

**The Charter Schools of Excellence™ (CSE)  
Parent Involvement Plan  
2016-2017**

**Mission Statement**

The *mission* of the Charter School of Excellence schools will be to challenge, nurture, and lead all students to become productive citizens by establishing a strong foundation for lifelong learning.

We will assist the Florida public schools in setting the standard for educational quality. The core values of honesty, respect, tolerance, fairness, self-discipline, integrity, responsibility, citizenship, work ethic, and trust will be the foundation upon which our schools will be built.

**Involvement of Parents**

***CSE 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)].***

Parents will receive a Parent Handbook during Orientation which includes a Parent Contract. The Parent Contract outlines volunteer/support expectations for parents. In addition, the Parent Handbook provides a detailed school-wide discipline plan, including rewards and consequences, that all students are expected to follow. The Six Types of Involvement are: Parenting, Communicating, Volunteering, Learning at Home, Decision Making, Collaborating With the Community.

Parents are encouraged to take part in the decision making process including the development of the School Improvement Plan (SIP) and how A+ funds are distributed when the school is eligible. This takes place during the monthly Title I SIT/SAC meetings. An annual Customer Satisfaction Survey is conducted to evaluate the effectiveness of the SIP and parent involvement.

**Coordination and Integration**

***Insert School Name 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	Annual Title I Public Meeting	Mail to parents address. Send home in languages requested.
2	Monthly SIT/SAC Title I Meetings	Reminder flyers sent home, posted on website and communicated via parent link. Translator available upon request and send home in languages requested.
3	Parent Institute Resources	Brochures and booklets available in languages requested regarding tips for parents on bullying, reading, math, motivating children, homework, disputes with teachers, importance of meeting with teachers, ABC's of discipline at home, and teaching children the responsibility for learning and

	their behavior.
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**Annual Parent Meeting**

***CSE will take the following actions 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 (school wide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, documentation to be maintained, and steps to ensure that all parents invited and encouraged to attend [Section 1118(c)(1)].***

Count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Orientation	Principal	August (prior to school opening)	Sign In Logs
2	Title I SIT/SAC Meetings	Principal	Monthly	Sign in Logs/Minutes
3	Advertisement	Superintendent or Designee	Ongoing	Phone Logs
4	Welcome Letter	Superintendent or Designee	July-August	Enrollment
5	Parent Link	Principal or Designee	Ongoing	Sign in Logs

**Flexible Parent Meetings**

***Insert School Name will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, childcare, or home visits, as such services related to parental involvement [Section 1118(c)(2)].***

The school will survey the needs of parents on an ongoing basis. Meetings will be conducted on a monthly basis to meet the needs of parents. Twice a year the school schedules a Family Night during the Scholastic Book Fair encouraging parents to visit the school. During monthly Title I SIT/SAC meetings, parents are provided information on Title I, student assessment and school-wide programs and celebrations. In addition, the Principal of the school offers flexible scheduling for parents who are unable to attend scheduled meetings.

**Building Capacity**

***Insert School Name 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)].***

Count	Content/ Type of Activity	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
1	Title I Annual Public Meeting	Principal	Information meeting to bring awareness to Title I, Parent Handbook, and	First month of school	Sign In Logs

			Parent Contract		
2	Title I SIT/SAC Monthly Meetings	Principal	Informational Meetings aligned to curriculum, student achievement and data chat forms.	Monthly	Sign In Logs and Report from Visitor Software
3	Parent Link	Principal	Informational/Invites	Weekly	Activity Reports
4	Website	Deputy Superintendent	School and Curriculum alignment information; school calendar; Board Information; Educational Links and website; Title I Information	Ongoing	Activity Reports

### Staff Training

*The Charter Schools of Excellence will offer the following training to staff (teachers, pupil services personnel, principals, and other staff) in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].*

Count	Content/Type of Activity	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
1	Staff Orientation	Superintendent or Designee	Curriculum Training/Workshops on the home-school connection/Homework	August (prior to school opening)	Student Achievement-Homework
2	Staff Orientation	Superintendent or Designee	Instructional Focus Calendar; Personal Education Plan (discuss during parent conference)	August (prior to school opening)	Lesson Plans/ Classroom Visitations/ Parent Conference Log/Common Core/Standards
3	Principal's Update/Monthly Phone Conference	Deputy Superintendent	Curriculum Alignment/School Systems-Implementing PEP's and Pupil Progression Plan/Evaluation System	Ongoing	School Site Visits/Parent Conference Log
4	Teacher Planning Days	Principal	Curriculum Training-meeting the needs of all level learners	Quarterly	Lesson Plans/ certificate of completion of Educational Impact/ Evaluation System

5	Florida Charter Schools Conference	Deputy Superintendent	Curriculum and Legislative Training	Annual	Sign In Log
6	Board Member Training	Superintendent	School Policy and Systems	Upon appointment	Certificate of Completion
7	Technology Curriculum/Communication	Deputy Superintendent	Information on how to access website, Observe4Success, NetTrekker, SuccessMaker/Digital Curriculum grade five	Ongoing	Sign In Log

**Other Activities**

*The Charter Schools of Excellence will offer other activities, such as parent resource centers, the school will conduct these activities to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].*

The School will provide opportunities for parents to attend Mega Skills training; the Title I Mobile Unit will be scheduled to visit; the school will partner with the Rotary International Club to donate dictionaries; the school will partner with health care providers or school nurses to provide training and resources.

**Communication**

*The Charter Schools of Excellence will provide parents of participating children the following [Section 1118(c)(4): 1118(c)(4)(A)];*

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

The school has a monthly newsletter "Cheetah Chatter" with detailed information about the school calendar, upcoming events, test dates, character education, and other school related information; the school will host a Title I parent SIT/SAC meeting on a monthly basis; the school will involve parents in the School Improvement Plan; the school will make an effort to have the Title I Mobile Unit visit the campus; the school will have Title I brochures and information available for parents; the school will request parents to sign a parent contract upon enrolling. The school’s curriculum is detailed on the web site. Parents are required to have a minimum of two conferences with the teacher during the school year to discuss the academic achievement of their child. Tours are offered to interested families on Friday's throughout the school year. In addition, the school participates in the annual Customer Satisfaction Survey.

**Accessibility**

*The Charter Schools of Excellence 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)]*

The school communicates to parents on a regular basis using the following: parent information is sent home in the native language when requested; a translator is provided when necessary for conferences or parent meetings; the website has the ability to translate to several languages; Parent Link is utilized as needed to advise parents of meetings or school events.

**School-Parent Compact**

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

**Provide the LEA electronically the School-Parent Compact and evidence of parent input in the development of the compact.**

**Adoption**

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

**This plan was adopted by the school on 4/21/2016 and will be in effect during the 2016-2017 school year. The school will make this plan available to all parents of participating Title I, Part A children on or before September 30, 2016.**

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*Signature of Principal*

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*Date*

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*Sac Chairperson*

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*Date*