

## CHARLOTTE TECHNICAL CENTER Title I, Part A Parental Involvement Plan

I, Karen LaPorte , 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:** The Academy Parent Involvement Team mission statement is to provide a unique, caring, and flexible learning environment that motivates students to take charge of their future success through a home and school partnership.

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### Involvement of Parents

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

**Response:** Parents will be involved in the planning, review and improvement of The Academy 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 the Academy School Advisory Council (SAC) as well. Teacher, Deven Seibert, 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.

Recruitment will be held at the Title I Annual Meeting, orientations, enrollment interviews and subsequently as needed. As members leave the school, new members will be recruited and trained. Teen parents will also be invited to participate in the creation of quarterly newsletters. Meeting agenda items will be timely and relevant to school issues and 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.

Feedback provided from 2013-2014 Parent Survey results will be used as one tool to decide how to allocate upcoming Title I funding. 2014-2015 funding allocation was discussed at the Parent Involvement Training Meeting in May of 2014.

All meetings and family events will be scheduled at times and locations that work for the majority of the parents involved.

The Team and SAC will consist of a teacher, social worker, Title I achievement and family associate, two parents, and four students (which will include teen parents).

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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	Community partner participation in Annual Meeting	Social Worker, PIPT & Chris Stephenson, Title 1 Achievement & Family Liason
2	College Night & Career/Continuing Education Fair	Guidance Counselor
3	Home visits	Social Worker, Community Partners
4	Newsletter	Deven Seibert, Teacher
5	New Student Orientation	Principal & Student Leadership Team
6	Title I Annual Meeting	Academy Staff & Families - dinner provided
7	Transition to childcare for children of teen parents	CCPS HOPE Early Learning Coalition; & Head Start
8	Volunteering	Deven Seibert, Teacher
9	Parent Involvement & Planning Team	Deven Seibert, Teacher & Chris Stephenson, Title 1 Achievement & Family Liason
10	SAC	Deven Seibert, Teacher

11	Title III: ELL Family Support	Translators will be brought into parent conferences when needed. Staff members who speak Spanish are Deven Seibert and Mike Salazar.
12	Family Achievement Center	Chris Stephenson, Title 1 Achievement & Family Liason & Deven Seibert, Teacher
13	Title X	Social worker and homeless coalition coordinator will help students and families as it is brought to the attention of staff and/or faculty

## 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	Plan Title I Annual Meeting	Administration/PIPT staff members	October 2014	Sign-in sheet/Parent Survey results, photographs
2	Coordinate community partner involvement	Social Worker/PIPT staff members	Aug 2014	Attendance and Sign-in, photographs, sample handouts from agencies
3	Invite & encourage parents to attend Annual Meeting (NTI calls, email, newsletter)	PIPT Staff/ALL Academt staff	July-Sept 2013	Sign-in sheet, copies of newsletter, emails and call script
4	Oral Presentation	Principal	During the event	Photos, agenda
5	Informational handouts	Administration/PIPT staff members	During the event	Copies of handouts
6	Communicating Meetings and Training for Family through newsletter and website	Staff	ongoing	newsletters and website
7	School Connects call	Principal	prior to each event	email of message(s)
8	Title I annual meeting	Principal & all staff	October 21, 2014	attendance, photos, agenda, & 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:** Our PIPT/SAC meetings will alternate each month one during school hours and another after school. The times will vary, but they will always be held on the third Friday of each month throughout the school year. The parents will be honored at an Academy Appreciation Dinner in May. There will be ten meeting dates scheduled for the year.

During recruitment for the PIP Team, parents will be made aware of the flexibility and support available (related to times, location, etc) should they decide to participate. As meetings are being scheduled, each member will be personally contacted by phone or email; their input is always welcomed and encouraged. The information requested of the parents will be handed out on interview day after the child has been accepted. On

interview day, the parents will be given information on how to become a member of the PIP Team and SAC, and to volunteer at the school.

Social worker (and other staff as appropriate) will conduct home visits as needed.

IEP meetings and individual conferences will be scheduled at times convenient for families; substitute coverage will be provided for teachers.

