

Carter-Parramore Academy

I, Pauline West, 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 8101(39), 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 1116(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 1116 (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 school-wide program plan under section 1114(b)(2) [Section 1116(c)(3)];
- Conduct an evaluation of previous year’s parent and family engagement and 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 1116(a)(2)(D) and (a)(2)(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 1116(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 1112(e)(1)(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 1112(e)(1)(B)(ii)];
- 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 1112(e)(1)(A)]: and
- Provide each parent, at the beginning of the school year, the right to request information regarding any State, or District policy, procedure, or parental right to opt the child out of such assessment.


Signature of Principal or Designee

12/18/17
Date Signed

2017-2018 Title I, Part A Parent and Family Engagement Plan

MISSION STATEMENT

In order to accomplish our vision, Carter-Parramore Academy’s Mission is to:

- Continuously and consciously strive to pursue our vision.
- Make all decisions based on what is best for students and education.
- Value faculty and staff participation in the decision making process.
- Provide faculty, staff and students the resources necessary to achieve our vision.
- Support an ongoing process of continuous professional learning.
- Communicate appropriately and honestly while working cooperatively within the district and community.
- Recognize and celebrate student, faculty and staff accomplishments.

All Carter-Parramore Academy students will:

- Meet high academic standards through a coordinated 4-12 curriculum.
- Help contribute to and maintain a safe and positive learning environment.
- Ensure and respect the rights of others.
- Develop a career plan and pathway to help transition to their next steps beyond high school.

All faculty and staff will:

- Offer a safe and positive learning environment.
- Interact positively and communicate appropriately with all students, parents and others.
- Offer a comprehensive, coordinated curriculum.
- Provide opportunities for extended application of learning beyond the classroom.
- Provide prompt feedback to students and parents.
- Make full and efficient use of instructional time.

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 1116(b)(1), 1116(c)(3), and 1114(b)(2)]

Carter-Parramore Academy will send information to its parents in a language and format they can understand, including: parents’ right to know teacher qualifications, parents’ right to know non-highly qualified teacher, annual report cards, reports regarding student achievement, parental involvement policy and school-parent compact.

Carter-Parramore Academy will also include parents when needed in the development/review/revision of the parental involvement policy(s) and school-parent compact, seek input from parents to evaluate the parental involvement program, and have/offer face-to-face parent teacher conferences at least twice annually. (Policy development and program evaluation usually occur at the district level during both of the following meetings: District Parent and Family Engagement Plan (DPFEP) Committee and the Title I Parent and Family Engagement meetings.)

Furthermore, the school will assist parents in understanding the state’s academic content and achievement standards and requirements of the Title I program. The school in partnership with the district will provide materials and training in areas such as literacy or technology.

As part of the evaluation process, the school will provide: results and documentation of parent and staff surveys; evidence that parental involvement activities are monitored and documented in school improvement plan and evidence of parental involvement through participation and attendance logs.

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ACCESSIBILITY		
Describe how the school will provide opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school shares 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 1116(e)(5) and 1116(f)].		
Carter-Parramore Academy will ensure all can participate and/or have the opportunities to participate in parental involvement activities or other school functions through notifications provided by the Principal, Parent Involvement school representative, and Parent Services Office (district-level). Information will be posted on the school's marquee and/or website, sent via Skylert-parent link system, printed and distributed by bulletins or flyers, and included in materials in parent resource area. Also, Title I provides a translator or translator devices for LEP students, advocates for LEP and migrate children and their parents. Facility is handicap accessible. All Title I information (documents and flyers) will have English and Spanish versions.		
CURRENT YEAR FOCUS BASED ON PARENT INPUT		
Based on SAC input and review of parent surveys, the following will be addressed through processes and activities:		
1. Increasing parental involvement and participation in their children's education 2. Providing an overview of FSA and EOC assessments for parents 3. Hosing a “Know Your Rights” --- a community engagement event for families sponsored by DJJ		
Building Capacity to Support Parents' Involvement in School		
1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 4. Shall provide assistance to parents of children served to understand how to monitor child's progress., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.		
Building Capacity Activity		Impact of Activity
English Language Arts Standards, Florida Standards Assessment- English Language Arts, Understanding the Florida Standards Assessment Student Report, Provide information on Parent Engagement and Educational Programs, Training module on parent value and contributions, School Advisory Council Meetings		Improve English Language Arts Achievement Improve by 5%
Person(s) Delivering Content		Person(s) Receiving Content
Principal, Assistant Principal, Teacher, Resource Teacher		All Parents, Teachers
Timeline of Activity		
Calendar Timeframe		Time of Day
First Quarter, Second Quarter		Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. - noon)
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Parent Training, Title I Annual Meeting, School Advisory Council Meeting, Parent / Teacher Conference		
Communication Tools		Coordination with:
Skylert, School or District Website, Flyer or Invitation, Campus Display on M		Title I, Part A- Parent Involvement, IDEA- Federal ESE, Title III, Part A- ELL, Title I, Part C- Migrant Student Education, Title VI- Rural Education Program, Title IXHomeless Student Education, Title II, Part A- Staff Training, 21st CCLC
Evidence of Activity		Reason for Activity
Meeting/Training Agenda, Meeting Minutes, Meeting/Training Handouts,		To inform parents of ways to assist with ELA, mathematics,

