

# Florida Department of Education

## Parent Involvement Plan Online Submission

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Innovative Studies - Charter

| [Main Menu](#) | [Instructions \(PDF\)](#) | [Guidance \(PDF\)](#) | [Change Password](#) | [Log Out](#)

### Suncoast School of Innovative Studies - Charter Title I, Part A Parental Involvement Plan

Select the items you would like to print then click the "Go" button. This will display your data in a printer friendly format. To print go to File->Print in your browser.

#### [Select All](#)

- Assurances/Certification
- Plan: Mission Statement
- Plan: Involvement of Parents
- Plan: Coordination and Integration
- Plan: Annual Parent Meeting
- Plan: Flexible Parent Meetings
- Plan: Building Capacity
- Plan: Staff Training
- Plan: Other Activities
- Plan: Communication
- Plan: Accessibility
- Plan: Discretionary Activities
- Plan: Upload Parent-School Compact
- Evaluation: Building Capacity Summary
- Evaluation: Staff Training Summary
- Plan: Upload Evidence of Parent Involvement in Development of Parent-School Compact

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- Evaluation: Barriers
- Evaluation: Best Practices (Optional)
- Plan: Upload Evidence of Input from Parents

Go

I, Stephen Evans, 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)];
- Inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Centers (PIRC) in Florida, i.e., PIRC of Family Network on Disabilities in Florida (FND) and PIRC at University of South Florida (USF) [Section 1118(g)];
- 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:** The overall mission statement reads: Suncoast School for Innovative Studies strives to celebrate and recognize each individual child so that all students will achieve their full intellectual and social potential. Family commitment to the learning process, as well as the use of multi-groupings and multi-modality teaching, will help develop in each child a love of learning, the ability to engage in critical thinking and a mastery of comprehensive academics. Families and the larger community will be partners in the achievement of the students.

Specifically, parents are considered partners in this educational process and every effort will be made to elicit their interest and support in helping their child become all that they can be.

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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:** The School Advisory Council (SAC) is the school committee responsible for developing, implementing, and evaluating school programs. The committee is composed of mostly non-employees, including parents, with diverse backgrounds. The meetings are open to all parents. While parents have not formally done a needs survey, we have gained input from them in a variety of ways, including conferences, teacher feedback, parent meetings and written communication. The SAC committee decides the most efficient use of funds to support programs that will enhance the academics of all students at SSIS. During our recent open houses, parents were given a copy of the Title I brochure.

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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.	Super Summer Reading / Math	Parent/Student Tutoring Sessions
2.	FCAT Practice	Part of the Regular school year and Super Summer Program/Parent Information
3.	Science Fair	How parents can help
4.	FOCUS/FAIR Informational	Parent information night

These sessions will be coordinated between the classroom teachers and the Title I Coordinator.

## 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 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, 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	Welcome to Title 1	Stephen Evans/ Mary Ann Jablonski	September- October 2011	Parent Night Set up
2	Develop invitations	Sue Owens/Karen Young	September- October 2011	Website, flyer print out,
3	Advertise	MaryAnn Jablonski	September- October 2011	Website, Phone Messages
4	Develop Sign in Sheet	Sue Owens/Karen Young	September- October 2011	Sign in sheet ready
5	Maintain Documentation	Stephen Evans/ Mary Ann Jablonski	October 2011	Title I documentation (Audit Box)

## 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:** As part of our on-going program, the Title I coordinator and teachers will meet with parents to initially discuss our goals for each student and to give periodic updates on the progress being made. These meetings can occur at the convenience of parents and parents will

also be given suggestions as to how they can help support their student.

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## 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 LEA 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	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
1	Super Summer Instructional Sessions	Principal, Teachers, Title I Staff, Tutors	Strategies to improve reading/math, SIP goals	Throughout school year	Sign in sheets Parent Survey SIP Evaluation
2	Reading Practice for Parents to use	All Teachers	FCAT Explorer available to practice reading skills SIP Goals	Throughout school year	Reading logs and FCAT Explorer reports Conference records, Parent Survey, Improved scores
3	Parent Conferences	All Teachers	Share FAIR/FOCUS data	Throughout school year	Sign in sheets, Parent Survey Pictures of participants Pictures of exhibits, Student reports
4	Family Fun Events	Parent Organizaation	Include parents in school activies	Throughout school year	Sign in sheets, Parent Survey Pictures of participants Pictures of exhibits, Student reports
5	Science Fair	Lee Maxwell/Linda Kneeland	Explore science in depth SIP goals	Spring 2010	Pictures of exhibits, Student reports
6	Parent Resource Center	Title I Staff	Resources/Books/Computer Access	Throughout school year	Sign in sheets, Parent surveys