PIPT meetings will be held one time per semester at times and locations that work for the majority of participants. Additionally, documented phone and/or email contact will be used for communication and collaboration with parents as needed.

The Family Engagement Center will provide opportunities for Parent Power Hour for our teen parents. It will give our teen parents a venue to have group discussions about parenting; what works and things we need to learn. The meetings will be held weekly; the Title I Achievement and Family Associate and the PIP Team leader will provide the instruction and monitor the students' attendance and grades.

Workshops for parents of teens and toddlers will incorporate the Active Parenting Curriculum, starting in the second semester.

Documentation of events and participation will be maintained in the Title I electronic monitoring box.

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## Building Capacity

Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child's academic achievement [Section 1118(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Share general test-taking strategies and study tips with all families using the Title I Annual Meeting, semester orientations, newsletters, group	Deven Seibert, PIPT Chair	Attendance, Increased test scores & graduation rates.	Meeting monthly	membership consistent and involved

	emails and NTI calls.				
2	Share information to assist or educate individual families using personal phone calls, emails and/or meetings.	Deven Seibert & Chris Stephenson	Increases parent involvement and provides stability which allows students to focus on academics	monthly	The students of parents involved will be tracked to determine effectiveness; FCAT scores, attendance, and grades will be evaluation factors
3	Disseminate FOCUS Parent Portal user and login information	District psychometrian (K. Marrow), classroom teachers, and Program Planners	Increase student scores on EOCs and FCAT	Twice a year	Effectiveness will be evaluated by test scores and attendance of the parents and students that attended.
4	Make the state standards, curriculum frameworks, graduation requirements and assessment information accessible to parents	Title I district	Increase student scores on EOCs and FCAT	november 2014	Strategies to increase student achievement
5	Pre-Acceptance Interviews	Deven Seibert & Chris Stephenson	Increase student scores on EOCs and FCAT	Begins in January through May	Surveys after events
6	Parents are called by teachers periodically	Deven Seibert & Chris Stephenson	Increase student scores on EOCs and FCAT	weekly, starting in September	Monthly surveys
7	WolfPack Den is an Open Computer Lab for families to use.	Deven Seibert & Chris Stephenson	Increase student scores on EOCs and FCAT	at least twice this year	Building literacy skills with infants and teens
8	Parent volunteers at school activities	Laura Meyer, Teacher	Attendance, Increased test scores & graduation rates.	One time per semester	Building confidence in the partnership via parent survey.
9	Parent Involvement Orientation	Deven Seibert, PIPT/SAC Chair	Attendance, Increased test scores & graduation rates.	One training per semester	More involved parents
10	Family Technology Nites	Deven Seibert, PIPT/SAC Chair	Attendance, Increased test scores & graduation rates.	One major event per semester	Happier, energetic parents
11	PIPT (Parent Involvement Partnership Team)	Administration	Attendance, Increased test scores & graduation rates.	Daily M-F	Increasing usage of facility over time.
12	Parent workshops for teens and toddlers (HOPE Program students)	Teachers	Attendance, Increased test scores & graduation rates.	Quarterly	Students are realizing positive results
13	Class Conferences using data to inform	Administration	Attendance, Increased test	Every Thursday	Interview days are full

	parents on standards and testing		scores & graduation rates.		
14	Family Engagement Conference	Administration/PIPT staff members	Attendance, Increased test scores & graduation rates.	Newsletters, website, Annual Meeting, Front office copies	Copy of link on website, copy of newsletter informing parents of its availability
15	Field trip to Library	Administration/PIPT staff members	Attendance, Increased test scores & graduation rates.	Annual Meeting/Upon enrollment and again at the end of the semester	Attendance, increased graduation rate and FCAT assessment scores, parent survey, grade reports
16	Parent Power Hour for teens	Instructional staff, ESE Liaison, social worker, and PIPT leaders	Attendance, Increased test scores & graduation rates.	Ongoing throughout the year, as needed	Attendance, increased graduation rate and FCAT assessment scores, parent survey, grade reports
17	Parent Power Hour for adults	Administration/PIPT staff members	Attendance, Increased test scores & graduation rates.	Quarterly newsletters, website, Annual Meeting	Attendance, increased graduation rate and FCAT assessment scores, parent survey, grade reports

