

## PALM BAY ACADEMY CHARTER SCHOOL Title I, Part A Parental Involvement Plan

I, Madhu Longani, 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)].

*Madhu Longani*

Signature of Principal or Designee

10/25/2016

Date Signed

### Mission Statement

Parental Involvement Mission Statement (Optional)

**Response:** To build strong partnerships with families and empower parents to work collaboratively with schools to support student success!

### Involvement of Parents

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

**Response:** Parents at Palm Bay Academy are invited to an annual Title 1 meeting when the school year begins to offer input on the School Improvement Plan and Title 1 programs, as well as to review and revise Palm Bay Academy's Parent Involvement Plan and Family-School Learning Compact. Parents are also encouraged to become active members of the PTO and/or Board of Directors, and asked to provide meaningful input into the development of all plans related to school improvement, including the PIP, the Family-School Compact, and the use of Title 1 Parent Involvement Funds. Tuesday Teas with our Title 1 Coordinator are also monthly opportunities for parents to provide input on all Title 1 programming and services. Parents are also surveyed at every family involvement event for their input on school programming to assist them in supporting their children in school.

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## Coordination and Integration

Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1118(e)(4)].

count	Program	Coordination
1	Pre-School	PBA is in collaboration with Space Coast Montessori to encourage enrollment in Immersion Program.
2	Title III	The district resource teacher for Title 1 Family Involvement works collaboratively with the district resource Teacher for ESOL to address the needs of English Language Learners and families for language instruction in our Title 1 schools. PBA plans and implements appropriate programs, services and training opportunities for school staff and families. Title 1 Parent Involvement contact works with our ESOL teachers to ensure that information is translated appropriately.
3	Florida Diagnostic and Learning Resources System (FDLRS)	FDLRS provides diagnostic and instructional support services to district exceptional student education programs and families of students with exceptionalities statewide. FDLRS worked collaboratively with the Title 1 Coordinator in planning and implementing various parent involvement initiatives and training opportunities.
4	Individuals with Disabilities Act (IDEA)	Joint professional development opportunities are provided for staff and training opportunities for parents of Title 1 and ESE students by staff from the Office of Exceptional Education.
5	Title X (Homeless Education)	The Office of Title I and the district Homeless Liaison work collaboratively to meet the varying needs of our homeless youth and families.
6	Title II	PBA works with Title II funds to provide teachers with professional development opportunities in specific areas of need for the school or individual teachers.

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## 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)].

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count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop and send flyer and newsletter to advertise the annual parent meeting	Title 1 Coordinator	Before scheduled meeting	Maintain documentation of advertisements
2	Modify District Power Point and handouts for parent meeting	Title 1 Coordinator	Before scheduled meeting	Maintain copies of presentation and minutes
3	Maintain documentation of parent meeting agenda and minutes	Title 1 Coordinator	During and after meeting	Maintain documentation of meeting minutes and sign-in sheet
4	Parent Survey at end of meeting	Title 1 Coordinator	Exit ticket at end of Meeting	Data collected will be used to plan further parent and family events
5	Follow-up discussions at Tuesday Tea with parents	Title 1 Coordinator	Tuesday Tea following Annual Mtng.	Minutes from Tuesday Tea following discussion of annual mtng effectiveness & input on PIP and Parent School Compact
6	Post Title 1 calendar with Annual Meeting highlighted on school website	Title 1 Coordinator	Before scheduled meeting	Maintain Documentation on website
7	Copies of agenda and all information distributed at meeting maintained in Title 1 binder in office.	Title 1 Coordinator	After meeting	Maintain Documentation in Parent Involvement binder
8	Copies of all Title 1 Annual Mtng information available on Title 1 page of school website	Title 1 Coordinator	After meeting	Feedback from parents about locating and using information on website.

## 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:** In response to last year's and this year's parent surveys, Palm Bay Academy will offer parent meetings and family events on different days at a variety of times to allow all families opportunities to participate. Parent Workshops and Family Events will focus on things that parents can help their students with at home, such as homework, reading, test preparation, academic skill practice, projects, and behavior. Conferences and meetings will be scheduled during days and times that are convenient for parents. We have parent involvement activities scheduled in the morning, after school, and in the evening to accommodate different schedules. Child care is provided when workshops or activities require the undivided attention of adult family members.

