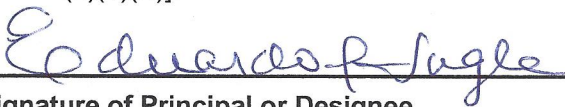



BEN SHEPPARD ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Dr. Eduardo J. Tagle, 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

BEN SHEPPARD ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: The mission of Ben Sheppard Elementary School's, Title I Program, is to build the school's and parent's capacity for stronger parent/family engagement.

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 principal will convene an annual orientation meeting, which will be held on September 9, 2015 to inform parents of the school's participation in the Title I Program. Parents will build capacity for parent involvement by offering a flexible number of meetings and workshops, based on parent survey interest, as delineated on annual parent workshop calendar. Bimonthly reminders will be sent to parents via fliers, ConnectEd messages and posting on school marquee advertising workshops. The school will involve parents in the planning, review and improvement of the School Parental Involvement Policy through Educational Excellence School Advisory Committee (EESAC) monthly meetings, bimonthly parent workshops and PTA 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	Monthly Parent Workshops	Community Involvement Specialist (CIS) provides parents, in their specific native language, opportunity to learn about resources and activities in order to help both parent and student succeed.
2	Open House	Principal gives parents opportunity to meet the teachers, learn about the curriculum, school expectations and classroom policies.
3	EESAC	Educational Excellence School Advisory Council (EESAC) includes parents in the school-wide decision making process consisting of the school's budget, policies and curriculum programs.
4	Science Fair	Magnet Lead Teacher conducts workshop to expose and assist parents to the various Science Fair Projects that integrates Science and real-world experiences.
5	Grade Level Awards Assembly	Parents and family are given the opportunity to celebrate and share students' success.

BEN SHEPPARD ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

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	Orientation Meeting	Principal	September 9, 2015	Sign-In Rosters
2	Parent Resource Fair	Community Involvement Specialist	September 9, 2015	Sign-In Rosters

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: Ben Sheppard Elementary School will offer parent workshops to parents at varying times throughout the school day. In situations that prevent parents from attending the school meetings, the Community Involvement Specialist(CIS) will arrange home visits.

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	Title I Parent Survey	Principal, Community Involvement Specialist (CIS)	Strengthen relationships between the parents and the school in meaningful ways that improve academic achievement	Throughout the school year	Parent participation in school activities
2	Parent Resource Center	Principal, CIS	Links programs and activities that improve academic achievement	Throughout the school year	Visitation logs
3	Parent Portal	CIS	Monitor student attendance, academic performance and behavior	Throughout the school year	Greater parent involvement
4	Parent Monthly Workshops	CIS, Parent Academy	Strengthen relationships between parents and school	Monthly Basis	Increased parent involvement
5	EESAC Meetings	EESAC Chairperson	Implementation of School Improvement Plan (SIP)	Monthly	Increased test scores

BEN SHEPPARD ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

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	Common Core Standards	Curriculum Coaches	Knowledge of recently updated benchmarks	September 2015	Increased rigor in classroom instruction
2	Motivational Strategies for Increased Student Attendance	Counselor	Improve Student Attendance	December 2015	Referral tracking system
3	Positive Behavior Support (PBS) Program	Administration	Improved classroom management	Ongoing	Reduced number of behavioral referrals

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 Parent Resource Center is available for parents to use at all times during school hours. It contains technology programs as well as educational materials and information that parents can access in order to increase student achievement.

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: Informational letters, monthly parent calendars, and Connect-Ed messages addressing information regarding Title I and its programs are communicated to parents in a timely manner in both English and Spanish.

Parents of children in grades PK-5 will receive reports/updates of their children's progress on state and district assessments.

Parents are encouraged to meet with their children's teachers to discuss concerns regarding their achievement.

BEN SHEPPARD ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

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: Information disseminated to parents is provided in both English and Spanish via informational letters, monthly parent calendars, and Connect-Ed. All parents are given equal access to all services and resources.

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	Anticipated Impact on Student Achievement	Timeline
1	Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];and	School Improvement Plan planning/monitoring	EESAC Chair	Increasing parental capacity	Throughout the school year
2	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	Monthly Parent Workshops	Community Involvement Specialist (CIS)	Increasing student achievement	Throughout the school year
3	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Train parents as leaders	Community Involvement Specialist (CIS)	Increasing parental capacity/involvement	Throughout the school year
4	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)];	EESAC Meetings/Parent Conferences/Home Visits	EESAC, Teachers and CIS	Increasing parental involvement	Throughout the school year

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	Parent Advisory Council (PAC)	2	2	Strengthen relationships between parents and the school in meaningful ways that improve academic achievement.
2	District Advisory Council (DAC)	2	1	Provide training, information and support services that strengthen relationships between parents and the school in meaningful ways to improve academic achievement.
3	Community Involvement Specialist (CIS) (Monthly)	1	597	Strengthen relationships between parents and the school in meaningful ways that improve academic achievement.
4	ConnectEd Telephone Messages (As Needed)	1	270	Strengthen relationships between parents and the school in meaningful ways that improve academic achievement.
5	Community Involvement Specialist (CIS) Telephone/Email Contacts (Monthly)	524	524	Strengthen relationships between parents and the school in meaningful ways that improve academic achievement.
6	Annual Title I Parent Orientation	1	434	Understand and implement No Child Left Behind (NCLB) Act to increase academic achievement through Parent Involvement.
7	Parent Monthly Workshops/The Parent Academy (TPA) Activities	87	4288	Strengthen relationships between parents and the school in meaningful ways that improve academic achievement.
8	Parent Portal (On-going throughout the year)	1	142	Monitor students' academic performance, attendance and behavior.
9	Parent Resource Center (On-going throughout the year)	1	1905	Link programs and activities towards improving academic achievement.
10	Title I Parent Survey	1	200	Strengthen relationships between parents and the school in meaningful ways that improve academic achievement.