## 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	Student Assistance Team Meetings	Social worker	Increased test scores & graduation rates.	Bi- weekly	Call Logs, sign-in sheets, agendas
2	Individual Assistance to staff members as needed	Social worker	Increased test scores & graduation rates.	As needed	Photographs, social worker notes, emails
3	Staff Meetings- One meeting will be dedicated to parent involvement in the classroom and school	Administration	Increased test scores & graduation rates.	Monthly	Increasing comfort with parent involvement
4	PPC Workshop	PPC Chair	Increased test scores & graduation rates.	Monthly	Minutes
5	Parent Involvement Partnership Team working with staff at school events	PIPT Chair	Increased test scores & grades	As events occur	Events with parent involvement

6	Staff training for running an effective parent-teacher conference using student data	Administration and PIPT team	Increased test scores & grades	Once this year for baseline	Scores of students who parents were involved in training
7	Family Engagement Conference	District Title I	Strategies to work with teens, students, and parents	November 14, 2014	Agenda, strategies, and tools to share with families
8	Title I Achievement and family associate PLC	Title I resource staff	Tools and strategies to share with students and families	Monthly	Sign in sheets, evaluations, and binder of strategies

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## 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, social worker, guidance counselor and other school 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.

These workshops and resources will be facilitated through the PIP Team and will be ongoing through the 2014-2015 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 Family Achievement Center, and in newsletters. Parents will have the opportunity to discuss such information about their specific children with the guidance counselor 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.

An overview of The Academy's individualized, alternative curriculum and philosophy will be given at each student's intake interview as well as at orientation.

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:** All Academy parents will have the opportunity to participate fully in their children's educational activities. Multi-lingual school and district personnel are available for translation during phone calls, meetings, and conferences. Printed materials will be provided in other languages if necessary. Additional accommodations will be provided as needed on a case-by-case basis.

All Academy teachers either have or are working on, the ESOL endorsement. A booklet of common Spanish phrases is located at the reception desk to be used by families and staff.

A Parent Guide, which is printed in English and Spanish, is sent home for each family and is available on the district website. A Parent Institute web-link in English and Spanish is available on the school and district website.

School information is sent home to families who cannot come to the physical school. New students and family members are given an orientation on expectations once accepted to the Academy.

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



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## Discretionary Activities

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

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## Upload Evidence of Input from Parents

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

[Uploaded Document](#)

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## Upload Parent-School Compact

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

Upload an electronic version of the Parent-School Compact.

[Uploaded Document](#)

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

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

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

[Uploaded Document](#)

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

### **Building Capacity Summary**

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

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	Disseminate FOCUS parent portal user and log in information	4	300	increase in test scores and graduation rates
2	Share information to assist and educate individual families using interview days, phone calls, meeting	300	300	increase in test scores and graduation rates
3	Title I Family Night BBQ	1	50	increase in test scores and graduation rates
4	Open House	1	50	increase in test scores and graduation rates
5	Sharing high stake test taking strategies with parents to support their child	1	8	increase in test scores and graduation rates
6	Family Technology Night	3	10	increase in test scores and graduation rates
7	Family FAFSA Night	1	10	increase in test scores and graduation rates

### **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	Individual assistance from school social worker to staff members as needed	17	17	increase in test scores and graduation rates
2	Student Assistance Team Meetings	20	17	increase in test scores and graduation rates
3	Softwareology Program training	4	10	increase in test scores and graduation rates
4	Staff meetings	2	17	increase in test scores and graduation rates
5	PPC Title 1 Orientation	1	6	increase in test scores and graduation rates

### **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 current 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	Schedule conflicts	Offer flexible meeting times and locations
2	Transportation	Provide transportation as needed
3	Parents "not knowing about events"	Continue to improve website, newsletter, phone, and email communication
4	Lack of family emphasis on education	Provide information on the importance of education and its possible impact
5	A school population that is less involved by definition	Make families feel welcome and respected at school

### 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
1	Increasing Parent Participation	Both the Title 1 Family BBQ and the Community Golf Tournament helped increase parent involvement.