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Copies of Communication Tool Used	science, civics, biology,and algebra, To inform parents of ways to assist with ELA, mathematics, science, civics, biology, and algebra in preparation for standardized assessments
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Building Capacity to Support Parents' Involvement in School

2. Shall provide assistance to parents of children served to understand State and local assessments.

Building Capacity Activity	Impact of Activity	
Florida Standards Assessment- English Language Arts, Florida Standards Assessment- Mathematics Grades 3-8, End of Course Exam- Algebra 1, End of Course Exam- Geometry, Florida Standards Assessment- 5th Grade Science, End of Course Exam- Biology, End of Course Exam- Civics, End of Course Exam- US History, District Standards Assessment Grades 6-12- English Language Arts, Understanding the Florida Standards Assessment Student Report	Improve English Language Arts Achievement, Improve Mathematics Achievement, Improve Science Achievement, Improve History Achievement	improve parents' knowledge of state and local assessments and importance to overall school performance (This includes members of the School Advisory Council).

Person(s) Delivering Content	Person(s) Receiving Content
Principal, Assistant Principal, Teacher, Resource Teacher, Guidance Counselor, Assessment Coordinator	All Parents, All Stakeholders

Timeline of Activity	
Calendar Timeframe	Time of Day
Third Quarter	Evening (6:00pm-8:00pm), Morning (7:00am-10:30am)

METHOD(S) TO DELIVER CONTENT OF ACTIVITY

Parent Training, Title I Annual Meeting, School Advisory Council Meeting

Communication Tools	Coordination with:
Skylert, School or District Website, Flyer or Invitation, Campus Display on M	Title I, Part A- Parent Involvement, Parent developed resource

Evidence of Activity	Reason for Activity
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting Minutes, Meeting/Training Handouts, Parent/Teacher Conference Completed Forms (Sampling)	FSA/EOC assessment data showed less that 10% of students grades 4-12, FSA/EOC assessment data showed less that 10% of students in 4-12 scored at levels 3-5 on any assessment during 2016-2017.

3. Shall provide assistance to parents of children served to understand the requirements of Title I.

Building Capacity Activity	Impact of Activity	
Provide Information on the Title I Program, DLOPI Training, Training module on building tie between parents and the school, School Advisory Council Meetings	Improve knowledge of the Title I Program	Improve by 5%

Person(s) Delivering Content	Person(s) Receiving Content
Principal, Director of Federal Programs, School Advisory Council Chair, Assistant Principal	All Stakeholders

Timeline of Activity

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Calendar Timeframe		Time of Day	
First Quarter		Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. - noon)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Title I Annual Meeting, Online Self-guided Training, Parent / Teacher Conference, School Advisory Council Meeting			
Communication Tools		Coordination with:	
Skylert, Flyer or Invitation, Campus Display on Marquee, School or District Website		Title I, Part A- Parent Involvement, Title I, Part C- Migrant Student Education, Title III, Part A- ELL, IDEA- Federal ESE, 21st CCLC	
Evidence of Activity		Reason for Activity	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets, Meeting Minutes, Meeting/Training Handouts		To provide parents with awareness and knowledge of the Title I program so that they are better able to assist their children, understand the qualifications of the staff and be fully aware of test results for the district and the school.	
Building Capacity to Support Parents' Involvement in School			
4. Shall provide assistance to parents of children served to understand how to monitor child's progress.			
Building Capacity Activity		Impact of Activity	
Understanding Report Cards, Conducting an effective parent/teacher conference, Effective utilization of parent/teacher communication tool(s)*, Improve Student Behavior*		Improve Discipline, Improve Student Attendance	Improve students' performance when parents are involved in the monitoring process
Person(s) Delivering Content		Person(s) Receiving Content	
Principal, Assistant Principal, Guidance Counselor, Teacher, Resource Teacher, Parent, Technology Staff		All Parents	
Timeline of Activity			
Calendar Timeframe		Time of Day	
Second Quarter, Third Quarter, Fourth Quarter		Morning (7:00am-10:30am), Day (11:00am-2:00pm), Evening (6:00pm-8:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Parent Training, Parent / Teacher Conference, Data Chat meetings, Staff Training			
Communication Tools		Coordination with:	
Flyer or Invitation, Backpack, Skylert, Email, Skyward Student Data System		Title I, Part A- Parent Involvement, 21st CCLC, All Federal, State and Local resources coordinate to support	
Evidence of Activity		Reason for Activity	
Copies of Communication Tool Used, Parent/Teacher Conference Completed Forms (Sampling)		To improve student achievement in academic areas	
Building Capacity to Support Parents' Involvement in School			
5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.			
Building Capacity Activity		Impact of Activity	
English Language Arts Standards, Mathematics Standards, End of Course		Improve English Language Arts	Improve students'

