

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

I, Marla Massi-Blackmore, 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:** Mission Statement

The mission of Blackburn Elementary School Parent Involvement is to provide effective pathways for two-way communication to ensure a partnership with Blackburn staff and families in order to work together to educate and develop lifelong learners.

#### Vision Statement

The Vision of Blackburn Elementary is to ensure all students become resourceful, independent thinkers who set goals, challenge themselves to be problem solvers, and become positive productive citizens. This is accomplished by committing to implement effective pathways for two-way communication to ensure a partnership with Blackburn staff and families. These pathways include

but not limited to agenda notes, phone calls, email, conferences at school and home through home visits, surveys, newsletters, ConnectEds and school website. All pathways will be available in both English and Spanish.

## 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:** We believe in involving parents in all aspects of our school. Our parents and SAC have the responsibility for developing, implementing and evaluating the various school level plans, including the SIP and PIP. Membership selection is based on voting results for SAC representation and volunteer commitment for all other parent groups. Parent meetings are held at various times to provide additional opportunities for the involvement of more parents to discuss and carefully deliberate changes that are needed to the PIP. Results of the parent surveys are reviewed by parents and members of SAC to determine needed changes. Parent standard-based workshops and family events are offered at various times to increase parent participation and involvement. Input is gathered during SAC and parent workshops/events regarding how parental involvement funds will be used. Parents who are unable to attend meetings and workshops are still encouraged to provide input through bi-lingual newsletter slips, surveys, notes, student agendas, etc. All input is documented on surveys, newsletter slips, group minutes, SAC minutes, conference notes and agendas.

## 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	Homeless	We will work together with Project Heart to provide resources, school supplies and uniforms for homeless students to remain in school.
2	ESOL/Migrant	We will work with our ESOL/Migrant HSL to assist with communication, increase communication and accessibility for non-english speaking families.
3	IDEA	We collaborate with our ESE department and ESE teachers to provide and offer supplemental instructional support for parents during the development of the student's iep.
4	Title I	We will collaborate with our TI resource staff to maintain compliance and exemplary practices.
5	VPK	We will work to provide early learning opportunities and parent support.
6	Head Start	We will collaborate to provide family support and early learning opportunities.
7	Title I	We will conduct our Annual Title I meeting to inform parents about their rights as parents within the Title I program, which includes our school compact, SIP and PIP development, the Right To Know letter which will be sent and notification of the Highly Qualified staff status.

## 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/or presentation materials that address the required components	Principal or designee	August 20, 2015	Copies of agendas, handouts
2	Develop and disseminate invitations	Principal or designee	August 20, 2015	Maintain documentation
3	Advertise/publicize event	Principal or designee	On going	Connect ED Telephone Log
4	Sign-in sheets for meeting	Principal or designee	On-going	Evaluation sheets
5	Maintain documentation	Principal or designee	On-going	Title I documentation binder housed in the Principal's office

## 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:** We provide standard-based workshops and family events at various times and on various days which include academic, social and emotional components. The various times these workshops and events are based on parent input from surveys, conferences, agendas and in/out slips/flyers. For example, SAC is now conducted right after dismissal because of the input provided during our Annual Title I meeting. Our funds may provide transportation, child care, translation, and/or home visits for TI activities related to parent involvement. We make every attempt to make information available to parents who are unable to attend the events.

## 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	Parent Standard-Based Workshops/Events for specific reading standards from District Assessment results	Collaboration from the District Title I staff and the Third Grade Teachers	Higher levels of parent's awareness correlates to higher levels of student achievement in mastery with grade-level standards	2 (1 per semester)	evaluation forms
2	Parent Conferences	Principal or designee	Higher levels of parent's awareness correlates to higher levels of student achievement through the partnership and agreed upon expectations created by both home and school	A minimum of 2 times per year	individual feedback
			The mission of Blackburn Elementary School Parent Involvement is to provide		

3	Newsletters	Principal or designee	effective pathways for two-way communication to ensure a partnership with Blackburn staff and families in order to work together to educate and develop lifelong learners.	Monthly	individual feedback
4	Agenda Books	Staff	The mission of Blackburn Elementary School Parent Involvement is to provide effective pathways for two-way communication to ensure a partnership with Blackburn staff and families in order to work together to educate and develop lifelong learners.	Daily	parent signature
5	Parent Academic Assemblies (Bolt Assembly)	Principal or designee	The mission of Blackburn Elementary School Parent Involvement is to provide effective pathways for two-way communication to ensure a partnership with Blackburn staff and families in order to work together to educate and develop lifelong learners.	Quarterly	parent signatures
6	Bolt Character Luncheon (Parents/Students)	Principal or designee	The mission of Blackburn Elementary School Parent Involvement is to provide effective pathways for two-way communication to ensure a partnership with Blackburn staff and families in order to work together to educate and develop lifelong learners.	Monthly	parent signatures

