



## FORT BRADEN ELEMENTARY SCHOOL

### Title I, Part A Parental Involvement Plan

I, Jimbo Jackson, 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 school-wide 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

**Response:** Fort Braden School, in partnership with its parents, seeks to educate and support students as they develop into lifelong learners. The school will work with all stakeholders to provide a nurturing environment where all students can achieve academic and personal excellence.

## 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:** All parents shall be invited and encouraged to attend:

Monthly SAC Meetings

Monthly PTO Meetings

Parent representatives will attend Parent Involvement district trainings and committee meetings.

The school will provide information and explain the requirements of Title I and the rights of parents:

Parent Right to Know letters (highly qualified teacher) sent home.

Parent Right to Know posted in the front office.

Information about parents rights, and Title I requirements will be sent to parents by the school's monthly newsletter, monthly Title I newsletters, ListServ, school Homepage, school's marquee and student flyers.

Parent Information Resource Center (PIRC) parent notification letter and information will be sent home.

## 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	Orientation	Orientation acclimates parents to the school community. It provides parents with information about parent involvement opportunities as well as information regarding strategies for the academic success of students.
2	Open House	Open House provides parents an opportunity to meet with teachers and become familiar with the structure of the school day. Teachers present strategies to enable parents to help their students have a successful school year. It also gives parents additional opportunities to become more involved in the school community.
3	Intervention Team Meetings	The Intervention team meets with parents to create an action plan for the success of students' academic and/or social emotional progression.
4	Parent Workshops	Various parent workshops will focus on academic content and work-study skills to provide parents with strategies to improve their student's academic progress.
5	Success Celebrations	Various celebrations, performances, and award ceremonies will provide parents access to faculty, staff and students as they promote success academically and in other critical areas of school life.
6	Kindergarten Round-Up	Parents along with their child are invited to learn about the school, visit classrooms, and begin the process of registering for fall attendance. At this time, administrators, teachers, and the school's registrar will be available to answer questions and complete necessary paperwork.
7	AVID Meeting	This program is designed to inform parents about the AVID program and how teachers, mentors, and tutors work with students during the school day.

## 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 (school wide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

Count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Parent Workshops: Provides an explanation of grade level expectations and CCSS.	Administration	Fall/Spring	Parent Surveys
2	Open House: Provides parents with curriculum guide and grade level expectations	Administration/Teachers	September	Parent Surveys
3	School Advisory Council Meeting	Administration/Parent Involvement Liaison	Fall	Meeting Minutes
4	PTO Meeting	Administration	Fall	Meeting Minutes

## 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:** Meetings will be advertised and posted on the school's marquee, homepage, and ListServ in advance to encourage parent involvement. In addition, monthly newsletters will convey important dates and times for parent meetings. We will hold activities at different times during the school year in an effort to accommodate parents and community members. We will also request input from parents on alternative times and/or locations for meetings and programs.

## 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 specific literature/Parent Resource Room	Parent Involvement Committee Chairperson/Reading Coach	Provides parents with strategies and tips related to parenting.	Yearlong	Title I Survey, School Climate Survey
2	Child Specific/Guidance Counselor-Foster Parent Conference	Guidance Counselor	Provides information to parents in regards to students' social emotional well being	Yearlong	Title I Survey, School Climate Survey
3	Child Specific/Teacher-Parent Conference	Teacher	Provides information to parents in regards to students' academic progress and discipline.	Yearlong	Title I Survey, School Climate Survey
4	School-Community Specific/Parent Liaison	Parent Involvement Committee Chairperson	Provides additional communication between parents and school site	Yearlong	Title I Survey, School Climate Survey
5	Academic/School	Parent Involvement	Provide parents information	Yearlong	Title I Survey,

	Conduct Expectations	Committee/Teacher	about Florida academic assessments as well as LCS Promotion/Retention requirements. These will be shared during the school's Orientation, Open House, parent conferences, in report cards, and progress reports.		School Climate Survey
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## 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	School Intervention Team/Child Study Team	Referral Coordinator	Determines interventions to be used to improve student achievement	Yearlong	Student specific data
2	Leadership Team: School specific issues	Administration/Team Leaders	Ensures school based procedures and policies are effective and provide an environment conducive to learning.	Yearlong (Monthly)	School Climate Survey
3	Faculty Meetings	Principal/Administration	Provides on going leadership and professional development for teachers as it relates to student achievement and school safety.	Yearlong (Monthly)	School Climate Survey
4	PTO Meetings	PTO President	Teachers and Parents collaborate on school community events as well as make decisions on funding allocations specific to PTO.	Yearlong (Monthly)	School Climate Survey/Sign-in sheets
5	SAC Meetings: Relevant School Based Decisions	SAC Chairman	All stakeholders are involved in joint decision making to ensure improvement of student achievement.	Yearlong (Monthly)	School Climate Survey
6	Faculty Book Study and Professional Development	Administration/Reading Coach	Provides on going professional development for teachers	Yearlong (Monthly)	School Climate Survey
7	Parent Involvement Professional Learning Community	Administration/PLC Chairperson	Provides on going professional development and training specific to the topic of Parental Involvement	Yearlong (Monthly)	School Climate Survey
8	Monthly Team Meetings	Administration/Teachers/Team Leaders	Provides the opportunity for teams to meet and discuss departmental concerns and upcoming school activities/events.	Yearlong (Monthly)	School Climate Survey

