

CHARLOTTE TECHNICAL CENTER Title I, Part A Parental Involvement Plan

I, Jack Ham, 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 staff and administration of The Academy firmly believe that all of our students can be successful. We are a staff committed to the challenge to teach all students and support their efforts so they may attain their highest educational potential. We are also committed to fostering a school-parent relationship that will encourage and support our students. Working together, all students will achieve their highest potential.

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: During the 2016 District PIPT Training Day, discussion topics included best practices to increase family engagement for student achievement; working with ELL families, teacher and school websites, District PIP review and recommendations, review and revisions of the school compact, Action Plan strategies for the 2016-17 PIP, and agreement upon use of Title 1 funds. All documentation will be maintained in the Title 1 monitoring files.

Parents will be involved in the planning, review and improvement of The Academy programs by being invited to serve on our schools' Parent Involvement Team. The Parent Involvement Team will have a dual role; the members of the PIPT will also serve on the Academy School Advisory Council (SAC). Principal, Jack Ham, Teacher, Tammi Harvey, and Title 1 Family Involvement Liaison, Chris Stephenson, will recruit and encourage parents to become involved leaders. They will also coordinate the parents in the Family Involvement Planning Team and SAC to volunteer at school events.

Recruitment will be held at the Title I Annual Meeting, orientations, enrollment interviews and subsequently as needed. As members leave the school, new members will be recruited and trained. Teen parents will also be invited to participate in the creation of quarterly newsletters. Meeting agenda items will be timely and relevant to school issues and events.

Parents will also have ongoing opportunities to give input and/or receive information through quarterly newsletters, at our Annual Meeting, at orientations and through parent/staff contact using phone calls and email. Email addresses of all parents that have accounts will be collected as early in the year as possible (during interview and/or orientation) and be used to disseminate information.

Feedback provided from 2015-16 Parent Survey results will be used as one tool to decide how to allocate upcoming Title I funding.

All meetings and family events will be scheduled at times and locations that work for the majority of the parents involved.

The Team and SAC will consist of a teacher, social worker, Title I achievement and family associate, two parents, and four students (which will also include teen parents).

Coordination and Integration

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

count	Program	Coordination
1	Title I Annual Meeting	Academy Staff & Families - dinner provided
2	CCPS HOPE Early Learning Coalition	Head Start Transition to childcare for children of teen parents
3	Parent Involvement & Planning Team	Tammi Harvey, Teacher, & Chris Stephenson, Title 1 Achievement & Family Liason

4	Title III	ELL Family Support; Translators will be brought into parent conferences when needed. Staff members who speak Spanish are Jasmine Nystrom and Mike Salazar.
5	Title 1	Family Achievement Center Chris Stephenson, & Tammi Harvey, Teacher
6	Title X	Social worker and homeless coalition coordinator will help students and families as it is brought to the attention of staff and/or faculty

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	Plan Title I Annual Meeting	Administration/PIPT staff members	May-August 2016	Sign-in sheet/Parent Survey results, photographs
2	Coordinate community partner involvement	Social Worker/PIPT staff members	September 2016	Attendance and Sign-in, photographs, sample handouts from agencies
3	Invite & encourage parents to attend Annual Meeting (NTI calls, email, newsletter)	PIPT Staff/ALL Academt staff	July-Sept 2016	Sign-in sheet, copies of newsletter, emails and call script
4	Open House & Family Dinner; Oral Presentation	Principal & staff	During the event August 23, 2016	Photos, agenda
5	Informational handouts	Administration/PIPT staff members	During the event	Copies of handouts
6	Communicating Meetings and Training for Family through newsletter and website	Staff	ongoing	newsletters and website
7	School Connects call	Principal	prior to each event	email of message(s)
8	Title I annual meeting and Family Fall Festival	Principal & all staff	October 2016	attendance, photos, agenda, & handouts

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: To recruit and encourage parent involvement in our School Advisory Council and PIPT, the information about our PIPT/SAC will be provided to parents on interview day after the child has been accepted to the Academy. This will include how to become a member of the PIP Team and SAC, and information about volunteering at the Academy and our events.

Our PIPT/SAC meetings will be held on the last Wednesday evening of each month throughout the school year. There will be ten meeting dates scheduled for the year.

During recruitment for the SAC, parents will be made aware of meeting dates and times

for the year, as well as other ways they can give input and feedback to the school if they are not able to attend a meeting(i.e. email, phone calls, comment box, surveys and/or schedule an individual meeting with Title 1 Liaison, principal, or teacher). We will make it known to parents that their input is always welcomed and encouraged.