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## Staff Training

Describe the training the school will provide to educate its 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	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
1.	Module 1 The Importance of Parental Involvement	Ex. Director Title I Coordinator	Working with Parents	Faculty Meeting October	Power Point PD Calendar/sign in
2.	Module 2 Communication and Working with Parents	Same as Above	How to reach out and communicate With parents	Faculty Meeting	Power Point Calendar/sign in
3.	Module 3 Implement and Coordination of Parental Involvement Programs	Same as above	Coordination of parents involvement	Faculty Meeting	Power Point Calendar/sign in
4.	Module 4 Building Ties between Home and School	Same as above	How to build ties between home and School	Faculty Meeting	Power Point Calendar/sign in

## 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:** As the school year moves forward, a part of each parent night will include opportunities for parents to share strategies that they found successful with others. For example, what are some ways to motivate and monitor homework completion consistently. Understanding of learning preferences and how to help students through them.

During the year:

1. The Professional Library will be expanded to include parent materials and/or materials parents can borrow to help their students make progress. (special note: not completed in 2010)
2. During regular monthly parent meetings, parents will be encouraged to share ideas that they have found to be successful in working with their students.
3. In conferences, the teachers will share information about the student's unique learning styles and show how parents can use this to motivate and reach their student.
4. The PALS volunteer program has been established and parents are encouraged to volunteer. Training will be provided by the district.

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## Communication

Describe how the school 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)].

**Response:** At the Title I Open House, the Title I program will be explained so parents will understand how their student will benefit from participation. The assessment and monitoring process will be explained which will reflect FAIR, FOCUS and FCAT information as well as additional assessments that were deemed necessary (ie, PPVT, MI). Parents will be given the opportunity to participate in the decision making process for their student. The District's brochure will be available to parents, if needed, at all meetings. The Parent-Staff-Student Contract as well as the "Parents-Right-to-Know" will be explained. As the year progresses, conferences and other timely contacts will enable parents to stay current with the progress of their student and how they can support this process. They will also have an opportunity to share additional information with the school. A sign in sheet and other forms of documentation of these contacts will be maintained. In addition, information will be updated and included on the website and in the monthly newsletters that will be prepared by students.

(Special note: we will be using data obtained from our 2010-2011 Title 1 Parent Involvement Survey to better our parent communications)

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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:** An effort will be made to provide information to ALL parents including those with limited English Proficiency. Flyers of all events will be translated so parents will understand what will be happening. Our bilingual specialists will be available to translate for parents as well. Parents are encouraged to volunteer. A survey of parents eliciting areas of interest and

areas of need will be circulated in order to establish need as well as supply. The volunteer coordinator will facilitate this process. Teachers will use data and suggestions letters from FAIR to give suggestions of strategies that parents can use at home to help their student. The Title I coordinator will also have contact with the parents and offer information as well as suggestions on what parents can do to help their students.

## 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	Correlation to Student Achievement	Timeline
1	Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and	Parent workshop on effective reading strategies	Title I/ESE Teachers	Work on reading strategies	Throughout the Year
2	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Involve parents in motivating others	Title I Teachers	Increase parental involvement	Throughout the Year
3	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)];	Flexible Meeting times with translators present	Title I/ESOL Teachers	Increase parental involvement	Throughout the Year
4	Developing appropriate roles for community-based organizations and	Mentoring groups from community	Guidance	Provide outside contact,	Throughout the year

businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].

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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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## Building Capacity Summary

Provide a summary of activities provided which 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.

This is our second year as a Title I school, we have limited data. The information posted below is based on our first year's information. We will continue gathering information as we go through the year. This is just a list of planned activities.

Count	Content/Type of Activity	# of Activities	# of participants	Correlation to Achievement
1	Super Saturday Instruction Sessions	7 Planned	?	Instructional Strategies Read/Math
2	Title I Parent Meetings	7 Planned	30	Communication and Strategies
3	Parental Involvement Meetings	3 Planned	14	Get Input from parents

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## Staff Training Summary

Provide a summary of the professional development activities provided by the school 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	Correlation to Student Achievement
1	Staff Training Meetings	4 Planned	40	Specific Training modules
2	Parent/Teacher Conferences	3 Planned	100%	Teachers keep parents involved
3	Volunteer Training	TBA	3	How to help students

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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.

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## Barriers

Describe the identified barriers which hindered participation by parents in parental involvement activities and the steps the school will take to overcome the identified 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)].

Again, we are a new Title I school and we really do not know what barriers we may encounter. Our ELL population is small, but that could still be a problem. (Total population of the school is 290)

1	Language	Provide translator at school
2	Work Schedules	Hold Meetings at night, provide child care, snacks, Publicize, phone contact, email
3	Input/Communication	Use surveys to obtain information from parents, to solicit Input, and use parent liaisons for communication

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## Best Practices (Optional)

Describe the parental involvement activity/strategy the school considers the most effective. This information may be shared with other LEAs and schools as a best practice.

