

## BROOKER ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Deborah Parmenter, 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)].

Debbie Parmenter

Oct. 7, 2016

---

**Signature of Principal or Designee**

**Date Signed**

### Mission Statement

Parental Involvement Mission Statement (Optional)

**Response:** Our mission is for BES to fully embrace the essential partnership between home, school, and student to create a nurturing, positive, and flourishing educational experience for each child.

---

### 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 Title I Committee works in conjunction with the School Advisory Council to review, plan, and improve school programs, including the Parental Involvement Plan. The principal and Title I Contact provide agendas of meetings and reminders for meetings to encourage participation. At the beginning of the school year, meetings are designed to educate parents on the purpose and requirements of being a Title I school. The parent involvement budget is explained to parents. Parents, teachers, and staff are asked to offer suggestions for utilizing these funds. The Title I Contact provides suggestion forms for participants to offer suggestions in writing. Parents are also notified that BES is a school-wide Title I program at the first PTO meeting as well as in the school newsletter. Parents are encouraged to submit suggestions to the Title I Contact. Feedback will also be provided after each of the Title I meetings through the use of parent feedback forms as well as the spring Title I surveys. Parents also provide email addresses and consent to use email as a line of communication. Update school website with timely information (link to Title I school contact) and monthly newsletter. Title I is a regular agenda item on the School Advisory Council and at faculty and grade level meetings.

## 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-Kindergarten (VPK)	Coordination of transition for Pre-K to Kg with collaboration between the two programs. Include PreK in all communication and Title I events.
2	Individuals with Disabilities Education Act (IDEA)	Supplemental instructional support provided by Title I will be discussed with parents during the development of the students IEP.
3	Title X	A homeless specialist is available to work with parents and students.

## 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	Open House/Title I informational Meeting	Principal and staff	Within the First two weeks of school	Sign in Sheets/Advertisement in paper. Agenda
2	Principal Planning, prep of information and handouts for Open House	Principal and Support Staff	1st Week of School	Implementation of Open House, PowerPoint presentation and handouts
3	Preplanning meeting with Teachers to set date and outline Open house & Title I organizational meeting	Principal and Staff	Preplanning	Implementation of Open House, sign-in sheet, agenda
4	Meeting with District Title I	District Title I	Summer	Attendance of meeting and

	Director to go over guideline and requirements for Title I school	Meeting with Director and Principal		follow up, agenda
--	---	-------------------------------------	--	-------------------

---

## 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:** The faculty of Brooker Elementary School is understanding of the vast variety of working schedules among our school families. To provide flexibility and ensure all parents are accommodated, parent conferences may be scheduled before or after school or during teacher planning time as needed throughout the year. Telephone conferences also provide flexible options.

Title I Parent Involvement Meetings: One meeting in the Fall and one in the Spring will be held to discuss and plan parent involvement activities as related to school events.

The principal maintains an open door policy and is available to meet with parents upon request. Parents who are not able to attend meetings may refer to meeting minutes in the office or contact the principal for a personal update.

A variety of day and evening parent involvement opportunities will be provided throughout the school year including but not limited to: Book Bingo X2, FSA Info Night, Holiday Musical, Dads Take Your Child to School Day, Grandparents Day, Santa Breakfast, Quarterly Awards Ceremonies, etc.

---

## 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	Kiwanis Terrific Kid and Academic Awards Ceremony	Principal and staff	Recognition of accomplishments encourages continued best effort of students	End of each nine weeks	Parent attendance and number of students achieving goals
2	Book Fair	Principal and Reading Coach	Opportunities for Students to receive (from grant) and be exposed to new books	Fall and Spring	Student Participation
3	Book Bingo and Parent Informational Night/Title I Annual Mtg.	Principal and Staff	Parents will be informed on specific strategies to support efforts that are made in the school	October / March	Evaluation form and Parental Activities
4	FSA Informational Night	Reading Coach and Staff	FSA Awareness and testing strategies	February	Attendance and FSA scores
5	Open House	Principal and Staff	Clear expectations allow academics to flourish	Within 1st 2 Wks of school	Attendance
6	Preplanning	Principal	Prepare staff with	Preplanning	Agenda Responses,

	meeting with Staff		importance of good parent communication		Parent Conferences, 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	Pre Planning Faculty Meeting	Principal and Staff	Parent teacher partnerships	August	Compacts
2	Presentation of Parent Involvement Plan at Faculty Meeting	Principal	Set clear goals of parental involvement with faculty	September	Compacts, Parent Feedback
3	Learning Focused PLC-Vocabulary	Principal	Use of high yield strategies	October through January	Attendance of meeting and follow-up in lesson plans
4	Dylan Williams TLC on Formative Assessments	Stephanie Nash	Increase in student engagement	August through April	Attendance of meetings and observations

