

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

I, Dr. Sharon D. 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 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:** The mission of Brentwood Elementary School is to improve the educational opportunities of our students by helping them succeed and attain grade level proficiency. An emphasis will be placed on higher-order thinking skills and differentiated instruction. Our primary goal is to promote life-long skills and opportunities for our students through on-going efforts of the school community. In our quest for the best, Brentwood Elementary has adopted the posture that all students will achieve.

**Review Rubric:**

Mission statements are written concisely, free of jargon, and parent-friendly and inspire stakeholders to be involved and supportive of the program. Strong mission statements include:

- Explanation of the purpose of the parental involvement program;
- Description of what will be done; and
- Description of the beliefs or value of the LEA.

**Review Status:****Review Comments:**

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**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:** Brentwood Elementary School believes in involving parents in all aspects of its Title I programs. The EESAC has the responsibility for developing, implementing, and evaluating the various school level plans, including the SIP and PIP. More than 50 percent of the EESAC are parent (non-employee) representatives. For the PIP, parents are given surveys at the end of the school year to gather suggestions for activities, training, and materials they need to help their child. Results of parent surveys are reviewed by the EESAC to determine needed changes. When the SIP and PIP are complete, they are presented at an EESAC meeting and the committee decides, with input from parents, how the parental involvement funds will be used.

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**Review Rubric:**

Strong responses include:

- Identification of the group responsible for the development, implementation and evaluation of the plans;
- Description of the procedures for selecting members of the group;
- Explanation of how the input from parents will be documented; and
- Description of the process and involvement of parents in the development of required plans; and
- 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)].

**Review Status:****Review Comments:**

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**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 I	The Title I office will provide activities such as FSAU Family Night, How to Do a Science Project, and the reviewing of reading and math strategies at EESAC meetings.

2	VPK	The Title I office and VPK office will work together to coordinate transition programs for students entering the regular public school program. Activities may include: parent conferences with pre-kindergarten and kindergarten teachers to discuss the specific learning needs of students, orientation meetings, and an open house event.
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**Review Rubric:**

Strong responses include:

- Identification of the specific federal programs; and
- Description of how the programs will be coordinated.

**Review Status:**

**Review Comments:**

## 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 and collect parent surveys	Jacquelyn Townsel-Thompson	September	Log of surveys returned
2	Develop agenda, handouts, and/or presentation materials	Jacquelyn Townsel-Thompson	September	Copies of materials developed and used
3	Develop sign-in sheets	Jacquelyn Townsel-Thompson	September	Sign-in sheets for meeting and individual classrooms
4	Develop flyers	Jacquelyn Townsel-Thompson	September	Flyers with dates of meeting
5	Connect Ed messages	Jessica Liguez	September	Monthly logs
6	Maintain documentation	Jacquelyn Townsel-Thompson	September	Title I documentation box

**Review Rubric:**

Strong responses include:

- Identification of specific activities or tasks;
- Identification of the person(s) responsible for completing the task;
- Reasonable and realistic timelines; and
- Description of the evidence the school will use to demonstrate the effectiveness and/or completion of the activity/task.

**Review Status:**

**Review Comments:**

## Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

**Response:** The leadership and staff of Brentwood Elementary School have a strong belief in the importance of parental involvement and therefore have put measures in place to offer parent meetings on a flexible schedule. Workshops and informational meetings are offered in the mornings and evenings to accommodate varying work schedules. Morning events are scheduled at 7:30 am and evening events are scheduled for 6:30 pm. This schedule may be modified as needed based on parent participation.

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**Review Rubric:**

Strong responses include:

- Description of the process the school will use to ensure that workshops/meetings are offered at a flexible times; and
- Specific examples of the flexible schedule offered to parents.

**Review Status:**

**Review Comments:**

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**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	Assessments discussed during individual meetings	Teachers	Teachers will conduct individual conferences to discuss each child's assessment results, expectations, and goals for the school year.	Quarterly	Conference logs
2	Invite parents to use resources available in the Parent Outreach Office	Jacquelyn Townsel-Thompson	Helpful and up-to-date information can be disseminated.	on-going	Parent attendance logs
3	Distribution of educational websites and parent resources	Coaches and Counselors	Lists of educational websites and parent resources will allow parents to become more active in their child's education and will help student achievement rise.	October	Parent attendance logs
4	EESAC	Augrel Williams	Parents will be provided with information on the SIP, PIP,	on-going	Number of parents attending meetings

			and school-based, District, and State assessments.		
5	How to Do a Science Fair Project	Dr. Solomon Homidas, Assistant Principal and Queen Somers	This event will explain the Scientific Method to parents and will help student achievement on individual science projects and FCAT Science assessment.	December	Number of Science Projects
6	School sponsored shows and performances	Dr. Solomon Homidas, AP	Brentwood Elementary School invites parents to view a showcase of student talent. Parents are welcomed into an unthreatening environment where they can envision themselves becoming an active member.	December and February	Parent attendance logs
7	FSAU Family Night	Dr. Helen Smith-Carelli and teachers	Content specific sessions will be provided for parents. Information will include grade level proficiency, strategies parents can use at home, and assessment methods.	October	Sign-in sheets, handouts, agendas, and presentation materials