**count Content/Purpose Description of the Activity**

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# Upload Evidence of Input from Parents

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

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If you have questions contact Jane mahler at [Jane\\_Mahler@sarasota.k12.fl.us](mailto:Jane_Mahler@sarasota.k12.fl.us) or 941-927-9000, ext: 34641.

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Addendum to Title I Parent Involvement Plan.

## Coordination and Integration

Count	Program	Coordination
1.	Super Summer Reading /Math (SSIS)	Parent/Student Tutoring Sessions
2.	FCAT Practice	Part of the Super Saturday Sessions
3.	Science Fair	How parents can help

These sessions will be coordinated between the classroom teachers and the Title I Coordinator.

## Staff Training

Count	Content/Type of Activity	Person Responsible	Correlation to Student Achievement	Timeline	Evidence
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1.	Module 1 – The Importance of Parental Involvement - Title I Coordinator/Executive Director Working with Parents - Faculty Meeting - Power Point completed				
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2.	Module 2 – Communication and Working with Parents – Title I Coordinator/Executive Director – How to reach out and communicate with parents. Faculty Meeting – Power point completed				
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3. Module 3 – Implementation and Coordination of Parental Involvement Programs – Title I Coordinator/Executive Director – Faculty Meeting – Power Point Complete

4. Module 4 – Building Ties between Home and School – How to build ties between parents and the school – Title I Coordinator/Executive Director – Faculty Meeting – Power Point is complete.

**Other Activities –**

During the year,

1. The Professional Library will be expanded to include parent materials and/or materials the parents can borrow to help their students make progress.
2. During regular monthly parent meetings, parents will be encouraged to share ideas that they have found to be successful in working with their students.
3. In conferences, the teachers will share information about the student’s unique learning styles and show how parents can use this to motivate and reach their students.
4. The PALs volunteer program has been established and parents are encouraged to volunteer. Training will be provided by the district.

**Accessibility-**

An effort will be made to provide information to ALL parents including those with limited English Proficiency. Flyers of all events will be translated so parents will understand what will be happening, our bilingual specialists will be available translate for parents as well. Parents are encouraged to volunteer. A survey of parent eliciting areas of interest and areas of need will be circulated in order to establish need as well as supply. The volunteer coordinator will facilitate this process. Teachers will use data and suggestion letters from FAIR to give suggestions of strategies that parents can use at home to help their student. The Title I coordinator will also have contact with the parents and offer information as well as suggestions on what parents can do to help their students.

**Building Capacity Summary**

Since we are a new Title I school, we have no record of this data. We will be gathering information about this as we go through the year. We have not had an Annual Meeting as yet. This is just a list of planned Activities.

- |                                  |              |   |   |
|----------------------------------|--------------|---|---|
| 1. Super Summer Reading / Math   | 6 wk Session | ? | Instructional Strategies Reading/Math/Science |
| 2. Title I Parent Meetings       | 7 Planned    | ? | Communication and Strategies                  |
| 3. Parental Involvement Meetings | 3 Planned    | ? | Get Input from Parents                        |

**Staff Training Summary**

Once again, we are a new Title I school, and have not completed any staff training specifically for Title I Parent Involvement. However, we will plan at least 4 specific meetings to present the 4 Modules from the district.

- |                               |           |      |   |
|-------------------------------|-----------|------|---|
| 1. Staff Training Meetings    | 4 Planned | 40   | Specific training modules from district |
| 2. Parent/Teacher Conferences | 3 Planned | 100% | Teacher will keep parents informed      |
| 3. Volunteer Training         | TBA       | 3    | How to help students                    |

**Barriers**

Again being new, the barriers we encounter are transportation, child care, parent communication via phone, email, etc. Our ELL population is still small but continues to grow. Total population K-8 expected for 2011-2012 is over 300.

1. Language Translators at the school.
2. Work Schedules - All Hold meetings at night provide child care, snacks and publicize this information.
3. Input/Communication – All Use surveys to obtain information from parents, to solicit input. Use parents to communicate with others.

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

### Minutes

Our first school compact was developed by the staff and parents of SSIS in July 21 of 2010. We will review our current compact in July of 2011.

Submitted by Karen Young

## Verification of Parent Involvement in the Title I Involvement Plan

Verification of Parent Involvement in the Title I Involvement Planning for 2011 will take place in September of 2011. Minutes, attendees, agendas, and recommendations will be submitted for approval to our parents, staff and Executive Director.

Submitted by Karen Young