

## **Title I, Part A Parent and Family Engagement Plan- Palm Harbor Academy**

I, Taylor Croot , 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. This plan shall meet the requirements of Section 1116(b) of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA).

### **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 of 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;
- \*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;
- \*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;
- \*use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the schools parental involvement policy;
- \*if the plan for Title I, Part A, developed under ESEA Section 1116, 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;
- \*provide to each parent an individualized student report about the performance of their child(ren) on the state assessments [ESEA Section 1116];
- \*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 out of field; 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.

**Signature of Principal or Designee:** *Taylor Croot*

**Date Signed:** 5.30.17

## **Mission Statement**

Response:

The vision at Palm Harbor Academy is to create an environment in which students can become exceptional learners committed and equipped to improve their community. The school is committed to a positive school climate that offers successful academic and social experiences for each child. Parents are viewed as partners who play a vital role in our students' education. The Title I Parent Involvement Mission is to provide meaningful and effective parental engagement opportunities for parents throughout the school year to improve and increase the academic achievement of our students.

## **Involvement of Parents**

Describe how the school will involve parents and families in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decision making regarding how funds for parental involvement will be used [ESEA Section 1116]

Response:

Throughout the year, several Title I meetings will be held to actively involve parents in the planning, review and improvement of Title I programs including engaging them in a decision making process on how funds will be allocated for parental involvement. At the beginning of the school year, a Title I orientation meeting will be held to provide parents with a comprehensive understanding of the goals, purpose and programs of Title 1 programs. Subsequent meetings will be conducted as needed with the goal of sharing student assessment data and test results with parents in a clear and understandable format and in a collaborative effort to plan, review and improve Title I educational services for eligible students.

At these meetings, the suggestions and input of parents will also be used to plan and develop Title I parental involvement activities that will help parents gain the knowledge and skills to be involved effectively in decisions regarding Title I funds. The overall goal for parental involvement at PHA is to provide opportunities for regular meetings for parents to have a welcoming forum to formulate suggestions and to meaningfully participate in decisions about the education of their children.

## **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 [ESEA Section 1116].

In order to increase all PHA parents' capacity for using effective practices at home to improve their own children's academic learning, specially designed meetings and workshops will be held during the

school year for all parents from the school's federal programs. To coordinate and integrate all parent involvement activities, a series of educational workshops will be provided that specifically focus on ways parents can help their children at home. Educational topics will range from how to help children with homework to how to select educational games and learning toys for children. Based on parental input and students' educational needs, teachers and staff members will conduct several workshops at various times during the day and evening to include as many parents as possible. The overall goal of these all-inclusive parent sessions is maximizing the school's efficiency to provide timely and effective parent training that assists parents in creating home conditions to support their children's academic achievement.

## Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual parent meeting designed to inform parents and families of participating children about the school's Title I program, the nature of the Title I program (school-wide or targeted assistance), how the meeting will cover the Adequate 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.

Account	Content/Type of Activity	Person Responsible	Timeline	Evidence of Effectiveness
1	Workshop on effectively engaging parental involvement	Principal	August 2017	Increased participation of staff in parent activities
2	Conferences with General Ed Teachers	Principal and Title I Teachers	August 2017	Appropriate educational services matched to Title I eligible students
3	Planning meeting for Title 1 Annual Parent Meeting	Principal and Title I teachers	August 2017	Feedback from Parent Advisory Committee and comprehensive agenda and materials. Parents will be notified of the

				meetings by remind and flyers sent home with students.
4	First Annual Title I Parent Meeting. Parents will be informed that Palm Harbor Academy is a Title I School. During this meeting we will discuss school choice, AYP, and parent rights.	Principal and Selected Staff Members	September 2017	Feedback from Parent Questionnaire Forms
5	Parent Workshops	Staff Members	Sept. – May 2018	Improved student grades

## 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 and family engagement [ESEA Section 1116].

Response:

PHA will offer a flexible number of meetings for Title I parents throughout the year that takes account working parents. Meetings and educational workshops will be organized and designed in the morning, during the day and evenings to allow parents to have a choice in times that will accommodate their schedule. Child care and transportation will be provided during the evenings to ensure increased participation of parents in parental evening school events. In addition, home visits will be planned and coordinated as needed by PHA staff members.