#### Review Rubric:

Strong responses include:

- Description of the content and type of activity including the following: o The state's academic content standards and state student academic achievement standards, State and local assessments including alternative assessments, Parental involvement requirements of Section 1118, and How to monitor their child's progress and work with educators to improve the achievement of their child;
- Identification of the person(s) responsible;
- Correlation to student academic achievement;
- Reasonable and realistic timelines; and
- Description of the evidence the LEA will use to demonstrate the effectiveness and/or completion of the activity/task

#### Review Status:

#### Review Comments:

#### 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	Brainstorming activities during faculty meetings	Sharon D. Jackson, Ed.D., and Leadership Team	Increase the staff's knowledge on what parents need in order to help their child succeed.	Throughout the year	Faculty meeting attendance; sign-in sheets

2	Survey parents' ideas/concerns/suggestions at EESAC meetings	Augrel Williams	Increase the staff's knowledge on what parents need in order to help their child succeed.	Throughout the year	Sign-in sheets
3	Survey via informal conversations with parents through the Parent Outreach Center	Jacquelyn Townsel-Thompson	Increase the staff's knowledge on what parents need in order to help their child succeed.	Throughout the year	Informal notes

**Review Rubric:**

- Content and type of activity including the following: Value following:
  - Valuing of parental involvement,
  - Communicating and working with parents,
  - Implementation and coordination of parental involvement program,
  - Building ties between home and school,; and
  - Cultural sensitivity;
- Identification of person(s) responsible;
- Correlation to student academic achievement;
- Reasonable and realistic timelines; and
- Description of the evidence the LEA will use to demonstrate the effectiveness and/or completion of the activity/task.

**Review Status:**

**Review Comments:**

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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:** Brentwood Elementary School will conduct other activities to encourage and support parents in more fully participating in the education of their child. We provide meeting opportunities with groups and programs, such as, Girl Scouts, the Sunshine Hearts, The Foster grand-Parent Program, which encourage parental involvement. Through this programs, parents can support their children in a less intimidating environment. We also provide meetings for the 5000 Role Models, Little Brother/Sister Striving for Success, in-house Big Brother/Big Sister program, Bigs in Blue, Title I Chess Club, and Chorus Club, which encourage parental support by asking them to take their children to District events or allow them to stay for meetings. In addition, PTA meetings are designed to promote parental involvement by providing parents with a platform to express concerns and encourage each other to support their child's academics

**Review Rubric:**

Strong responses include:

- Identification of the type of activity;
- Specific steps necessary to implement this activity;
- Person(s) responsible;
- Timeline; and
- Description of the evidence the school will use to demonstrate the effectiveness and/or completion of the activity/task.

**Review Status:**

**Review Comments:**

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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:** At the annual meeting of parents in September, Brentwood Elementary School will present information about Title I programs which includes Parent Advisory Council (PAC) and District Advisory Council (DAC) meetings, the curriculum, and academic assessments. At this meeting parents will also be introduced to the Parent Teacher Association (PTA) and its services. Parents will learn about school-wide programs, how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child. Parents will be given a copy of the student handbook, which includes more detailed information on these topics and will be introduced to the Parent Outreach Office where they will have access to the PIP and SIP. Upon conclusion of the general meeting, teachers will provide additional information on the subjects they teach, assessment plans, and how parents can help at home. The same information will be provided in an informational packet distributed the following day for all parents unable to attend. Teachers will submit sign-in sheets to the school's Title I coordinator who will also maintain documentation on the dissemination of information, distribution methods and timelines in conjunction with the Assistant Principal. In addition, Brentwood will invite parents to other meetings. At the FSAU Family Night, parents will be given strategies to support all-tested standards. At EESAC meetings, they will be shown how to interpret the data from the Florida Standards Assessment/SAT-10, Accelerated Reader (AR) and individual student performance.

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**Review Rubric:**

Strong responses include:

- Process for providing information to parents;
- Dissemination methods;
- Reasonable and realistic timelines for specific parent notifications; and
- Description of how the school will monitor that the information was provided.

**Review Status:**

**Review Comments:**

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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:** Part of our commitment at Brentwood Elementary School, includes providing full opportunities for the participation of parents with Limited English Proficiency, parents with disabilities, and parents of migratory children through ensuring that all school correspondence and communication are in English, Spanish and Creole, as well as by providing translation services as needed and assistance upon request for those parents with disabilities. In addition, the school will host parent meetings on an array of subject areas through The Parent Academy. The school will disseminate information through various sources such as parent flyers, Connect Ed messages, progress report and report cards, informational letters that go along with instructional software and how to implement it at home, STAR and iReady/FAIR reports, Florida Standards Assessment results and data interpretations provided by the State's Department of Education, and meetings between parents and teachers to discuss their child's academic progress so that the student's strengths and weaknesses can be addressed. The same information will be provided the following day for all parents unable to attend. Teachers will conference with students who have Progress Monitoring Plans and contact parents regarding strategies either in person or over the phone. Parents will be encouraged to discuss their child's performance with the teacher any time during the school year. Resources and additional information will be found at the school's Parent Resource Center.

