilities, and those who are migrant. Acceleration Middle Charter School shall provide information and school reports in a format, and whenever possible, a language that parents can understand, including Spanish and English (Creole when requested.)

All report cards, progress notes, Robocalls, and other written and/or spoken communication will be translated and documented. A translator will also be used be available during parent trainings, meetings, and conferences. We will make every effort to

provide full opportunities for parents with disabilities and those with special needs.

As new students enroll throughout the school year, they will receive a welcome packet that includes school information, as well as, Title I information and the Right to Know letter

## 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	Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];and	Parent Survey	Title one Coordinator	High impact	Spring
2	Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and	Reading Camp	Directors and staff	High impact for those who attend	after first semester
3	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	SAC PD	Directors	Medium impact	ongoing
4	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)];	Purchasing bus passes	Admin team	Low impact	ongoing
5	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	SAC meetings	Directors	High impact	Fall
6	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	SAC development	Directors	High impact	Summer/early fall

## Upload Evidence of Input from Parents

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

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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.

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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.

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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	FSA event	2	40	Provide families with the framework of FSA
2	Reading Camp	2	36	Provide families with support strategies to utilize at home to improve student reading performance.
3	Annual Parent Meeting	2	50	Discussion of Parent Involvement Plan and School Compact
4	Fastrack Orientation	2	20	Review of remediation software

### **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	Module 1- The Importance of Parental Involvement	4	9	Staff is trained on how to work as a team to improve student achievement and how to work with parents and community resources.
2	Module 2- Building Ties Between Home and School	4	10	Staff is trained on how to work as a team to improve student achievement and how to work with parents and community resources.
3	Module 3- Implementation and Coordination of Parental Involvement Programs	4	7	Staff is trained on how to work as a team to improve student achievement and how to work with parents and community resources.
4	Module 4- Communicating and Working with Parents	4	7	Staff is trained on how to work as a team to improve student achievement and how to work with parents and community resources.

### **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>
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1	Lack of transportation	Provide Bus passes and gas cards to parents
2	Lack of Interest in the Educational Process.	Make school a good experience.. invite them
3	No babysitting	Provide babysitting.
4	Remembering events	Use Robocalls and reminder notices of events
5	During meal times	Provide meals
6	Language	Provide translators
7	Work schedules	Have meetings at a variety of times (i.e. before school, as school is ending)

### **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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4 records saved successfully.

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☒ Changes made

☐ No changes made

### 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	delete
1	Module 1- The Importance of Parental Involvement	4	9	Staff is trained on how to work as a team to	<input type="checkbox"/>
2	Module 2- Building Ties Between Home and School	4	10	Staff is trained on how to work as a team to	<input type="checkbox"/>
3	Module 3- Implementation and Coordination of Parent Programs	4	7	Staff is trained on how to work as a team to	<input type="checkbox"/>
4	Module 4- Communicating and Working with Parents	4	7	Staff is trained on how to work as a team to	<input type="checkbox"/>
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