



### **2014-2015 School Parental Involvement Policy/Plan School:**

North Broward Academy of Excellence      LEA: Broward County Schools

In support of strengthening student academic achievement, each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a written parental involvement policy that contains information required by section 1118(b)(1) of the Elementary and Secondary Education Act (ESEA). The policy establishes the expectations for parental involvement and describes how the school will implement a number of specific parental involvement activities, and is incorporated into the schoolwide Title I / School Improvement Plan submitted to the Florida Department of Education (FDOE) as required in Section 1114(b)(2) of ESEA.

#### **Assurances**

The school agrees to:

- 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(a)(3)(B)];
- 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 1118(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)];
- 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)(2)(E)];
- Inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Centers (PIRC) in Florida, i.e., PIRC of Family Network on Disabilities in Florida (FND) and PIRC at University of South Florida (USF) [Section 1118(g)];

- 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, as described in Section 1111(h)(6)(A) [Section 1111(h)(6)(A)].

## Parental Involvement Mission Statement

North Broward Academy of Excellence's Mission is to enhance a love of learning, to provide a lifetime of growing, and to have a positive effect on our community and our world.

1. **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)]. 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)].**

North Broward Academy of Excellence believes in involving parents in all aspects of its Title I programs. Parents are involved in the Title I program through monthly parent activities that begin early in the year with our ***Annual Title I Public Meeting***. This meeting informs parents of the many components of the Title I program, introduces them to the school's curriculum and various assessments in each subject area, and recruits parents to become part of the school's decision-making process. Some of the actions to involve parents is to include parent representation from the onset of the development through membership on the School Advisory Council. The ***PTC, SAC and TITLE I Family Nights*** are combined into one evening and continue to be successful in

providing parents a forum for participation in an organized, ongoing and timely manner. Parents have the opportunity to attend staggered activities throughout the evening that involve them on several levels. SAC meetings throughout the year offer parents a vehicle for input into how parental involvement funds are used, what items should be included in the ***Title I Home-School Compact*** and ***Annual Title I Parent Survey***, and keeps parents informed as to the implementation of the ***School Improvement Plan***.

2. 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	Walk to Read, Reading Edge, Reading Plus, Moving with Math Think Through Math, RTI	Title I funds at North Broward Academy of Excellence provide additional teachers to assist students, particularly low performing students.
2	Professional Development Plan	Staff Development funds are used to develop a comprehensive professional training program to improve delivery of instruction through a variety of workshops designed to move teachers to mastery and improve student achievement.
3	Academic Family Nights	Parental Involvement Funds are utilized to fund academic parent nights that provide parents with new skills to support student learning at home. Improving the frequency and quality of family participation and increasing family literacy are also goals of our parental involvement component. Monies are used to purchase food, supplies/materials and provide stipends for teacher presenters.
4	Annual Title I Open House	Teacher syllabi discussed so that parents can help students stay on task and they are informed of the expectations,

		Power Schools, Volunteer Hours, Parent-Student Handbook.
5	School Website	Utilizing school's website to advertise school events and information for parents.
6	Surveys	Conduct two open ended surveys to encourage parent input in the operation of the school.
7	Saturday FCAT Camp	Funds will be utilized to fund an eight-week Saturday Camp to assist struggling students. Funds will also be used to provide additional before and after school tutoring for fragile students.

- 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 education 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 Annual Parent Meeting Date with Principal and Curriculum Leadership Team.	Elyse Kotkin, Title I Liaison	September 2014	Flyers, Parent Link notice, agenda, sign-in sheets
2	Advertised date to staff, SAC, parents and community through flyers sent home via backpack	Elyse Kotkin, Title I Liaison Diana Sierra-Krumrie, Assistant Principal	August 2014, and continuing up to the date of the Annual Parent Meeting	Flyers, Parent Link notice, Website page

	with all students, posted on website, and sent parent link.			
3	Work with Leadership Team to plan agenda and PowerPoint Presentation that includes all aspects of the Title I Program, school choice, school grade, grade and subject area curriculum, and assessment.	Elyse Kotkin, Title I Liaison Sierra-Krumrie, Assistant Principal Andrea Ellis, Principal	Early September to date of Public Meeting	Copies of Sign in sheet from September meeting

4. 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

Parent conferences are scheduled in the morning and afternoon hours and offer flexibility in time slots. ESE parent meetings are conducted not only in the morning, but also throughout the day to provide convenience for parents. PTC/SAC/TITLE I Parent Nights are conducted once a month on the same evening so parents have an opportunity to participate in all or selected events.

