

BERKSHIRE ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, DIANA PÉREZ , 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

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: English Version

Berkshire Elementary's mission is to develop young healthy minds in an ever changing global economy with 21st century skills by providing a nurturing, diverse, and inclusive community, where all stakeholders are valued.

Espanyol

La mision de la escuela primaria Berkshire es desarrollar mentes jovenes en una economia global cambiante con las habilidades del siglo 21 proporcionando una comunidad preocupada por el bienestar, diverse e inclusiva donde todos son valorados.

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: 1. Berkshire Elementary conducts various meetings and activities to involve parents in school events and in the decision-making process. Parents are able to provide input during monthly SAC meetings, school questionnaires and information sent home by the school. SAC notes, questionnaire results, and parent written feedback on information sent home provides documentation of parent input. The following meetings and activities support parent involvement: School Advisory Council, Meet and Greet, Title 1 Annual Meeting, Parent Involvement Plan Meeting, Annual Parent Involvement Fair, Multicultural Night, Open House/Report Card Night, Curriculum Night, Florida Standards Assessment (FSA) Parent Night, and Parent Workshops. Parents will be notified of meetings via school newsletter, Parent Link, school marquis, and flyers. SAC meetings are held on the first Wednesday of each month and will include discussions regarding school improvement and SIP funding.

Coordination and Integration

Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1118(e)(4)].

count	Program	Coordination
1	Title 1, Part A	Training's for parents in FSA strategies, Literacy, Math, and Writing strategies as well as FCAT strategies in Science: ex. Curriculum & Literacy night, Parent University. Parents will use the resources provided to work with their child at home.
2	Title 1	Parent University workshops will be conducted monthly. Parents will use information and materials received from the meeting to support their child at home
3	Title 1, Dual Language and ESOL	Dual Language and ESOL will be supported via parent training which will be held twice per school year.
4	Comcast Internet Discount Program	Comcast and District IT Personnel provides free internet service that allows students to access computer based programs and research information for school projects.
5	Kindergarten Round Up	The School on the Corner partners with Berkshire staff to provide information and materials to prepare students for kindergarten entry.
6	Parent Resource Support	Certified School Counselor partners with outside agencies (Back to Basics, Boys Towne, Big Brothers Big Sisters Parental Involvement Fair, etc.) to provide information, mentoring, and resources to parents to implement at home.
7	Multicultural Department	The district Multicultural department provides information and resources to students, parents and teachers to ensure equitable educational opportunities for all.
8	Safe Schools	The Department of Safe Schools encompasses a wide range of programs and initiatives to ensure safe and supportive learning environment to increase academic success for all 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	Timeline	Evidence of Effectiveness
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		Responsible		
1	Advertising to include Invitation, Marquee, Edline	Darlene Starling/A.P.	September 20, 2016	Copy of Informational Flyer
2	Parentlink	Nathalie Strickland/D.P./Orlando Mastrapa TOSA	September 23, 2016	Copy of Phone record log
3	Prepare for Annual Title 1 Parent Meeting	Administration	September 27, 2016	Copy of Meeting agenda, minutes, Sign-in sheets, Vodcast
4	Overview of Family Involvement Plan and Activities to occur.	Teacher/Administration	September 27, 2016	Highly qualified/parents rights to know/student standards and Assesments/Title I funding/Family Involvement Goals
5	Conducting the Title 1 Annual Meeting	Administration	September 27, 2016	Parent participation and meeting notes
6	Presenting the Title 1 information and the school's Title 1 program	Administration	September 27, 2016	Parent participation and meeting notes

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: Berkshire Elementary will offer a flexible number of meetings in the mornings, afternoons, and in the evenings. Monthly SAC meetings will be conducted the first Wednesday of the month. Parent University will be held alternating mornings and afternoons each month. The school also offers flexible times for parents to attend parent conferences and school meetings to fit their work schedules to the best of the school's ability.

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 Involvement Fair	Teachers/Guidance Dept.	Promote awareness of school, district, and community resources provided to parents to assist their child at home	Fall	Sign In sheets, flyers, parent evaluations
2	Multicultural Night	Teachers	Promote awareness of multicultural programs to support the curriculum	Fall/Spring	Sign in sheets, flyers, Copy of parent resources
3	Curriculum Night/FSA	Teachers	Parents will receive instructional materials and training relating to the Florida Standards in Reading, Math, and Writing Skills, as well as NGSSS, Common and standardized assessments.	Fall	Sign In sheets, flyers, parent evaluations
4	Family Literacy Night (Refreshments will be purchased for approximately 75	Teachers/Reading Coaches	Parents will rotate through standards base literacy related stations to learn strategies and best practices relating to Florida Standards. These strategies will support literacy proficiency at home.	Fall	Sign In sheets, flyers, parent evaluations

