

BOK ACADEMY Title I, Part A Parent & Family Engagement Plan

I, Damien Moses, 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: Edward W. Bok Academy believes strong Parent & Family Engagement is critical to each student's academic success and encourages family involvement in all school activities.

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: Edward W. Bok Academy believes it is vital to provide information to parents so they can play an active role in decisions made at the school. It is an ongoing process to discover new ways to increase Parent & Family Engagement in the development of the required plans. The school places a high value on what contributions our parents make

when working with us in the development of these plans. They know what is important to them, their children, and their expectation for their children's education. The members of the School Advisory Council, along with the Parent Teacher Organization, will be the group responsible for planning, review, and improvement of the Title I program. Our diverse SAC membership consists of school personnel, community members, business members, and parents. Information for SAC membership is provided to parents through PTO meetings, Open Houses and other school functions and to business/community people through our business partnerships, and PTO/SAC meetings. Individuals, who are interested in serving on the SAC express an interest through a survey sent home at the beginning of the school year or by speaking with the administration. Individuals may be ones who are interested in running for a PTO office or a board seat, have expressed an interest, and/or who regularly volunteer at the school.

Spring of 2016, the PTO board was given the Parent & Family Engagement Plan of the previous year to review. Parents were asked for their input in revising this plan, improvement of Title I program at the school as well as input regarding how funds for parental involvement will be used. The PTO board and administration meet to discuss the plan. Once completed, the plan was sent out to all PTO and SAC members asking for feedback and further revisions were made. The team came back together for final approval. Agendas, sign-in sheets and minutes will be maintained as documentation in the Title I Toolkit.

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 & Family Engagement	Parent & Family Engagement Facilitator will attend SAC, PTO, review parent surveys, and discuss with parents their needs in order to plan effectively for parent meetings.
2	Middle School Mind	Dr. Richard Marshall co-authored, The Middle School Mind: Growing Pains in Early Adolescent Brains. He will provide parents/guardians with helpful information about middle school students, their brain, their behavioral patterns and strategies for parents to use providing successful middle school experiences.
3	State assessment trainings	FSA Parent Night will help parents stay current on state assessments, computer based testing strategies, resources available and will learn important information to use at home with the child to help support their learning.
4	Promotion Requirement Meeting	Parents will learn about the state promotion requirements for middle school credit, as well as, high school requirements for graduation.
5	School Messenger	Parents and students will be advised through the school messaging system of activities, notices, events, and reminders.

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 schools 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 a PowerPoint presentation for the Title I Annual Meeting to inform parents about Title I acco	Title I/Parent & Family Engagement Facilitator	Early September	Copy of presentation
2	Publicize the Title I Annual Meeting to the community.	Title I/Parent & Family Engagement Facilitator and Administration	Early September	Copies of flyers and ConnectEd call reports
3	Inform teachers of their duties for participating the Title I Annual Meeting.	Title I/Parent & Family Engagement Facilitator and Administration	September	Copies of faculty meeting notes and sign in sheets
4	Title I Annual Meeting	Title I/Parent & Family Engagement Facilitator and Administration	Late September	Copies of teacher handouts, sign in sheets, and parent surveys
5	Create Parent & Family Engagement survey for Title I Annual Meeting and report data to Administration	Title I/Parent & Family Engagement Facilitator	September/October	Copies of completed surveys

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: Edward W. Bok Academy offers parent meetings at flexible times throughout the school year. The Annual Title I Meeting will be held during the evening so working parents have the opportunity to attend. Parents can also meet with the Title I facilitator the following morning in order to accommodate parents preferring mornings. Conferences are held throughout the year at parent and/or teacher request - at the time (am or pm) most convenient for the parent. Uprising 6th graders and parents have a spring orientation helping the students and parents transition to middle school. Prior to school starting the school holds an orientation meeting held in both the afternoon and evening.

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	Promotion Requirement Night	Title I/Parent & Family Engagement Facilitator and Guidance Counselor	Inform parents of the requirements for promotion to the next grade level	November 2016	Copy of parent sign in sheets, presentation, and agenda