Prior to each scheduled meeting, each member/parent will be personally contacted by phone or email to invite them and remind them of the meeting.

Parent/Teacher conferences, as well as PASS riser meetings, and student interviews are held at times convenient for the parent, as well as via phone conference call if needed.

Social worker (and other staff as appropriate) will conduct home visits as needed.

IEP meetings and individual conferences will be scheduled at times convenient for families; substitute coverage will be provided for teachers.

Documentation of all events and participation will be maintained in the Title I electronic monitoring box.

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	Share general test-taking strategies and study tips with all families using the Title I Annual Meeting, semester orientations, newsletters, group emails, Remind texts, and phone calls.	Principal and Teachers	Attendance, Increased test scores & graduation rates.	Meeting monthly	membership consistent and involved
2	Share information to assist or educate individual families using personal phone calls, emails and/or meetings.	Tammi Harvey & Chris Stephenson	Increases parent involvement and provides stability which allows students to focus on academics	monthly	The students of parents involved will be tracked to determine effectiveness; FCAT scores, attendance, and grades will be evaluation factors

3	Disseminate FOCUS Parent Portal user and login information	District psychometrician (K. Marrow), classroom teachers, and Program Planners	Increase student scores on EOCs and FCAT	Twice a year	Effectiveness will be evaluated by test scores and attendance of the parents and students that attended.
4	Make the state standards, curriculum frameworks, graduation requirements and assessment information accessible to parents	Title I district / data entry	Increase student scores on EOCs and FCAT	november 2014	Strategies to increase student achievement
5	Acceptance Interviews	Principal	Increase student scores on EOCs and FCAT	Begins in January through May	Surveys after events
6	Parents are called by teachers periodically to share student success	Teaching Staff	Increase student scores on EOCs and FCAT	weekly, starting in September	Monthly surveys
7	WolfPack Den is an Open Computer Lab for families to use.	Tammi Harvey & Chris Stephenson	Increase student scores on EOCs and FCAT	at least twice this year	Building literacy skills with infants and teens
8	Parent volunteers at school activities	Chris Stephenson & Laura Meyer, Teacher	Attendance, Increased test scores & graduation rates.	One time per semester	Building confidence in the partnership via parent survey.
9	Parent Involvement Orientation	Chris Stephenson & Tammi Harvey, PIPT/SAC Chair	Attendance, Increased test scores & graduation rates.	One training per semester	More involved parents
10	PIPT (Parent Involvement Partnership Team)	Administration	Attendance, Increased test scores & graduation rates.	Monthly	Increasing usage of facility over time.
11	Family Engagement Conference	Administration/PIPT staff members	Attendance, Increased test scores & graduation rates.	Newsletters, website, Annual Meeting, Front office copies	Copy of link on website, copy of newsletter informing parents of its availability
12	Field trip to Library, college, and military facilities	Administration/PIPT staff members	Attendance, Increased test scores & graduation rates.	Ongoing throughout the year	Attendance, increased graduation rate and FCAT assessment scores, parent survey, grade reports
13	Title 1 Annual Meeting/Open House	Administration	Attendance, Increased parental involvement, Increased test scores & graduation rates	annual meeting August 2016	parent survey and feedback
14	District PIPT training Day	Administration	support a partnership among the school	annual	survey after event

			involved, parents, and the community to improve student academic achievement		
15	Parent Institute	Administration	Increases parent involvement and provides stability which allows students to focus on academics	November 2016	survey 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	Student Assistance Team Meetings	Social worker	Increased test scores & graduation rates.	Bi- weekly	Call Logs, sign-in sheets, agendas
2	Individual Assistance to staff members as needed	Social worker	Increased test scores & graduation rates.	As needed	Photographs, social worker notes, emails
3	Staff Meetings- One meeting will be dedicated to parent involvement in the classroom and school	Administration	Increased test scores & graduation rates.	Monthly	Increasing comfort with parent involvement
4	PPC Workshop	PPC Chair	Increased test scores & graduation rates.	Monthly	Minutes
5	Parent Involvement Partnership Team working with staff at school events	PIPT Chair	Increased test scores & grades	As events occur	Events with parent involvement
6	Family Engagement Conference	District Title I	Strategies to work with teens, students, and parents	Fall 2016 (TBA)	Agenda, strategies, and tools to share with families
7	District PIPT Training Day	District Title I	Increased parental involvement and increased student test scores	April 28, 2016	Sign in sheets and evaluations

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: Parents will be made aware of the resources available through the school website, newsletters, flyers, social worker, guidance counselor and other school personnel. Resources can include their FOCUS log-on and password to track their child's success, community resources and providers will be invited to the school periodically. The workshops will be developed through parent requests and suggestions at School Advisory Council monthly meetings, as well as our suggestion box located in the front office. Information about these resources will be provided in student interviews, school newsletters, orientation, and to individual families as needed.