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Exam- Algebra 1, End of Course Exam- Geometry, Florida Standards Assessment- Mathematics Grades 3-8, Florida Standards Assessment- 5th Grade Science, End of Course Exam- US History, Understanding the Florida Standards Assessment Student Report	Achievement, Improve Mathematics Achievement	performance when parents are involved in the monitoring process
Person(s) Delivering Content	Person(s) Receiving Content	
Teacher, Parent Services Team, Guidance Counselor	All Parents	
Timeline of Activity		
Calendar Timeframe	Time of Day	
First Quarter, Second Quarter, Third Quarter, Fourth Quarter	Morning (7:00am-10:30am), Day (11:00am-2:00pm), Afternoon (3:00pm-6:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Parent / Teacher Conference, Staff Training		
Communication Tools	Coordination with:	
Flyer or Invitation	Title I, Part A- Parent Involvement, 21st CCLC	
Evidence of Activity	Reason for Activity	
Meeting Minutes, Parent/Teacher Conference Completed Forms (Sampling)	To ensure all parents understand how to improve their child(ren) academic performance	
Building Capacity to Support Parents' Involvement in School		
6. Shall provide training to teachers, specialized instructional support personnel, principals, other school leaders, and other staff, with the assistance of parents in the value and utility of contributions of parents, or how to reach out to, communicate with, and work with parents as equal partners, or building ties between parents and the school.		
Building Capacity Activity	Impact of Activity	
Provide information on Parent Engagement and Educational Programs, Conducting an effective parent/teacher conference, Training module on communicating with parents or diverse populations	Improve Parent Participation Rates	Improve by 5%
Person(s) Delivering Content	Person(s) Receiving Content	
Guidance Counselor, Consultant, Professional Learning Team, Parent Services Team	Teachers, School Administrators, Specialized Instructional Support Personnel	
Timeline of Activity		
Calendar Timeframe	Time of Day	
First Quarter	Afternoon (3:00pm-6:00pm), Day (11:00am-2:00pm), Weekend (9 a.m. - noon)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY		
Staff Training, Online Self-guided Training, Professional Learning Community		
Communication Tools	Coordination with:	
Flyer or Invitation, Email	Title II, Part A- Staff Training	
Evidence of Activity	Reason for Activity	
Meeting/Training Agenda, Meeting Minutes, Meeting/Training Handouts, Copies of Communication Tool Used	To ensure all teachers know how to effectively communicate and work with parents and colleagues	
Building Capacity to Support Parents' Involvement in School		
7. Shall provide training to teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents in how to reach out to, communicate with, and work with parents as equal partners.		

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Building Capacity Activity		Impact of Activity	
Training module on building tie between parents and the school		Improve Parent Participation Rates	Improve teachers' knowledge base or understanding of parents in an effort to improve relations. Over 50% of parents will express satisfaction with school's relationship with their students' participation in program.
Person(s) Delivering Content		Person(s) Receiving Content	
Principal, Assistant Principal, Guidance Counselor, Consultant		Teachers, School Administrators, All Parents	
Timeline of Activity			
Calendar Timeframe		Time of Day	
Third Quarter		Afternoon (3:00pm-6:00pm), Evening (6:00pm-8:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Staff Training, Parent Training			
Communication Tools		Coordination with:	
Flyer or Invitation, School or District Website, Email, Skylert, Campus Display on Marquee		Title II, Part A- Staff Training, Title I, Part A- Parent Involvement	
Evidence of Activity		Reason for Activity	
Meeting/Training Sign-in Sheets, Copies of Communication Tool Used, Meeting/Training Agenda		Less than 25% of parents participate in open enrollment activities prior to requesting their students being admitted to the program.	
Building Capacity to Support Parents' Involvement in School			
8. Shall provide training to teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents in building ties between parents and the school.			
Building Capacity Activity		Impact of Activity	
Training module on building tie between parents and the school		Improve Parent Participation Rates	Improve by 5%
Person(s) Delivering Content		Person(s) Receiving Content	
Guidance Counselor, Professional Learning Team, Parent Services Team		Teachers, School Administrators, Other Staff	
Timeline of Activity			
Calendar Timeframe		Time of Day	
First Quarter		Afternoon (3:00pm-6:00pm), Evening (6:00pm-8:00pm)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Staff Training, Online Self-guided Training, Professional Learning Community			
Communication Tools		Coordination with:	
Flyer or Invitation, Email		Title II, Part A- Staff Training, Title I, Part A- Parent Involvement	
Evidence of Activity		Reason for Activity	