## 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	Palm Bay Academy Website	Donna Moore/Nina Orellana	Parents will be kept informed about ways to stay involved and assist their children in increasing academic achievement.	Ongoing	Surveys and parent feedback
2	Palm Bay Academy Newsletter	Donna Moore/Nina Orellana	Parents will be kept informed and given information about resources to assist them in promoting academic achievement.	Ongoing	Surveys and parent feedback
3	Readers of the Caribbean	Title 1 Team and teachers	Families will enjoy fun literacy presentation and receive information and strategies to use in promoting student reading achievement at home.	January 26, 2017	Sign in sheets and parent evaluations
4	Family Math Night	Teachers and Title 1 Team	Parents will receive information and strategies to use in promoting student achievement in math.	November 17, 2016	Sign in sheets and parent evaluations
5	FL Standards Assessment Prep Night	FL Standards Assessment Coordinator	Parents will receive information on the skills tested on the new FL Standards Assessment. They will be given strategies to use at home to increase student achievement.	February 8, 2017	Sign in sheets, evaluations and feedback
6	Board of Directors Meetings	Principal	Parents are provided with school information and are part of the school decision making process.	Monthly	Sign in sheets, evaluations and feedback
7	Title 1 Annual Meeting	Title 1 Coordinator and Title 1 teachers	Parents will participate in creation/revision of PIP and compact and learn how they can support literacy at home	September 1, 2016	Sign in sheet, evaluations and feedback.
8	Title 1 Newsletter	Title 1 Coordinator	Parents are informed about Title 1 programs and services available at our school.	Monthly	Evaluations and feedback.
9	2nd Monday Book Clubs for Families	Title 1 Teachers	Families will learn how to read together and have valuable conversations around literature	Monthly	Sign in sheets, evaluations and feedback.
10	Tuesday Teas for Parents	Title 1 Coordinator	Parents gather to evaluate what is going on at school and brainstorm ways to support at home. Opportunities to volunteer at school as well.	Monthly	Sign in sheets, evaluations and feedback.
11	Open Houses at each campus	Teachers and Title 1 Team	Families will learn about Common Core Standards, meet the teachers, meet the Title 1 staff, learn about what their students' will be learning this year.	September 2016	Sign in sheets and feedback.
12	Parent Conference Nights	Teachers	Parents will understand their students' progress and learn ways to help with academic achievement at home.	October 2016 & February 2017	Sign in sheets and feedback.

13	Winter Read Aloud Party	Teachers and Title 1 Team	Families will learn and enjoy fun ways to engage with their children around reading.	December 7, 2016	Sign in sheets, evaluations and feedback.
14	Family Literacy Fun Night	Teachers and Title 1 Team	Families will engage in fun activities intended to support reading at home.	January 27, 2016	Sign in sheets, evaluations and feedback.
15	Parent University Workshops	Title 1 Team and teachers	Families will learn strategies to help students with math, reading, organization, and behavior at home and in school.	9/27/16, 11/29/16, 1/24/17, 3/28/17	Sign in sheets, evaluations and feedback.
16	Parent Parties	Title 1 Team	Families will engage in fun activities around supporting their children academically, socially, and emotionally at home and in school.	Monthly	Sign in sheets, evaluations and feedback.
17	Friday Funfest	Title 1 Team	Families will engage with all of the learning games for checkout in the Parent Resource Room.	October 7, 2016	Sign in sheets, evaluations and feedback.

## 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	Communicating with Parents	Title 1 Coordinator/Administration	All staff will be given strategies for effective communication with parents to aid in student achievement.	Monthly	Parent/Staff Feedback
2	Parenting in Today's World	Title 1 District Resource Teachers	Staff and parents will receive valuable information on community resources, differentiated learning, and behavior management strategies	October 2016	Parent/Staff Feedback
3	MTSS and PST trainings	Title 1 Coordinator	Students will receive effective small group instruction specifically tailored to their academic needs.	Monthly	Students will demonstrate improving performance on grade level assessments.

## 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:** Family Resource Room - families are welcome to come in any morning or afternoon to check out educational games, books, and magazines to support learning at

home. Tuesday Teas - monthly educational conversations with family members and Title 1 Coordinator, along with volunteer activities. Monthly Book Clubs - families read and discuss literature at home and in small groups at school. Title 1 Coordinator will maintain all sign in sheets and feedback from activities to determine value of events and to aid in planning future events.