## Building Capacity

Describe how the school will implement activities that will build the capacity for meaningful parental/family 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. 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.

Include information on how the school will provide other reasonable support for parent/family engagement activities under [ESEA Section 1116].

Account	Content/Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Parent Workshop – Importance of School and Home Connection. Parents will receive handouts, and their class dojo codes.	Principal & Title I teachers	Parents will be better informed on using website, Class DOJO to help their children at home	September 2017	Parent Feedback Response Forms and increased use of school modes of parent communication
2	Curriculum Parent Meetings. Teachers will provide the first i-ready diagnostic scores to parents.	Teachers for each grade level	Parents better understand grade standards	October 2017	Increased student attendance and grades
3	Parent and Community Talent Survey	Principal	Increased Parent and community involvement in school activities & events.	October 2017	More Parents willing to lead workshops and parent activities during the year
4	Reading Workshop	Title I Teacher	Student Reading Logs reflect more reading at home	Quarterly	Agenda, Workshop Feedback, presentation materials, and student reading improvement
5	Math	Title I	Parents will	Quarterly	Agenda,

	Workshop	Teacher	assist + monitor math homework more often and effectively		Workshop Feedback, presentation materials, and improvement in math work
6	Ready Curriculum	Principal & Selected Teachers	Parents will monitor more effectively children's Ready homework	Quarterly	Parents utilize parent component of IReady Assessment Data more frequently
7	PA regularly scheduled meetings	Principal/ School Parent Liaison	Increased parental involvement in learning process	On-Going through 2017-8	Agendas, Feedback Forms, Increased attendance of parents
8	Book Fair	Parent Volunteers	Increased reading for pleasure	Fall 2017 + Spring 2018	Increased sales of books and increased level of independent reading by students.

### Staff Development

Describe the professional development activities the school will provide to educate the teachers, specialized instructional personnel, principals, other school leaders and other staff with the assistance of parents/families, in the value and utility of contributions of parents/families, including how to reach out to, communicate with, and work with parents/families as equal partners. Include implementation and coordinating of parent/family programs and in details of building ties between parents/families and the school. [ESEA Section 116]

Account	Content/Type of Activity	Person Responsible	Anticipated Impact on Student	Timeline	Evidence of Effectiveness
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			Achievement		
1	Importance of Engaging Parents as Partners in Education	Principal/Title 1 Teachers	PHA staff will reach out to parents more efficiently and more often resulting in increased learning of students	Fall 2017 And Spring 2018	Increased participation of parents in educational school activities
2	Planning Meeting with selected staff members	Principal/Title 1 Teachers	The development of Parent Survey that list Parent Areas of Expertise to Share at School Activities	October 2017	More parents get involved in class activities
3	Title I Guidelines & Anticipated Educational Services for Eligible Students PD Workshops	Principal + Title 1 Teachers	Greater matching of Title I student needs to educational services	August – October 2017	Improved student learning in reading and math
4	Conducting Effective Parent-Teacher Conferences	Title I Reading Teacher	Effective parent conferences that result in more parents supporting their children's academic learning at home	October 2017	Increased Parent attendance at Parent-Teacher Conferences and Teacher Feedback on Usefulness of Workshop
5.	Professional Development	Title 1 Teachers	Increased interventions	Ongoing	Increased level of

	Workshops in Reading and Math for Title 1 Students		and Title 1 support services for Title 1 students		support and programs for struggling Title 1 students
6	Danielson Domain 4 Workshop	Principal	Teachers will strategically involve parents in students' academic events	November – December 2017	Increased Teacher participation in school community
7	Individual Teacher Data Conferences	Principal	More effective use of student data to provide appropriate small group instruction	Quarterly	Increased level of individual and small group interventions for struggling students

## Other Activities

Describe how other activities, such as parent resource centers, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their children [Section ESEA 1116].

Response:

As part of a series of workshops for parents throughout the year, parents will be informed of parent resources in the community and in the district. Parents will be notified of where to obtain

educational relevant and useful information and resources such as the Flagler County School Parent Guide, the district's Code of Conduct and the school's website. In addition, school notices will be sent home periodically informing parents of special school events and community agencies they can visit to support their own personal growth and support the learning of their children. Parents will also be encouraged to visit the local library and community centers for special activities their children can participate in.