Teachers and other support staff will continue to contact parents by phone and email on an individual basis as needed. Information about what each parent can do to help his or her child be successful will be included.

These workshops and resources will be facilitated through the PIP Team and will be ongoing throughout the 2016-2017 school year. All documentation of participation and effectiveness will be maintained in the electronic Title I box.

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: Accurate and timely general information about standardized testing and graduation requirements will be provided at orientation, the Annual Meeting, the website, Title I notebook in front office and Family Achievement Center, and in newsletters. Parents will have the opportunity to discuss such information about their specific children with the guidance counselor and/or teachers and administrators on interview day and student conferences as needed. For students with disabilities, regular IEP meetings will be scheduled through our staffing specialist. The social worker and other staff members will make home visits to students when deemed necessary.

An overview of The Academy's individualized, alternative curriculum and philosophy will be given at each student's intake interview as well as at orientation.

Parents and students will have an opportunity to give feedback through the Annual Title I parent survey. In addition, a suggestion box is available in the front office for comments.

Documentation of participation and effectiveness will be maintained on the Title I box.

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: All Academy parents will be highly encouraged, and provided various opportunities to participate fully in their children's educational activities. Multi-lingual school and district personnel are available for translation during phone calls, meetings, and conferences. Printed materials will be provided in other languages if necessary. Additional accommodations will be provided as needed on a case-by-case basis.

All Academy teachers either have or are working on, the ESOL endorsement, as well as ESE coursework and/or certification.

A booklet of common Spanish phrases is located at the reception desk to be used by families and staff.

A Parent Guide, which is printed in English and Spanish, is sent home for each family and is available on the district website. A Parent Institute web-link in English and Spanish is available on the school and district website.

School information is sent home to families who cannot come to the physical school. Phone conferences are also offered to parents who are not able to come to the school for meetings. New students and family members are given an orientation on expectations once accepted to the Academy.

Documentation of participation and effectiveness will be maintained in the Title I box.

Discretionary Activities

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

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
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Upload Evidence of Input from Parents

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

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.

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.

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	Disseminate FOCUS parent portal user and log in information	2	86	increase in test scores and graduation rates
2	Share information to assist and educate individual families using interview days, phone calls, meeting	12	250	increase in test scores and graduation rates
3	Title I Family Night BBQ	1	48	increase in test scores and graduation rates
4	Title 1 Annual Meeting / Open House	1	79	increase in test scores and graduation rates
5	Sharing high stake test taking strategies with parents to support their child	1	16	increase in test scores and graduation rates
6	Family Technology Night	1	28	increase in test scores and graduation rates
7	Family FAFSA Night	1	42	increase in test scores and graduation rates
8	Family Engagement Conference	1	3	increase in test scores and graduation rates
9	District PIPT Training Day	1	3	increase in test scores and graduation rates

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	Individual assistance from school social worker to staff members as needed	2	25	increase in test scores and graduation rates
2	Student Assistance Team Meetings	30	27	increase in test scores and graduation rates
3	Staff meetings	11	25	increase in test scores and graduation rates
4	PPC Title 1 Orientation	1	10	increase in test scores and graduation rates
5	Family Engagement Conference	1	3	increase in test scores and graduation rates
6	District PIPT Training Day	1	3	increase in test scores and graduation rates
7	Monthly Math Night	8	24	increase in test scores and graduation rates

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	Schedule conflicts	Offer flexible meeting times and locations
2	Transportation	Provide transportation as needed
3	Parents "not knowing about events"	Continue to improve website, newsletter, phone, and email communication
4	Lack of family emphasis on education	Provide information on the importance of education and its possible impact
5	A school population that is less involved by definition	Make families feel welcome and respected at school
6	Students and parents awareness of grades on a daily/weekly basis	Provide all students and parents with FOCUS log in information and allow students to log in at school to keep up with their grades

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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