5. 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/ Type of Activity	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
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1	Monthly SAC Meetings	Elyse Kotkin, SAC Chair Diana Sierra-Krumrie, Assistant Principal Andrea Ellis, Principal	Empower parents by providing curricular and assessment information, training on data analysis and ways to monitor the School Improvement Plan. Train SAC members on shared decision-making. Seek input from parents on the planning and implementation of action plans for the School Improvement Plan and Parental Involvement Plans.	August 2014 to May 2015	SAC Agendas SAC Minutes SAC Sign-Ins Achievement Data
2	Personalized Learning Plans	All teachers, parents, and students	Teachers will train parents and students how to create a PLP based on data and classroom performance. Develop a PLP based on student data.	September 2014- June 2015	Achievement Data, PLPs
3	Family Health, Wellness and Prevention Night	Ashley Szima, Guidance Counselor	Families will attend workshop on healthy nutrition; anti-bullying, anti-smoking, ways parents and children can deal with peer pressure and strategies to reduce conflict at home and in the community.	December 2014	Flyers, Agenda, Sign-In, Newsletter
4	Writing Family Night	Tanya Monroe, Writing Coach	Share 6 Traits Rubric and show parents how student writing is scored. Students and parents will write together following the Six Traits and assess their	January 2015	Flyers, Agenda, Sign-In, Newsletter

			writing based on the rubric.		
5	FCAT Family Night	Teachers Grades 3-8 Diana Sierra-Krumrie, Assistant Principal Jackson Self, Principal	Families will attend workshop on FCAT strategies and learn how their child can be successful on the FCAT.	February 2015	Flyers, Agenda, Sign-In, Newsletter

### **Staff Training**

***Describe the training the school will provide to educate its 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/Type of Activity	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
1	Improving Communication through the use of Power Schools	Diana Sierra-Krumrie, Assistant Principal Karen Satchell-Simpson, Math Coach Vivienne Kirkland, Reading Coach	Training included: <ul style="list-style-type: none"> <li>communication through the use of Power Teacher</li> <li>tracking parent volunteer hours</li> <li>school-wide events for parent involvement and participation</li> <li>posting grades and homework</li> </ul>	August 2014 during Pre-Planning Week	Agenda, Sign-In, Power Teacher Portal
2	Conducting Effective Parent-Teacher Conferences	Elyse Kotkin, Title I Liaison Diana Sierra-Krumrie, Assistant Principal	Administration and Title I Liaison will meet with teams to share ways to effectively hold parent-teacher conferences and	September 2014	Agenda, Sign-In, Conference forms, School-Parent Compact Log

			how to help parents support their children at home academically.		
<b>3</b>	Robert Marzano Common Core Training	Diana Sierra-Krumrie, Assistant Principal NBAE Professional Development Committee	Training is focused on unwrapping Common Core Standards, and creating proficiency scales for CCSS.	August 2014- June 2015	Sign-In Sheet, Agenda, PowerPoint Presentation, Handouts
<b>4</b>	NWEA Training	Karen Satchell-Simpson, Math Coach Vivienne Kirkland, Reading Coach Tanya Monroe, Writing Coach	Training is focused on learning opportunities for grade level teachers to become familiar with the state's standardized testing.	September 2014- June 2015	Sign-in Sheet, Agenda
<b>5</b>	Understanding Poverty Training	Ruby Payne	Training is focused on cultural sensitivity and adapting to multiple learning styles and cultures.	February 2015	Sign-in Sheet, Agenda
<b>6</b>	STEM Training	Karen Satchell-Simpson, Math Coach Vivienne Kirkland, Reading Coach Tanya Monroe, Writing Coach	Training is focused on learning opportunities for grade level teachers to become familiar with science, technology, engineering, and mathematics opportunities in the classroom.	September 2014- June 2015	Sign-in Sheet, Agenda



### **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)].***

Parent flyers, brochures and Parent Volunteer Contracts will be available for parents in the front office.