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Meeting/Training Sign-in Sheets, Meeting/Training Agenda		To improve ties between home and school	
Building Capacity to Support Parents' Involvement in School			
9. May pay reasonable and necessary expenses associated with local parental involvement activities to enable parents to participate in school-related meetings and training sessions.			
Building Capacity Activity		Impact of Activity	
Provide other resources that eliminate barriers to greater participation, Provide childcare at activity to eliminate barriers to greater participation		Improve Parent Participation Rates, Improve parent satisfaction, Improve parent involvement program	Improve by 5%
Person(s) Delivering Content		Person(s) Receiving Content	
Principal		All Parents, Specialized Instructional Support Personnel	
Timeline of Activity			
Calendar Timeframe		Time of Day	
First Quarter		Evening (6:00pm-8:00pm), Afternoon (3:00pm-6:00pm), Weekend (9 a.m. - noon)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Parent Training, Parent / Teacher Conference			
Communication Tools		Coordination with:	
Campus Display on Marquee, Skylert, Flyer or Invitation, School or District Website		Title I, Part A- Parent Involvement	
Evidence of Activity		Reason for Activity	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets		To increase parent participation at school-level meetings	
Building Capacity to Support Parents' Involvement in School			
13. May establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I Parent Involvement.			
Building Capacity Activity		Impact of Activity	
Provide information on Parent Engagement and Educational Programs		Improve knowledge of the Title I Program	Improve by 5%
Person(s) Delivering Content		Person(s) Receiving Content	
Director of Federal Programs, Director of Elementary Education, Director of Secondary Education, Parent Services Team		All Stakeholders, Community Members	
Timeline of Activity			
Calendar Timeframe		Time of Day	
First Quarter, Second Quarter, Third Quarter, Fourth Quarter		Evening (6:00pm-8:00pm), Day (11:00am-2:00pm), Weekend (9 a.m. - noon)	
METHOD(S) TO DELIVER CONTENT OF ACTIVITY			
Parent Training, School Advisory Council Meeting			
Communication Tools		Coordination with:	
Skylert, School or District Website, Flyer or Invitation		Title I, Part A- Parent Involvement	
Evidence of Activity		Reason for Activity	
Meeting/Training Agenda, Meeting/Training Sign-in Sheets		To improve parent relations with the school district	
BUILDING CAPACITY TO SUPPORT PARENTS' INVOLVEMENT IN SCHOOL			

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EVALUATION OF PREVIOUS YEAR'S IMPLEMENTATION		
1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 4. Shall provide assistance to parents of children served to understand how to monitor child's progress., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.		
ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Back to School Event	1	95
ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
Engage the community to support students and parents with school supplies and uniforms	Various donors, including faith-based organization within the communities, Parent Services, private donors, and school business partners (Citi Trends) donated supplies for teachers and students and uniforms to students and families. A clothes closet was set-up for storage of extra uniforms and classroom supplies were distributed among teachers. All students needing backpacks were issued ones filled with school materials. Extra supplies were given to office manager to provide throughout the year as needed.	
BUILDING CAPACITY ADDRESSED		
1. Shall provide assistance to parents of children served to understand State academic standards., 2. Shall provide assistance to parents of children served to understand State and local assessments., 5. Shall provide assistance to parents of children served to understand how to improve their child's achievement.		
ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Parent Trainings to include the following ones: academic skills, assessments, college readiness, and family literacy.	4	86
ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
Provide information to parents on academic skills, district and state assessments, college readiness and preparation requirements, and family literacy to assist them with monitoring their students' overall school performance	While a direct correlation cannot be documented at this time, the attendance below 90% and number of course failures in ELA and Math decreased.	
ACTIVITY	NUMBER OF ACTIVITIES	NUMBER OF PARTICIPANTS
Parent Expos	4	75
ESTABLISHED GOAL	ACTUAL OUTCOME(S)	
To collaborative engage parents, students, and staff (teachers) in an effort to share students' academic and behavior progress on a quarterly basis	Students' 9-week report card and progress report were shared with parents; conferences were scheduled; data chats with both students and parents were held to discuss expetations, achievement, and goals; parent were apprised of ways to further monitor students throughout the year.	
Activities Not Implemented		
1. Purchase and archive resources and materials in its newly established parent lounge that parents/families can borrow and/or use for extended periods of time to promote increased levels of parental involvement and participation in the school with students.		
2. For students and parents portals will be created for input and access to teachers and staff, student progress and		

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achievement data, and academic and guidance needs; school will provide assistance with the use of the tool.