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	Common Core State Standards (CCSS), Next Generation Sunshine State Standards (NGSSS)	6	289	Knowledge of recently updated standards and benchmarks.
2	Motivational Strategies for Increased Student Attendance	4	153	Improve Student Attendance
3	Positive Behavior Support (PBS) Program	1	92	Improved classroom management and student behavior.

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 English (ELL)	Provide Connect-Ed and written communications in both English and Spanish for all school activities and information sent to parents.
2	Transportation (Economically Disadvantaged)	Provide parent partners that can bring them to participate in school functions and activities.

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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- *Welcome and Introductions*
 - Dr. Eduardo J. Tagle, Principal, Ben Sheppard Magnet Elementary School
 - Greeted and Welcomed Parents, Students, Faculty and Staff
 - Introduced Administrative Team
 - Ms. Alicia M. Brown, Assistant Principal (Title I)
 - Mrs. Angela Zayas, Assistant Principal
 - Introduced Title I Community Involvement Specialist
 - Mrs. Melba Lobo
- *Student Expectations*
 - Dr. Tagle discussed the expectations for all students at Ben Sheppard during the school year. Encouraged parents to actively participate in their child's educational growth in order to assist and provide him or her with a successful nurturing learning environment at home to facilitate the home-school connection.
- *What is Title I*
 - Dr. Tagle explained the Title I program and its federal funding. The various programs offered to both students and parents were shared: The Parent Resource Center, Supplemental Educational Services and additional supplemental support that is offered by the district and school.
- *Common Core Standards, Next Generation Sunshine State Standards and 2016 Florida Standards Assessments*
 - Dr. Tagle, Ms. Brown, and Mrs. Zayas discussed Grade Level Expectations. Parents were provided with brochure regarding Common Core State Standards (CCSS) and Next Generation Sunshine State Standards (NGSSS). Pacing Guides were presented that reflected the CCSS and NGSSS which will prepare students for the 2016 Florida Standards Assessments and Stanford Achievement Test (SESAT & SAT-10). In addition, the school's 2015-2016 Year-At-A-Glance and Adequate Yearly Progress (AYP) reports were distributed to parents.
- *Parental Involvement*
 - Dr. Tagle and Mrs. Lobo encouraged all parents to visit and utilize the Parent Resource Center. Research shows that parental involvement positively impacts student learning and academic achievement. Parents were also encouraged to maintain an "open" line of communication with their child's teachers and the school. The importance of the Parent Portal and volunteerism was discussed with parents and parents were encouraged to register with Mrs. Lobo.
 - Administrative team introduced the Parent Involvement Plan (PIP) and shared that during the Educational Excellence School Advisory Council (EESAC) meeting parents are invited to join the School Improvement Plan (SIP) Committee to provide input for the PIP and encouraged to meet to discuss revisions for the 2015-2016 Title I School-Parent Compact.
 - Dr. Tagle shared the importance of the Parent Survey, created by Mrs. Lobo, in order to develop topics and invite individuals to facilitate Parent Workshops. Parent Workshops are held monthly (Wednesday) and affords parents the opportunity to stay connected with the various school activities held throughout the year.
- *Parent Involvement Plan (PIP) and Title I School-Parent Compact*
 - May 28, 2015, parents attended a meeting with the School Improvement Plan (SIP) Committee to review the 2014-2015 Parent Involvement Plan (PIP) and the School-Parent Compact to make suggestions for revisions to both documents. Those in attendance were divided into two groups:
Group 1 worked on the school responsibilities and Group 2 worked on the parent responsibilities. A result of the collaboration led to the final draft of the 2015-2016 Title I School-Parent Compact. The final draft was approved by consensus.
 - Dr. Tagle explained how Title I and the Title I School-Parent Compact requires both schools and families work together and was specific regarding the responsibilities of both school and family as outlined in the Title I School-Parent Compact. Parents were provided with information as to the various ways to be actively involved at Ben Sheppard Elementary School.
- *Question and Answer (Q&A)*
 - Parents did inquire if Ben Sheppard's Monthly Parent Workshops could be offered in the evening for parents who are unable to attend the morning workshops as the information is very informative and beneficial. Dr. Tagle agreed and Mrs. Lobo would consider offering meeting times to accommodate the request.
- *Classroom Visitation*
 - At the conclusion of the meeting, Dr. Tagle invited the parents and their families to spend the rest of the evening participating in Ben Sheppard Elementary School's 2015-2016 Open House. Visiting classrooms to meet their child's teacher(s), obtain curriculum information and to further develop the school-family connection. Parents were provided with school maps to assist in locating classrooms.