

PALM HARBOR ACADEMY Title I, Part A Parental Involvement Plan

I, Donna Kargel, 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: The mission of Palm Harbor Academy is to ensure that parents play a vital role in our students' education. Parents will have input in making decisions that impact on all students. Home, school and the community working together will create an environment in which children can learn and become useful citizens in society.

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: Title I meetings will be held bi-annually regarding planning, review and improvement of Title I programs and decisions regarding how funds for parental involvement will be used. When new information is available and needs to be discussed, the new information will be available at the beginning of monthly meetings/events held at the school for parent involvement. The Lead Teachers and the School Parent Liaison will be responsible for the planning and implementation of the meetings. Parents will be recruited in the following manner: sign-up forms at all school functions, notices sent home by students, classroom newsletters, and announcements at PTA meetings.

The agenda, sign-in sheet and minutes will be maintained and recorded at the meetings.

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 One	Before/after school hours, workshops will be held to involve parents in the understanding of the components of reading and math. Workshops will include use of manipulatives, approaches to learning as well as use of technology for learning. Sign-in sheets as well as a record of minutes will be retained as evidence.
2	Title One	During the school year parents will participate in workshops to learn how to help students at home with assignments and projects.
3	Title One	Parents will have a meeting to learn about Florida Standards and how they impact on the learning process in school.

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	Conference with general education teachers for referrals to Title I services	Principal	August/September 2015	Appropriate students referred for services
2	Notification to parents of identified students noting our intent to provide supplemental Instruction	Teachers	On-going	Meeting with parents about what a Title I school offers
3	Meeting with parents of participating students in a Title I meeting to inform about services	Teachers/Principal	On-going	Sign-In and agenda

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: Meetings and events at Palm Harbor Academy will be held at varied times throughout the day including a breakfast; lunch and dinner to accommodate parents with schedules that require flexible meeting times.

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	Math Workshop	Principal/Teachers	Parents will work with their children on teacher directed strategies, games and activities to help their child at home to better comprehend and use math skills.	Quarterly	Parent Survey Sign-in sheets, handouts, agendas, and presentation materials.
2	Reading Workshop	Principal/Title1 Rdg.Tchr.	Parents will work with their children on teacher directed activities, centered around reading comprehension and well written responses to reading.	Quarterly	Sign-in sheets, handouts, agendas, and presentation materials.
3	Science Workshop	Principal/Teachers	Parents will work with their children on teacher directed activities, discussing state standards for science as well as hands-on activities that will stimulate their child's interest in science.	Quarterly	Sign-in sheets, handouts, agendas, and presentation materials.
4	PTA - Regularly scheduled meetings	Principal /School Parent Liaison	Engage parents in the learning process.	Ongoing SY2015-2016	Sign-in sheets, handouts, agendas, and presentation materials.
5	Book Fair	Rdg. Teacher/Parents	Parents will participate in two Book Fairs	Fall and Spring	Sign-in sheets
6	Book Fair	Principal/Rdg. Coordinator/Title1 Rdg. Tchr./Parent Liaisons	Parents and staff will be in charge of Book Fair Sales and Grandparents' Day	Fall/Spring	Sign-in sheets and book sales

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	Quarterly Academic Workshops - Provide an opportunity for teachers to demonstrate their curriculum strategies	Teachers, Principal, Parents	Allow parents to ask questions and express concerns regarding the delivery of the curriculum; Gives parents a better understanding of what is being expected of their child.	Ongoing	Parents more aware of teacher expectations
2	Anti-Bullying Workshop	Title I Math.Tchr	Understanding cultural differences helps to improve communication among students, parents and teachers	Ongoing	Parent survey regarding appropriateness and effectiveness of communication as it pertains to their culture
3	Teacher Website Development	Teachers, Title 1 Tchr.	Gives parents 24-7 access tools to help their child at home	Ongoing	Parent surveys; Monitoring website traffic
4	Effective Communication with Parents workshop - Teachers will learn ways to effectively communicate with parents	Title I Rdg.Tchr , Principal	Establishes a means for parents to have input in their child's education, parent communication helps with parent involvement which affects student success	September 2015	Parent surveys regarding modes and success of communication
5	The Goals of a Parent Conference - workshop that would allow teachers to plan and execute effective parent-teacher conferences	Principal,teachers, Title 1 Rdg. Tchr .	Effective parent conferences encourage parent involvement which directly effects student success	September 2015	Parent sign-in sheets, records of parent attendance and discussion
6	It Takes a Village - Parent Involvement Workshop - workshop for teachers and parents that allows parents to voice their challenges and concerns	Principal, Title I Rdg. , Teachers	A better understanding of parent needs and concerns allows teachers to make accomodations	January 2016	Parent sign-in sheets; parent survey regarding concerns and needs
7	Professional development activities in Reading and Mathematics	Consultants	Teachers will use research based strategies in instructional delivery.	Ongoing	Student growth in academics.
8	Professional development for staff in using research based materials	District Office, Consultants	Students will master grade level benchmarks and standards	Ongoing	Student growth in academics.