Parents will be encouraged to attend ESE meetings and workshops on ways to help their children succeed in school. The guidance counselor will reach out to parents of low performing students to meet with them one-on-one and offer ways to provide academic assistance at home. The counselor is also available to meet with any other families who may need support and assistance.

### **Communication**

***Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]: 1118(c)(4)(A)];***

- ***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 school wide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will also submit the parents' comments on the plan that will be available to the local education agency [Section 1118(c)(5)].***

North Broward Academy of Excellence begins the year by distributing the "Right to Know Letters" and the "School Compact" via book bag to all students. The school will also inform the parents about the location of the School Improvement Plan and Parent Volunteer Policy. Additionally, information is posted on the school's website, SIS, and also included in the school's monthly newsletter. All of these documents contain up-to-date information on parent activities, policies, and procedures related to the Title I Program.

The Title I Annual Meeting provides descriptions and explanations of the school's

curriculum and academic expectations for proficiency in all subject areas and grade levels. This information is shared at monthly SAC meetings via the Principal's report and administrators.

Our monthly SAC meetings provide the forum for parents to provide input and formulate suggestions related to decisions affecting the academic program. Parents are actively recruited for SAC, beginning with the Title I Annual Public Meeting and throughout the year at Title I Family Activities.

Parents have the opportunity to provide input through the mid-year and year-end evaluation survey. Comments and suggestions will be taken into consideration and included in the annual review.

### **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)]***

To ensure accessibility, particularly for our ELL population, flyers for parent involvement activities are sent home when requested in the family's native language. Interpreters are in attendance at parent activities to ensure a full understand for all.

### **Discretionary School Level Parental Involvement Policy Components**

- ☐ ☐ Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];
- ☐ ☐ Providing necessary literacy training for parents from Title I, Part A funds, if the school has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)];
- ☐ ☐ Training parents to enhance the involvement of other parents [Section 1118(e)(9)] ;
- ☐ ☐ 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)];

- Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].

**10. Describe how each discretionary activity checked above will be implemented.**

<b>Activity</b>	<b>Description of Implementation Strategy</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>
Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training[Section 1118(e)(6)];	SAC meetings	Elyse Kotkin, SAC chair Diana Sierra-Krumrie, Assistant Principal	Will develop skills of educators	August 2014- May 2015
Providing necessary literacy training for parents from Title I, Part A funds, if the school has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)];	Parent Literacy Night	Andrea Ellis, Principal	Parents will be taught foundational skills in all content areas in order to assist with homework	January 2014- May 2015
Training parents in technology available to them and the students at a variety of times and dates[Section 1118(e)(9)] ;	Technology Night	Karen Satchell-Simpson, Math Coach Vivienne Kirkland, Reading Coach Elyse Kotkin, SAC chair Diana Sierra-Krumrie, Assistant Principal	Will help parents get involved in the curriculum used in the school.	August 2014-May 2015
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	SAC meetings	Elyse Kotkin, SAC Chair Diana Sierra-Krumrie, Assistant Principal Andrea Ellis, Principal	Will help meet the needs of the parents and keep them in touch with the school	August 2014-May 2015

participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];				
Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)];	SAC & PTC	Elyse Kotkin, SAC chair Juana Morales, PTC Teacher Representative	Will help get parents involved in the school.	August 2014-May 2015
Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]	Developing community partnerships	Andrea Ellis, Principal Audrey Robillard, Administrative Support	Will help students and parents connect with the community	August 2014-May 2015
Parent teacher conferences and consistent email and phone communication [Section 1118(e)(10)];	Developing parental partnerships	Diana Sierra-Krumrie, Assistant Principal	Will help parents get involved in school.	August 2014-June 2015

### **School-Parent Compact:**

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 school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Provide a copy of the School-Parent Compact and evidence of parent input in the development of the compact.