9	Monthly Progress Monitoring Meetings	Administration	Provides feedback on school and district data/assessments	Yearlong (Monthly)	Progress Monitoring Notebooks
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## 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:

1. Orientation: Parent involvement opportunities are communicated to parents
2. Open House: Classroom specific parent involvement opportunities are presented
3. School Intervention Team Meetings: Students are referred by teacher. Academic and/or social emotional concerns are discussed and an action plan is designed and implemented to improve academic achievement and track student progress.
4. PTO meetings: Serves as advocates for students making joint decisions on school specific topics.
5. SAC meetings: Assists in the preparation and on going monitoring of SIP
6. Parent Resource Room: Provides resources for parents (i.e. parenting info, computer)
7. Family Carnival: Provides quality time for parents to spend with their children at school.
8. Newsletter: monthly communication to parents pertaining to upcoming events, strategies parents can use to help their child be successful, and current classroom events.
9. Attendance Celebrations: Quarterly celebrations that encourage and reward student attendance at school.
10. Volunteer Appreciation: Annual banquet to celebrate the parents and community members that participate in school activities.
11. Mentor, Volunteer, and Partner Programs: Serves as an opportunity for parents and community members to be trained at the district level in mentoring a student at the school. When volunteering, parents and community members have the opportunity to work with school faculty and staff towards the goal of school improvement. Finally, partners have the opportunity to support the school during various functions (e.g., field trips, school carnival).
12. Parent Literacy Night-these programs encompass all academic areas to help parents and students

## 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 school wide 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:

- LCS Grade Level expectations will be shared with parents during Open House
- A minimum of one Parent-Teacher conference will be held for student in grades K-8
- Assessments and grade level expectations will be shared with parents during Open House and Orientation. There will also be parent conferences, newsletters, and school meetings to inform parents of various policies, events and procedures.
- The Annual Title I Survey will be used to improve and plan Parent Involvement activities for the following school year.

## 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:** LCS Promotion Expectations will be shared during multiple events held at various times including, the school's Orientation, Open House, parent conferences, report card and progress reports.

Parent-Teacher Conferences

Parent Resource Room will include:

- o Parenting books and information
- o Parent Information Resources Center (PIRC) parent notification letters
- o Parent Right to Know letters and information
- o Assessment information

Student folders and agenda books will serve as a mechanism for connecting home and school.

Monthly Parent Meeting (e.g., PTO and SAC) will be conducted on campus and will be open to all parents and community members. Monthly newsletters will be sent to the address of each parent and will be posted on the school's website.

Listserv: Parents will be encouraged via newsletter, Open House, and Orientation to join the school's Listserv for access to ongoing school, student and district information.

A Spanish translator will be made available (upon request) for all parent meetings and conferences.

Flyers sent home for Parent Involvement activities will be sent home in English and Spanish versions.

## Discretionary Activities

Discretionary School Level Parental Involvement Policy Components:

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	Professional development will be aligned with school improvement plan	Principal/ SAC Chair	Professional development is based on specific teacher need(s) as identified on DPPs or SLOs as they relate to the SIP	Yearlong
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	To provide literacy training for parents as needed	Parent Involvement Committee Chairperson	This will enable parents to assist students with their school work and provides learning opportunities for parents	Yearlong
3	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Will use outreach program through PTO to get additional parents	Parent Involvement Committee/PTO/SAC	This will build outreach initiatives for building parent capacity within the	Yearlong

		involved in school-based activities		school community.	
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)];	Will schedule parent conferences at the convince of the parent.	Principal/Parent Involvement Committee	Providing multiple opportunities and a variety of times for parent involvement reduces the barriers for parents to attend school based activities.	Yearlong
5	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	Implement Joyce Epstein's frame work for parent involvement	Principal/Faculty	Provides the framework for forging relationships between families and schools	Yearlong
6	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Outreach to community businesses through Business Partners program, Mentor and Volunteer Programs	Assistant Principal/PTO/SAC Parent Involvement Committee	Forges relationships between local community businesses and the school community	Yearlong

		involved in school-based activities		school community.	
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5	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	Implement Joyce Epstein's frame work for parent involvement	Principal/Faculty	Provides the framework for forging relationships between families and schools	Yearlong
6	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Outreach to community businesses through Business Partners program, Mentor and Volunteer Programs	Assistant Principal/PTO/SAC Parent Involvement Committee	Forges relationships between local community businesses and the school community	Yearlong