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: Parent Resource Center - Parents will be allowed to utilize resources such as books and manipulatives to help students with homework and projects. The Resource center will be made available to parents by way of notices, class newsletters, student planners, telephone and e-mail communication, and event announcements. Title I

Rdg.Tchr. will be responsible for making parents aware of the resource center. The resource center will be available to parents beginning in October and ongoing throughout the school year. Evidence of the effectiveness of the resource center will be shown by way of parent sign-in sheets, resource check-out sheets and pictures.

School wide events will allow parents to participate and celebrate their child's success (ie. Spirit Day, awards assemblies, academic workshops, spelling bee. Events will be created and promoted by Title I Rdg.Tchr. as well as classroom teachers. Parents will be made aware of upcoming events by way of telephone and e-mail communication, class and school newsletters, student planners, and event announcements. Evidence of event success will be demonstrated by parent sign-in sheets.

Parent Celebrations - Events will be created that celebrate parent involvement as well as provide substantial evidence for the benefit of parent involvement. Parents will be asked to, "train the trainer", discuss with teachers and administrators their challenges. Child care will be provided. Celebrations will advertised by way of telephone/e-mail communication, class/school newsletters, student planners and event announcements. Title I Rdg. Tchr. as well as teachers will be responsible for planning and promoting the celebrations. Evidence of success will be demonstrated by sign-in sheets and pictures.

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: Appropriate information about the Title I program along with descriptions and explanations of the school's curriculum, academic assessments and proficiency levels of current students will be discussed at the initial Title I meeting in the beginning of the new school year during "Parent Orientation" and Meet the teacher in August 2016. Information regarding school performance will be posted on Palm Harbor Academy's web page and notifications will be sent home. Additional meetings will be scheduled based on parent desire and necessity. Dates of meetings will be posted on the school website and notifications will be sent home via students. Phone calls may also be made. Sign-In and Agenda will be kept on record.

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: Opportunities for parental involvement will include scheduling meetings at varied times to accommodate schedules, providing childcare during meetings, providing language translators for parents with limited English such as Spanish, Haitian Creole and other dialects translating written communication to language appropriate for parents, making sure meeting dates are current and communicated in a timely manner, relaying current information/changes in a timely manner. The building is handicapped assessable.

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:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Designate a parent coordinator and develop a volunteer handbook	Ms. Betts Parent Coordinator	Increase parent involvement and understanding of what is expected academically.	on going SY 2016-2017
2	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)];	Schedule meetings after work and dinner hours.	Principal	Greater Parent participation will equip them with the tools necessary to assist their children at home.	Ongoing SY2016-2017

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 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](#)

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
1	Math Workshops	1	18	Parents will work with their children on teacher directed activities, games, and strategies to help their children at home with necessary math standards.
2	Reading Workshops	2	30	Parents will work on teacher directed activities that focus on reading comprehension and written responses.
3	Science Workshop	0	0	Parents will work with their children with appropriate projects for Science Fair.
4	PTA Meetings	3	23	Engage parents with their child's progress each quarter.
5	Title 1 Parent Night	1	15	Making parents aware of benefits and services in a Title1 school
6	School Parent Compact	1	3	Understanding of roles and responsibilities of students, parents and school.

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
1	Monthly Reading Coaches PD	6	7	FCPS Reading Dept provides training in best practices for teachers.
2	Cultural Sensitivity Training	1	7	Provide training for staff and parents to improve understanding of cultures of the diverse population in students.

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	Transportation all ages	Van pickup was provided when needed
2	Emergency Funds	Provide funds for extreme emergencies

3	documents not getting home by students	update information on website and add parent portal
4	Childcare to attend meeting	Set aside funds to hire childcare for all parent 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)

count	Content/Purpose	Description of the Activity
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