### **Adoption**

This School Parent Involvement Plan has been developed jointly with, and in agreement with, parents of children participating in Title I, Part A programs, as evidenced by the School Advisory Council's meeting minutes.

This plan was adopted by the school on **August 26, 2014** and will be in effect during the 2014-2015 school year. The school will make this plan available to all parents of participating Title I, Part A children on or before August 29, 2014.

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Signature of Principal

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Date

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Signature of SAC Chair

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Date

Provide evidence that this policy/plan has been developed with the input from parents and based on the review of the 2013-2014 PI

- 1. Provide a summary of activities provided during the 2012-2013 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.**

Content and Type of Activity	Number of Activities	Number of Participants	Correlation to Student Achievement
<b>Title I Public Meeting Open House</b> Differentiated Accountability, School grade and AYP, Title I Services including the School Compacts, Parental Involvement Plans, Parent Involvement Activities and SES services, Before and After Care, and SAC Protocols were discussed with parents.	1	215	Shared essential curricular, safety and security, and assessment and testing information aligned to Federal, State and County expectations.
<b>Title I Book Fair Family Event</b> Families attended the Book Fair and staff helped parents and students select books.	2	550	The activities were aligned to the Reading/Language Arts Sunshine State Standards.
<b>FCAT Parent Night</b> Families attended a workshop on FCAT strategies and learn how their child can be successful on the FCAT. Parents were trained on FCAT Explorer, Study Island, and FCAT strategies to help the students become successful on the Florida Comprehensive	1	150	The activities in this session were aligned to the Language Arts, Math, and Science Sunshine State Standards and included grade level expectations aligned to the school and

Assessment Test.			Instructional Focus Calendar.
<b>Kindergarten Parent and Student Orientation</b> This Thursday evening session explained the transition process into elementary school for parents and students. The Common Core State Standards, promotion criteria, homework expectations, and parental involvement expectations were all reviewed, discussed, and disseminated. Families were able to meet their child's teacher and visit the classroom.	1	150	Curricular expectations in all subject areas were reviewed. Processes and procedures were also reviewed.

2. Provide a summary of the professional development activities provided by the school during the 2013-2014 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)].

Content and Type of Activity	Number of Activities	Number of Participants	Correlation to Student Achievement
Whole Group Staff Training during Pre-Planning Week	1	57	<p>Title I Coordinator conducted a session on “Title I Parent Involvement: Strengthening the Home-School-Connection.” During this session, participants were given an overview of the Title I program acquainted with the parent compact and parent involvement policy, participated in brainstorming session on the why’s and how’s of developing a dynamic, research-based parent involvement program, and had time to work in their respective departments to begin developing plans to incorporate parental involvement “best practices” into their weekly professional learning communities.</p> <p>Involving parents as true partners increases the participation of families in the learning process, which is an indicator of improved academic achievement.</p>
Leadership Meetings	20	10	Curriculum Leadership Meetings at the beginning of the year and prior to each parent night involving the Principal, Assistant

		<p>Principals, Team Leads, Coaches, and Title I Coordinator were held to discuss ways to involve parents in our SAC/Title I Family Nights. Team Leads brainstormed ways to more effectively recruit parents to their respective family nights, parent conferences, and other school activities. Principal and Administrators continue to reinforce and encourage leaders to promote and attend parent functions. “Best Practices” were shared on “why and how” of developing an effective program and ways to increase our numbers even more from previous years.</p> <p>Involving parents as true partners increases the participation of families in the learning process, which is an indicator of improved academic achievement.</p>
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3. Describe the barriers that hindered participation by parents during the 2012-2013 school year in parental involvement activities. Include the steps the school will take to during the 2013-2014 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>Barrier (Including the Specific Subgroup)</b>	<b>Steps the School will Take to Overcome</b>
Parents work many jobs	Attempt to provide meetings at a variety of days/times
Uneducated parents	Provide more learning opportunities/ trainings for parents to assist their children and feel confident about being successful at school
Parents lack of knowledge about technology	Educate/train parents on the use of technology through the use of the computer lab and laptop carts