---

## 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:** The other activities will include:

PTO Activities such as Santa/Pancake Breakfast, Dads Take Your Child to School Day/Donuts With Dad, Grandparents Day, Fall Festival, Back-to-School Bash, Book Bingo X 2, Book Fair X 2, Holiday Musical, FSA Game/Info. Night, Water Day, Field Day, etc. to encourage parents to participate in positive, school-based activities. Effectiveness will be evaluated by the level of participation.

Student agenda planners are provided for each student for ongoing communication to parents and as a means for parents to communicate with teachers. Effectiveness will be evaluated through parent/teacher survey.

Newsletters provided monthly to inform parents of school happenings and information. Effectiveness will be evaluated through parent survey.

Award Ceremonies - Parents will join students and staff in celebrating student accomplishments.

Parent Conferences - teachers and parents will discuss how to ensure the child's academic success and what the parent can do at home.

---

## 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:** The school will inform parents of curriculum, assessments, meetings, student progress, proficiency levels, and Title I programs at the beginning of the year during at the Title I Annual Meeting the first month of school. The monthly school newsletter will inform parents of any new information and remind them of information that has already been sent home. Copies of all these documents will be kept on file by the Title I contact. We will know if we were effective based on the results of the annual Title I Parent Survey and Parent Feedback forms. The following is a list of different ways we will inform parents of curriculum, assessments, meetings, student progress, proficiency levels, and Title I programs:

\*Student Planners (grades K-5) and Take-Home Folders on a daily basis

\*Use of School and District Website

\*School Facebook page

\*Event fliers

\*Class Dojo positive behavior app

\*Classroom newsletters

\*Bradford Telegraph

\*Local radio station, Eagle 106.3

\*FOCUS computer portal that includes grade book updated weekly by teachers

\*Parent email addresses given to teachers to continue the line of communication

\*The Parent Institute's, "Parents Make the Difference" monthly parent involvement activities periodical sent home with each student.

\*Open House/Back-to-School Bash provides information with teacher presentation

\*Organizational meeting for parental involvement with in the first two weeks of school.

\*Information concerning disagreement with plans will be addressed at organizational meeting and disagreements will be forwarded to Mrs. Carol Clyatt District Title I Director

Information will be monitored through meeting agendas, minutes and sign-in sheets.

---

## 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:** A variety of parental involvement activities will be planned to ensure that each parent has ample opportunity to participate. Multiple sources will be used to communicate opportunities for involvement to parents. Migrant partnerships with Alachua County provides support and interpreters for migrant students. The Title I office provides information in other languages as needed and an ESOL consult. The ESE department provides support for needs related to students with disabilities to ensure that all students and parents can participate.

---

## 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

---

## Upload Evidence of Input from Parents

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

[Uploaded Document](#)

---

## 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](#)

---

## 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](#)

---

## 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 House/Title I informational Meeting	1	180	Parental resources improve involvement
2	Parent Data Nights	2	12	Parents learn to read various reports so that they can encourage their children
3	FSA Info/Game Night for 3rd	1	62	Better scores on FSA because parents are able to provide more specific support
4	FSA Info/Game Night for 4th/5th grade	1	51	Better scores on FSA because parents are able to provide more specific support

### 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	Poverty Book Study of 4 texts and PLC	4	10	FCAT scores should improve due to strategies learned in reaching students of poverty

### 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	ED: Discomfort in school setting	Serve refreshments or meals, personally invite, showcase ways to be involved that doesn't require monetary resources, PLC on Poverty
2	ED: transportation	coordinate carpooling
3	ED: long work hours	encourage variety of participation and offer various times for events

### 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)

<b>count</b>	<b>Content/Purpose</b>	<b>Description of the Activity</b>
1	Increasing Parent Participation	Play bingo for books

---