	people)				
5	Dual Language Parent Support	Teachers	Provide resources and materials to support parents on ways to help their children succeed in Dual Language	Winter	Sign in Sheets, copies of Dual Language Newsletter
6	Florida Standards Assessment (FSA) Night	Teachers	Make parents aware of specific skills and strategies to enhance literacy and math, as well as, provide activities to encourage reading in the home.	Winter	Sign in Sheets, parent evaluations
7	Math and Science Night	Teachers/TOSA/Math Coach	Parents will participate in hands-on training relating to the Florida Standards, NGSSS. Parents will leave with strategies and resources to promote Math and Science at home.	Winter	Sign In sheets, flyers, parent evaluations
8	Learning Celebrations	Teachers	Parents will have the opportunity to participate in their child's progress throughout the year. These classrooms visits allows parents to gain insight and knowledge on their child's current mastery of the Florida Standards and ways they can support their child in improving or advancing.	Fall/Winter/Spring	Sign-in sheets, parent feedback

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	Effective Parent Conferences PD. Staff will receive training on preparing for parent conferences, How to increase parent attendance at the meetings and What to do when parents attend the meetings?	Teachers	Improve student achievement, attendance and behavior by building relationships with parents.	Fall	Sign-in sheets, Agenda, Copy of materials
2	Technology/Edline	Diana Perez-Principal; Darlene Starling-A. P.	Building relationships to improve student achievement, attendance and behavior	Fall	Sign In Sheet

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 invited to attend evening events such as Literacy Night, Florida Standards Assessment (FSA) Night, Curriculum Night, Book Fairs, Multicultural Fair, Parent Involvement Fair, Grade Level Learning Celebrations, Home Visits, Family Resource Support, Parent University, Parent/Teacher Conferences and SAC. Flyers and notifications will be sent home in Spanish, Creole and English. Parent Link will be utilized to inform parents of events in all supported languages.

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: 1. Berkshire Elementary will host three Open House events: Pre School Meet the Teacher, K-2 Open House and 3-5 Open House.

2. Discussion of Title 1 programming Policy/Plan, compact, Annual Meeting

3. School Wide Positive Behavior Universal Guidelines will be communicated and presented to parents, students, staff. Staff will utilize a uniform behavior plan that will be implemented across grade levels.

4. Communication is sent via Edline, newsletters, flyers, marquee, emails, student agendas, and Parent Link to inform parents of upcoming events and/or parent information.

5. Communication is translated in both Spanish and Creole.

6. Student academic and behavior requirements are communicated to families via parent conferences, Literacy/Curriculum/Florida Standards Assessment (FSA) nights, and parent training.

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: Berkshire Elementary Community Language Facilitators (CLF) work with students and families to facilitate and enhance communication and involvement. The CLFs facilitate translation for non-English speaking parents/guardians which enables the school to communicate effectively. For our migratory families, we support and enhance communication via CLFs and our ELL guidance department.

For our families with disabilities, we have a ramp and handicap parking located in the front of the school and on the side parking lot. Interpreters are called in as needed as well as appropriate staff from area support teams.

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	Curriculum Night	Teachers/Parents	Communication/Increase in student proficiency	On-going

2	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Parent University	Teachers	Communication/Increase in student proficiency	On-going
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)];	Parent Conferences in person before or after school hours and/or by phone	Teachers/Parents	Communication/Increase in parental involvement	On-going
4	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	Parent University	Teachers/Staff	Communication/Increase in parental involvement	On-going

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	Title 1 Annual Meeting	1	197	improved student achievement
2	Multi-cultural Night	1	34	Promote awareness of multi-cultural programs to support the curriculum
3	STEM Night and	1	165	Engage students in STEM activities while promoting Science

	Science Fair			content development to students and parents.
4	Literacy Night	1	30	Promote literacy activities to support on-going learning.
5	Parent University	3	37	Improved student achievement, attendance and behavior
6	FCAT/FSA Parent Training	1	77	Make parents aware of specific skills and strategies to enhance literacy, math, and science at home.
7	Curriculum Nights	2	171	Improved student achievement
8	Learning Celebrations	3	1017	Improved student achievement
9	Violin Program Information Night	1	72	Make parents aware of the school's violin and arts integration programs.

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	Effective Parent Conferences	1	71	improved student achievement, attendance, tardies and behavior
2	Title 1 Faculty Presentation	1	72	Building relationships to improve student achievement, attendance and behavior
3	Parent Involvement/Parent University	3	37	Building relationships to improve student achievement, attendance and behavior
4	Technology/Edline	1	73	Building relationships to improve student achievement, attendance and 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	Providing more informational programs	Provide better communication and marketing as well as offer adequate time for parents to plan accordingly so that they may attend these informational events.
2	Increasing parent participation in decision-making meetings (SAC)	Provide better communication and marketing as well as offer adequate time for parents to plan accordingly so that they may attend SAC meetings where decision-making occurs.
3	Providing childcare during trainings where possible	Work closely with our school's aftercare program to provide childcare when applicable.
4	Non English speaking parents having difficulty assisting students in English only classrooms	Provide training for access to computer programs and district resources where math and science are also published in other languages.