

## Florida Virtual SCHOOL Full Time K-8 Title I, Part A Parental Involvement Plan

I, Marcie Trombino, 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)].

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Signature of Principal or Designee

Date Signed

### Mission Statement

Parental Involvement Mission Statement (Optional)

**Response:** Parent and family involvement is a center piece of the Florida Virtual School Full Time K-8 (FLVS-FT K-8) school model and is integral to improving student academic achievement.

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### 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:** Parent and family involvement is a centerpiece of the FLVS FT K-8 school model and is integral to improving student academic achievement. Parent and family involvement is also underscored in the Learning Coach Agreement which every caretaker must sign when enrolling their student. Each FLVS FT K-8 school student has a Learning Coach, a parent or other responsible adult designated by the parent, who works with him or her in person, under the guidance of a Florida-certified professional teacher. Whether a parent's role is a Learning Coach or someone providing oversight to the Learning Coach, all parents and guardians are intimately familiar with their child's progress on a day-to-day basis. In grades K-5, the Learning Coaches are directly involved with students' day-to-day learning. In grades 6-12, Learning Coaches play an important oversight role, but students begin to work with their teachers more independently, taking on increasing responsibility for their learning.

FLVS FT K-8 School involves parents in the planning, review and decisions regarding how funds for parent involvement will be used and for program improvement. Parents are invited to the Title I Annual Meeting held in October of the school year. Information about Title I will be shared and parents will be invited to join the School Advisory Council which has the responsibility to review, evaluate and revise parent involvement. More than 50% of the members of the SAC are parent (non-employee) representatives. The PIP is sent to all parents via webmail with a request for input ( a read receipt, read required specification is attached to the webmail). The plans are placed on the school website. Working with the Parent Involvement Liaison the SAC will have as part of their meeting agenda the planning and development of the School Improvement Plan and Parental Involvement Plans. In addition to SAC meetings, the mid-year review of the school improvement plan includes a review of Title I program activities and parent involvement; and each spring during the Comprehensive Needs Assessment process and the End of Year Title I evaluation meeting information is shared with parents who are included in the decisions regarding the evaluation, use, and direction of funds and activities. The SAC also has the responsibility of evaluating the District PIP. All parents also are provided the opportunity to complete a Parent Satisfaction Survey at the end of the school year requesting their input regarding curriculum, parent involvement activities, school communication, and student achievement. All survey results are shared with parents.

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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	Title II	Teachers will be trained in math instruction to further understand the expectations of complex reasoning and highly engaging student learning experiences. This will assist in communications with learning coaches to help them provide math support.

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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)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop agenda, handouts, and presentation materials that address the required components	School Rep	August-December	Copies of agenda, PowerPoint Presentation
2	Develop and disseminate webmail invitation	School Rep	August-December	Copies of webmail, message board, website
3	Determine and record attendance	School Rep	August-December	Screen print of attendance roster at LiveLesson presentation and record of read receipt/read required indicating parent viewing of webmail.
4	Advertise/Publicize event and host Annual Title 1 Meeting	School Rep	August-October	Screenshots of message board, webmail invite, and website invitation
5	Provide updates on Title I programs at monthly SAC Meetings	School Rep	August-June	Recorded Meeting, Agenda, SAC Meeting Minutes
6	Maintain documentation	Title I Coordinator	August-August	Binders housed in Baltimore home office. Electronic records housed on CA computer system.

## 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:** Response: Parent meetings typically take place in the evenings (5:00pm-7:00pm) to meet the schedules needs of families. However, FLVS FT K-8 School has the unique ability to communicate with parents in a variety of ways and at times that are convenient to parents. Meetings are held virtually (using Live Lesson technology) and are recorded for the convenience of those who are unable to attend thereby making the information and the opportunity to provide input available any day at any time. This provides the flexibility for parents/guardians to be involved. An email is sent to parents with the link of the recorded session and follow-up survey allows for participation and input. Surveys are used to determine preferred times for the majority of meetings.

Due to the virtual nature and structure of FLVS FT, transportation, child care and home visits are not a part of the program.