## 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	Professional development on PI	Principal or designee	Higher levels of staff understanding of parent involvement correlates to higher student achievement in all academic and social areas	Minimum of 2 times per year	Evaluation forms
2	Staff training on annual meeting	Principal or designee	Higher levels of staff understanding of parent involvement correlates to higher student achievement in all academic areas	On-going	Evaluation forms
3	Staff training on Standard-based workshops	Principal or designee	Higher levels of staff understanding of parent involvement correlates to higher student achievement; Best Practices in Tier I instruction will make a positive impact all students and will be evident in Learning Gains in the calculation of the School Grade.	On-going	Evaluation forms
4	Staff Training on Understanding and Working With Families From Poverty	Principal or designee	Higher levels of staff understanding of parent involvement correlates to higher student achievement; Staff gaining more knowledge will meet more student needs.	1 time ppt. presentation	Evaluation forms

## 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:** Parents will be offered standard-based workshops, events centered around student accomplishments and academic achievements (includes technology and classroom/Fine Arts projects). We will also provide computer and social and emotional support. Examples include invitations to Quarterly Bolt Academic Assemblies (Principal, Honor Roll, and Responsible Learner), Bolt Monthly Character Luncheons, two Standard-Based workshops based on District Standard Assessments for third grade hosted by District Title I staff and Third Grade teachers, and Family Literacy, Math, and Science/Technology nights to support grade level academic support at school and home. All workshops and events are documented with signatures and evaluation forms which includes a individual comment section.

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## 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:** During the annual meeting, a general meeting where information was presented about Title I, curriculum and academic assessments, and CEP. Parents learned about the school wide program, how to schedule parent-teacher conferences, school choice, and opportunities for participation in decisions related to the education of their child. We also hosted an open house where parents were invited to visit their child's classroom and meet staff. During visits teachers will provide additional information on the subjects they teach, assessment plans, and how parents can help at home. This same information will be provided in an information flyer and distributed to parents unable to attend. Opportunities for regular input are provided by our commitment to effective two-way communication pathways which include agendas, surveys, newsletter slips, phone logs, evaluation forms, face to face conferences. All parent comments are requested on a Needs Assessment Survey, newsletter slips, and evaluation forms and are available to be reviewed.

Written communication will be available in English and Spanish Interpreters will be available to all parents to ensure that parents are able to fully participate in their child's education.

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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:** The school will provide opportunities for full participation in the parent involvement activities including parents with limited English proficiency, disabilities, and migratory children. The parent involvement plan is available in English and Spanish on our school website and in hard copy

at school. All new enrolling student and families are provided information about our school and Title I information. Written communication will be provided for parents in English and Spanish. Interpreters will be provided. If other languages are needed schools can contact the TI office where a school district interpreter will provide translation options. American Sign Language translation will be available through coordination with Manasota Lighthouse for the Blind and Community Center for the Deaf and Hard of Hearing. We have acquired Connect Ed an automated telephone service. We do messages in both English and Spanish.

## 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	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 Standard-based workshops/Family Events	Principal or designee	Improve parents and their child's education to increase student achievement	Semesters
2	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)];	Conference nights	Principal or designee	Improve parents and their child's education to increase student achievement	2x a 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](#)

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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 House/ Annual Title I	1	120	Increase knowledge of Administration, staff, and the positive impact of Title I.
2	Blockfest	1	75	Increase knowledge for L/V/S and math standards.
3	Night at the Museum at South Florida Museum	1	45	Increase knowledge for Science and Soc. Studies.
4	PACT w/ Third Grade Teachers/Families	2	55	Increase parent knowledge of student data on a particular standard and resources to support/reinforce their student knowledge of the particular standard.
5	Book Celebration (Book Fair and Reading Activities)	1	25	Increase joy of reading and skills for specific ELA standards.
6	Music and Art Museum Evening	1	250	Reinforce and celebrate accomplished art and music skills.
7	Grade Level Recognition Luncheons for each qtr. w/ families	4	260	Increase the importance of student effort, family positive impact, and reinforcement of quarter standards being met; PBS and Character Education family 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	Monthly PI Committee Book Study (School, Family, and Community Partnerships -2nd edition by Joyce Ep	9	12	Increase knowledge from various topics from School, Family, and Community Partnerships -2nd
2	PACT Training	1	4	Increase knowledge of PACT.
3	Typical/Troubled	1	37	Increase knowledge of signs of families in needs and various community resources to encourage to families.

### 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	Barrier for all activities is effective advertisement (incorrect numbers for ConnectEd, questioning if flyers/newsletters consistently read by parents, etc.).	Continuously updating family numbers in FOCUS/ConnectEd, consider sending text to parents, Post signs at Car/Bus area during arrival and dismissal.
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## Best Practices (Optional)

Describe the parental involvement activity/strategy the school implemented during the previous schoool 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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