2	Parent Leadership Meetings	SAC/PTO/Administration	Increase parents level of participation in school decision making	Ongoing	Copy of sign in sheets and agenda
3	Parent Workshops	Title I/Parent & Family Engagement Facilitator	Educate parents how to become more involved and supportive of their child's education and parental strategies	Ongoing	Copy of sign in sheets and agenda
4	Math/Science Night	Title I/Parent & Family Engagement Facilitator and Dept. Teachers	Increase parents understanding of FSA expectations and requirements	January 2017	Copy of sign in sheets and agenda
5	LA/Reading Night	Title I/Parent & Family Engagement Facilitator and Dept. Teachers	Increase parents understanding of FSA expectations and requirements	January 2017	Copy of sign in sheets and agenda
6	Technology Night	Title I/Parent & Family Engagement Facilitator and Dept. Teachers	Increase parents' understanding about programs and software used to enhance student learning and increase student performance.	January 2017	Copy of sign in sheets and agenda
7	FSA Parent Night	Admin/Title I/Deans	Increase parental understanding of test-taking strategies & ways to monitor student progress. Increase parent/community awareness and involvement regarding the events/activities at HMS; students have a greater opportunity to be successful when there are more stakeholders involved in their educational experiences	January 2017	Copy of sign in sheets and agenda
8	School messenger	Administration	Increase parent/community awareness and involvement regarding the events/activities at HMS; students have a greater opportunity to be successful when there are more stakeholders involved in their educational experiences	Ongoing	Delivery notice report
9	Title I Annual Meeting	Title I/Administration/Teachers	Increase parent/guardian understanding of class expectations and goals for success.	September 2016	Copy of sign in sheets and agenda/keynote presentation
10	School calendar	Title I/Administration	Increase parent/guardian awareness of school events on a mobile platform.	Ongoing	Printed copy of calendar

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	Professional Journal Articles	Title I/Parent & Family Engagement Facilitator and Administration	Increase staff knowledge of research based strategies for increasing a positive school/home relationship	Ongoing	Teacher Surveys
2	Cyberbullying	Academic Advisor	Increase staff knowledge on the increase of cyberbullying and the process for reporting for staff and teachers, including students.	October 2016	Teacher Survey
3	Educations Summit	Technology team	Increase staff awareness of communication tools such as Remind, Google Forms to increase participation of parents in events, including filling out surveys.	October 2016	Teacher Survey
4	Intervention Integration	ESE coordinator	Increase staff awareness of students with IEPs, 504s, Health plans, and Inclusion models.	Ongoing at faculty meetings	Sign in sheets
5	Depth of Knowledge - Reading across the curriculum	Reading dean/Title I coordinator	Increase staff knowledge of the Webb's Depth of Knowledge, how students are assessed and increase use of the DOKs across the school's curriculum.	Fall 2016 - Spring 2017	Sign in sheets

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: Edward W. Bok Academy ensures parents and students will be a part of a family friendly school environment. Parents are encouraged to participate in school day activities such as morning meetings, the rocket launch, regattas, lunch, honor roll parties, grade level events and more. Bok's administrative team is adamant about having an open-door policy with parents and community members. The administration asks for parents to support their child's learning and overall growth by attending at least one parent workshop.

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 parent's comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

Response: At the Annual Title I Meeting, held in September, parents will have the opportunity to rotate through the school. Parents will learn about Title I programs, academic goals, and assessments. At this time, parents will also have the opportunity, in the Title I Session, to learn about the budget, compact, Parent & Family Engagement Plan and SIP goals. Parents will meet teachers and learn about quarterly academic goals and assessments teachers will use throughout the year to ensure all students are learning. When parents meet with the Parent & Family Engagement Facilitator, they will learn about various ways they can access school information and various ways they can be involved. Agendas, sign-in sheets and minutes will be maintained as documentation in the Title I Toolkit. Parents who are unable to attend the Annual Title I Meeting, will be able to access all information given by attending the morning session or setting a time to meet with the Parent & Family Engagement Facilitator. Parents will also be able to provide feedback, concerns, or ideas on a parent survey at the conclusion of the meeting. The school will keep records at each session, through a parent sign in sheet. Parents will be notified of all school events in multiple ways. The information will be sent by a ConnectEd parent call, posted on the school website, school app push outs and through paper flyers sent home.

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: Edward W. Bok Academy plans and implements a variety of parent nights, so that parents who work will have the opportunity to attend important informational meetings. Documents sent home for parents are sent in parent friendly language (in English and Spanish whenever possible), to ensure parents are able to understand and use the information. In addition, the parent website/calendar are updated regularly (In English and Spanish whenever possible) to tell about upcoming events and information. Parent conferences are held whenever requested by teacher or parent. If non-English speaking - an interpreter is present. ConnectEd calls, school app messages, social media posts and flyers are sent out to remind parents of informational meetings.

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 & Family Engagement 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
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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
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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	Parents unaware of events	Educate parents of app, calendar, and call outs made. Also doing a school calendar rather than a PTO calendar.
2	Language barriers, specifically Spanish	Increase translation of documents sent home to select ESOL students
3	Meeting times	Ensure a variety of times are offered for parents to participate in meetings, events and programs.

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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