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### Review Rubric:

Strong responses include:

- Process the school will use for translating information into a parent's native language;
- Description of how the school will ensure that parents with disabilities will have access to parental involvement activities and/or services;
- Description of how the school will ensure that information is available to parents considering the fluctuating student populations;
- Specific languages in which information will be provided; and
- Process the school will use to monitor that schools provide information to parents in a language they can understand, if feasible.

### Review Status:

### Review Comments:

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## 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
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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	Teach parents strategies to help students at home	Leadership Team	Reading and Writing Assessment	on-going
2	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Encourage parents to recruit other parents to be involved in school meetings/functions	EESAC	FSA/SAT-10 standards	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)];	Staggered Meeting Times	Teachers and Administration	FSA/SAT-10 standards	on-going

**Review Rubric:**

Strong responses include:

- Identification of the activity which may include the following:
- Involving parents in the development of staff training, providing literacy training, paying reasonable and necessary expenses to conduct parental involvement activities, training parents to help other parents, adopting and implementing model parental involvement programs, organizing a local education agency parent advisory council, and/or developing roles for community organizations and/or business in parental involvement activities;
- Description of the implementation strategy;
- Identification of person(s) responsible;
- Correlation to student academic achievement; and
- Reasonable and realistic timelines.

**Review Status:**

**Review Comments:**

**Upload Evidence of Input from Parents**

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

Uploaded Document

**Review Rubric:**

**Review Status:**

**Review Comments:**

## 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

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### Review Rubric:

School-Parent-Compact must include the following components:

- Description of the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State's student academic achievement standards;
- Identification of ways parents will be responsible for supporting their children's learning (for example, monitoring attendance, homework completion, or television watching; volunteering in their child's classroom; and participating as appropriate in decisions relating to the education of their children and positive use of extracurricular time); and
- Highlight the importance of communication between teachers and parents on an ongoing basis through, at a minimum: parent-teacher conferences in elementary schools, at least annually, during which the compact will be discussed as it relates to the individual child's achievement; Frequent reports to parents on their child's progress; and Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
- Evidence that parents were involved in the development/revisions to the compact [Section 1118(d), ESEA].

Review Status:

Review Comments:

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## 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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Review Rubric:

Review Status:

Review Comments:

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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	School-sponsored shows and performances	35	3892	Brentwood Elementary School invited parents to view a showcase of student talent.
2	Science Fair	1	28	This event explained the Scientific Method to parents and helped student achievement on individual science projects and FCAT Science assessment.
3	EESAC	7	152	Parents were provided with information on the SIP, PIP, and school-based, District, and State assessments.
4	Walk-Safe	1	24	Taught parents how to keep their children safe by showing them basic street safety.
5	Distribution of educational websites and parent resources	35	3892	Lists of educational websites and parent resources allowed parents to become more active in their child's education and helped student achievement rise.
6	Invite parents to use resources available at the Parent Outreach Office	35	3892	Disseminated helpful and up-to-date information
7	FSAU Family Night	1	105	Content specific sessions will be provided for parents. Information will include grade level proficiency, strategies parents can use at home, and assessment methods.

#### Review Rubric:

Strong responses include the content and type of activity, number of activities, number of participants, and the correlation to student achievement.

#### Review Status:

#### Review Comments:

### 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	Brainstorming activities during faculty meetings	12	75	Increased the staff's knowledge on what parents need in order to help their child succeed.

2	Survey parents' ideas/concerns/suggestions at EESAC meetings	1	128	Increased the staff's knowledge on what parents need in order to help their child succeed.
3	Survey via informal conversations with parents through the Parent Outreach Center	5	152	Increased the staff's knowledge about what parents need in order to help their child succeed.

**Review Rubric:**

Strong responses include the content and type of activity, number of activities, number of participants, and the correlation to student achievement.

**Review Status:**

**Review Comments:**

**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	LEP - language barrier	notices sent home in native languages
2	Disabled - physically unable to attend meetings	sent home flyers, Connect-Ed messages, and notices on the marquee
3	Total population - conflicting schedules	schedule morning and afternoon meetings

**Review Rubric:**

Strong responses include:

- Identification of barrier which hindered participation by parents in parental involvement activities (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); and
- Description of how the LEA will use the information gathered from the evaluation to design strategies for more effective parental involvement policies described in Section 1118.

**Review Status:**

**Review Comments:**

**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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**Review Rubric:**

Activities described in this section should be correlated to student achievement and include sufficient detail that another LEA or school could use the information to develop a similar program.

**Review Status:****Review Comments:**

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