## **Communication**

Describe how the school will provide parents of participating children the following:

Timely information about the Title I programs;

Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the achievement levels students are expected to obtain;

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; and

If the schoolwide program plan is not satisfactory to the parents of participating children, how the school will submit the parents/families comments [ESEA Section 1116]

Response:

During the first annual Title I Parent meeting, topics such as the school's curriculum, school's assessment performance, and student assessment data will be addressed and discussed so that parents leave the meeting with a clear understanding of the new school year's goals and objectives and the achievement levels students are expected to obtain for the 2018 school year. We will send out a survey to parents regarding the school-wide plan. If the plan is not satisfactory we will ask for suggestions, and make necessary adjustments to the plan.

Throughout the year, in addition to regularly scheduled parent Title I meetings, supplementary meetings will be provided to inform and involve parents in the planning of anticipated specialized Title I programs. Parent input is key in assessing Title I programs that have been implemented and critical in planning new Title I projects that are designed to support students' educational needs. Letters will be sent home in a timely fashion announcing anticipated Title I projects such as after school tutoring, January Boot Camp, and Saturday classes and eliciting their involvement in designing and planning these and other specialized Title I initiatives.

Parent feedback is always welcomed at PHA and parents are encouraged to give honest feedback on any aspect of school life on parent surveys, parent workshops response forms, and verbally at parent involvement school activities. Moreover, parents are encouraged to visit classrooms and special programs to elicit their opinions on the quality of the school's curriculum,

programs and overall effectiveness of the instruction. Palm Harbor Academy rests on the premise that the entire school community is collectively responsible for school success. Parents are considered full partners in their children’s education and will always be included in all school activities and programs as appropriate on an on-going basis during the year.

Moreover, the school will offer opportunities for parents to understand the school’s curriculum, grading criteria, attendance guidelines and student grade expectations via special meetings, individual conferences with teachers and Principal, and during Parent/Teacher Conferences. Parents will also be invited to school wide events that celebrate their children’s success such as Award assemblies, Dr. Seuss Day, Black History Month, and other special school wide events.

**Accessibility**

Describe how the school will provide full opportunities for participation in parent/family engagement 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/family programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand.

Response:

The school will take in account parents with limited English proficiency, disabilities, and migratory children by offering special accommodations such as bilingual translations of all school/home materials in spanish, flexible schedules, and childcare provisions during meetings. Parent outreach to all parents in a timely fashion will ensure that there is participation and involvement of all parents regardless of barriers such as limited English proficiency and disabilities. It is important to note that Palm Harbor Academy is handicapped accessible and this will be announced in parent notices so that disabled parents are aware of this and feel comfortable and welcomed at all parent meetings and school events.

**Discretionary Activities (optional)**

Discretionary School Level Parental Involvement Policy Components: include any activities that are not required, but will be paid for through Title I, Part A funding (for example home visits, transportation for meeting, activities related to parent/family engagement, etc.

Account	Content/Type of Activity	Person Responsible	Anticipated Impact on	Timeline	Evidence of Effectiveness
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			Student Achievement		

Attach Evidence of Input from Parents

Attach Parent-School Compact

Attach Evidence of Parent Involvement in Development of Parent-School Compact

**Below is the Evaluation of 2016-2017 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. Include participation data on the Title I annual meeting.

Account	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Parent Meetings	2	36	To create a better

				home-school connection.
2	Open House	1	70	To show case student work.
3	Math Night	1	12	To increase math scores.
4	Bullying Seminar	1	10	To provide anti-bullying advice to students and parents.
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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.

Account	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Communicating with adults from other generations.	1	4	To communicate productively with parents.
2	Parent Program Coordinator Meeting	3	12	To encourage parents to be more involved in the school.
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## Barriers

Describe the barriers that hindered participation by parents during the previous school year. Include a description of 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) [ESEA Section 1116].

Account	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Economically Disadvantaged- Transportation	Provide transportation and meals for families at meetings.
2	Economically Disadvantaged- Childcare	Provide childcare for parents at the meetings.

## 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)

Account	Content/Purpose	Description of the Activity