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## Communication

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

- Timely information about the Title I programs [Section 1118(c)(4)(A)];
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)];
- If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children [Section 1118(c)(4)(C)]; and
- If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents' comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

**Response:** Title 1 Annual Meeting (August 2016), Open Houses (September 2016), Tuesday Teas (Monthly), Board meetings (Monthly), Parent Conference Nights (October 2016 and February 2017), MTSS/PST meetings (Monthly). Notices will be sent home and posted on the website weekly and monthly, school bulletin board, and signs and information at car loop to inform parents of meetings. Our school has a website which is updated weekly to give parents information about upcoming events along with a monthly newsletter with tips for parent involvement at home. Upcoming events are also advertised by fliers that go home in parent communication folders. Teachers send home parent communication folders home with their students daily with information about what is going on in class and about upcoming events. School-wide family events always include invitations with RSVPs with the opportunity to accept or decline so that the Title 1 Coordinator can be sure that all information is being received by families. Title 1 Binder includes copies of all Title 1 information posted and sent home.

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## Accessibility

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

**Response:** Oral translation of documents and meetings when necessary and feasible, ESE support, information available in hard copies as well as on website. Bilingual Title 1 Coordinator and ESOL Coordinator available to parents by phone, email, and in person on daily basis for questions and support. PBA will engage all services available to address needs of those with disabilities.

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## Discretionary Activities

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

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	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)];	Parent meetings and conferences will be provided on various topics, on various days, and at various times throughout the year	Teachers and Title 1 Coordinator	Parents will receive information to assist their children academically and socially	Ongoing
2	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	PBA is seeking partnerships with community organizations to help support and educate families.	Title 1 Team, Administrators, Teachers	Students will have basic needs met so they are better able to focus on academic skill development.	Ongoing

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### Upload Evidence of Input from Parents

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

[Uploaded Document](#)

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### Upload Parent-School Compact

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

Upload an electronic version of the Parent-School Compact.

[Uploaded Document](#)

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

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

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

[Uploaded Document](#)

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

### Building Capacity Summary

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

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Palm Bay Academy Website and Title 1 Newsletter	10	75	PBA website is continually available and updated to provide parents with all school and activity information. Monthly Title 1 newsletters are sent home in parent communication folders as well as posted on the website with all Title 1 information.
2	Title 1 Annual Meeting	1	10	Parents understand all facets of Title 1 School-wide Program
3	Math Night	1	69	Parents learn numerous ways to support their children's mathmatic skills at home.
4	Literacy Night	1	82	More and better reading practices take place at home to support reading and language arts achievement at school.
5	FSA Family Information Night	1	12	Parents will support best practices for their students before and during testing.
6	Winter Slumberland Read Aloud Party	1	118	Parents better understand how to enjoy interactive read alouds with their children at home.
7	Readers of the Caribbean	1	57	More and better reading practices will take place at home to support reading and language arts achievement at school.
8	Saturday Book Clubs	9	40	Families learn fun ways to engage around reading regularly together.
9	Tuesday Teas - Parent Roundtable Conversations and Volunteer Work	9	10	Parents gather to support eachother and teachers to improve academic achievement.
10	Friday Funfest - Families come to play academic skill games in Resource Room	3	50	Families will work together on improving academic skills using fun games.
11	Science Fair Family Nights	3	42	Families understand the process of designing and displaying a science fair project.
12	Open House	1	205	Families meet visit classrooms, meet teachers, and become familiar with curricula and standards.
13	Parent Wrkshp-Help Your Child Shift to Calm	1	18	Parents will learn more positive ways to help their children manage stress.
14	Brain Powered Study Skills Workshop	1	24	Families will learn how to organize and manage academic materials and tasks
15	Wild About Reading - Preparing for Summer Reading	1	76	Families will participate in fun reading activities to learn ideas for summer reading.
16	Egg Drop Challenge - Families perform	1	37	Families will practice scientific process together.

	science experiment together			
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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
1	Workshops on communicating with parents	2	49	Teachers will effectively create partnerships with parents to support student success.
2	Workshops on the MTSS process and providing academic intervention	10	28	Teachers will develop a better understanding of intervention strategies and processes.
3	District provided Classroom Management/Encouraging Relationships/Motivating Students Workshop	1	34	Teachers will understand how their relationships with families and management of behavior will affect student learning.

## 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	Unable to attend meetings	Meetings at variety of times (morning, afternoon, evening) on variety of days (different weekdays and Saturdays)
2	Unaware of meetings	Multiple methods of advertisement - Remind 101 texts, emails, synervoice, website, repeated reminders in multiple formats in daily communication folders, signs and info at carloop.
3	Motivation	Fun activities for families included at all meetings as well as refreshments and take-home materials to promote learning at home.
4	Childcare	Children either involved with parents in activities, or in other activities if workshops are just for parents.

## 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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