## 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	Annual Title 1	School Leader	Understanding supplemental	September	Attendance list,

	Meeting		instructional provided by grant funds and the important of parental involvement	2015	presentation, survey results
2	Parent Orientation	Teachers	Understand Connexus	August through June	Export showing completion
3	Math Days	Teachers	Increase understanding of math concepts	August through June	Attendance list, schedule/agenda of activities
4	Reading Days	Teachers	Increase understanding of ELA concepts	August through June	Attendance list, schedule/agenda of activities
5	Science Days	Teachers	Increase understanding of science concepts	August through June	Attendance list, schedule/agenda of activities
6	Growth Mindset Sessions	School Leader	Strategies to assist parents at home	August through June	Attendance list, screenshot of presentation
7	EOY Title 1 Evaluation Meeting	School Leader	Review student achievement and develop a plan for the following school year	May 2016	Attendance list, presentation, survey results

## 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	K-8 Teacher Orientation	Teacher Trainer, School Leadership	Ensure and enhance expertise for teachers working in the virtual environment	August through June	Training completion data
2	Professional Development	ES and MS teachers and administrators	Provide strategies to increase parent involvement and student achievement	August through June	Workshop attendance/sign-in sheets and training materials

## 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:** FLVS FT K-8 offers a variety of programs, resources, and activities to support parents/learning coaches using all available technologies as well as face-to-face meetings. Parents and students can attend a variety of face-to-face events including local grassroots activities, beginning of the year and end of the year events, field trips, and open house events. The K-8 School provides parents with a Message Board highlighting upcoming events.

## 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:** FLVS FT K-8 School provides timely information about Title 1 programs through the use of WebMail, LiveLessons, message boards, and telephone to timely distribute information to parents who are typically online each school day. Regular newsletters announce upcoming SAC meetings, Title I Annual Meeting, and other school events and are available online to all parents.

A description and explanation of the curriculum at the school is available to all parents/guardians via Connexus (educational management system), and at the Annual Title 1 Meeting. FLVS FT K-8 School also provided a state-supplement school handbook that details all policies and procedures specific to the school. Meetings are held with teachers and parents during the start of the year to discuss student academic assessment used to measure student progress and proficiency levels. If a need is identified (typically this happens when a teacher is communicating with a Learning Coach who is a parent or guardian), the school also has access to bilingual staff members who can assist non-English speaking parents. As a virtual school, FLVS FT K-8 School is able to use technology and the working partnership between parents/learning coaches and school staff to facilitate the full participation of parents in decisions related t their students' education who might otherwise face barriers to involvement.

FLVS FT K-8 School seeks input from parents for the School Improvement Planning process and during School Advisory Meetings. The school will submit parents' comments in the minutes of planning meetings and survey summaries with the SIP and that will be made available to the district (LEA).

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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:** FLVS FT K-8 School makes effective use of WebMail, LiveLessons, message boards, and telephone to distribute information to parents who are typically online each school day. Regular newsletters announce upcoming school events and are available online to all parents. Official communications from the school about compliance or discipline issues are also provided via hard copy mail. The school also develops and makes available, via Connexus, a state-supplement school handbook that details all policies and procedures specific to the school. When a need is identified (typically this happens when a teacher is communicating with a Learning Coach). the school has

access to bilingual staff members who can assist non-English speaking parents. As a virtual school, FLVS FT K-8 is able to use technology and the working partnership between parents/learning coaches and the school staff to facilitate the full participation of parents who might otherwise face barriers to involvement. For example, parents with disabilities who might otherwise find it difficult to participate in their child's brick and mortar classroom, readily interact in the virtual school.

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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:  
 Not Applicable

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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.

[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	Open Houses	3	397	Improved student achievement in reading, writing, math, social studies, and science.
2	Field Trips	48	2647	Improved student achievement in reading, writing, math, social studies, and science.
3	Geocaching	1	38	Improved student achievement in reading, writing, math, social studies, and science.
4	FCAT days/ Math Days	3	65	Improved student achievement in reading, writing, math, social studies, and science.
5	Literacy Days	4	165	Improved student achievement in reading, writing, math, social studies, and science.

### 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	International Reading Association Convention Fee	1	2	Increased student achievement in reading and writing.
2	Harvard Graduate School PD: DataWise	1	6	School team consisting of administrators and teachers focused on student achievement data analysis and communication the data to all stakeholders

### 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	Lack of time (all subgroups)	Continue to encourage parents to attend the activities through multiple communications and advise parents who cannot attend to view the recorded presentation on FLVS FT's website
2	Parents can be overwhelmed with the technology (all subgroups)	Encourage all parents to receive the training that is offered by FLVS FT. Teachers also serve as a resource to assist parents in understanding Connexus and the tools available.

3	Parents lack understanding of changes in state assessments	Encourage more attendance at school events and SAC meetings to build capacity of parents and to increase parents' understanding of state assessments.
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### 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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