

CHARLES E. BENNETT ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Shelley Lester , 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 Charles E. Bennett Elementary team of students, parents, and staff takes pride in creating a secure, caring environment that develops successful self-motivated learners. Charles E. Bennett Parent Involvement Activities will provide parents with encouragement, ideas and materials to help their children improve academically and increase their knowledge of the learning process.

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: Parents will provide input into evaluating parent involvement activities through parent conferences, workshops, volunteer training, SAC meetings, feedback surveys following parent involvement activities, and annual surveys during the 2014-2015 school year. Parents are invited to attend through invitation on newsletters, automated phone calls and/or invitations.

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	Head Start/other local Preschools	Invited to visit school in May.
2	Pre-K ESE Articulation	Parents are invited to give input during Spring 2015 articulation of incoming Pre-K ESE students.
3	Bennett Readiness Folder	Given to all students upon registration for kindergarten
4	Kindergarten Camp	Work with local pre-school programs to identify students for invitation to the K Camp Program to transition students from pre-k to kindergarten

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	Curriculum Coach and Principal	8/25/2014	Sign-in sheets and parent comments and copies of handouts and PowerPoint presentation
2	Develop and disseminate invitations	Curriculum Coach	9/2/14 and 9/10/14	Invitation
3	Advertise/publicize event	Assistant Principal and Principal's Secretary	9/17/2014-9/19/2014	School Marquee, Bee Informed Newsletter, ParentLink Phone System
4	Develop sign-in sheets	Curriculum Coach	9/16/2014	Copy of sign-in sheet
5	Maintain documentation	Title I Teacher	9/29/2014	Copies and sign-in sheets
6	Other: Handout for new parents throughout the year	Records secretary	On-going	Copies of handouts

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: Parent/teacher activities will be scheduled mornings, afternoons, and evenings during the school week to allow attendance by parents with various work schedules. Teachers will seek input from parents when scheduling individual conferences so that times convenient for parents can be arranged. Parent Conference Nights will be offered two times from 3:00 - 7:00 during the school year (October 9, 2014 and March 11, 2015). Title I personnel, classroom teachers and school social worker will make home visits on an as needed basis. Transportation can be made available to parents as needed. Title I funds for Parent Involvement will be used for materials and supplies for parent meetings. Principal and team leaders will develop a schedule of activities.

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	Florida Standards and Sunshine State Standards/Next Generation Standards: Parent/Teacher conferences	Classroom teacher	Knowledge of grade specific curriculum	Ongoing, includes Conference Nights on 10/9/14 and 3/11/15	Conference and compact forms
2	Florida Standards and Sunshine State Standards/Next Generation Standards: CCSB Curriculum Website	Principal and School Webmaster	Knowledge of grade specific curriculum	Ongoing	Bee Informed Newsletter, ParentLink
3	Report Cards, Interims, and Assessments: Performance Matters, Benchmark, and FCAT/FSA Assessment Results, Parent/Teacher Conferences	Classroom Teacher	Awareness of student progress towards meeting grade level expectations	Ongoing	Copy of test results and/or conference forms
4	Title 1 Program: Annual Title 1 meeting	Principal, Assistant Principal, and Title I Lead	Sharing of resources available to assist families to help students	September 22, 2014	Invitation, sign-in sheet, handouts, Bee Informed Newsletter
5	Math/Reading: CEB Ultimate Tailgate	All Grade Levels	Knowledge of supporting learning through game planning and ways to support learning at home through games	September 22, 2014	Sign-in sheet, Invitation and handouts

6	Reading and Literacy Training: Character Book Bingo	All grade levels, hosted by 4th grade team	Knowledge of reading strategies and ways parents can help support reading at home	October 23, 2014	Invitation and handouts
7	Science: Wild About Science Night	Grades 3-6, hosted by 5th grade team	Knowledge of science curriculum across grade levels and ways parents can help support science learning at home	Spring 2015	Sign-in sheet, Invitation and handouts
8	Literacy Training: Christmas Around the World	Kindergarten Team	Knowledge of grade specific reading curriculum and ways parents can help support reading at home	December 16, 2014	Invitation, sign-in sheet, handouts, Bee Informed Newsletter
9	Science Expo: Projects at all grade levels	Open to K-6; hosted by 6th Grade	Knowledge of grade level curriculum and ways parents can support science learning at home	January 22, 2015	Invitation, sign-in sheet, handout
10	Progress Monitoring of Students at Risk	Teachers, MTSS team, coach	Track of student progress	Ongoing	IEP, MTSS team documentation, interims, report cards, and conference forms
11	Navigating Non Fiction	All grade levels, hosted by 3rd grade team	Knowledge of Common Core Standards and build knowledge on how to help with reading at home	Spring 2015	Invitation, sign-in sheet, handouts, Bee Informed Newsletter

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	Communicating and working with parents building knowledge to better understand families' background, cultures, needs and views of their children	Administration and Title 1 Lead Teacher	Develop a partnership between families and school to impact student learning and help all families establish home environments to support children as students	August 2014	Title I Activities, Schedule, Parent Teacher Conferences
2	Implementation and Coordination of Parent Activities	Title 1 Lead Teacher and team leaders	Develop a partnership between families and school to impact student learning	9/2014 then on going	Sign-in sheets for Title I activities

3	Communication Strategies for Two-Way Communication	Title 1 Lead Teacher and Principal	Develop a partnership between school and home	September 2014	Sign-in sheets
4	School Advisory Council	Principal, SAC Co-Chairs	Develop a partnership between school and home	On going meetings throughout the year	Sign-in sheets, meeting minutes

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: Response: 1. Recruit and organize parent and community volunteer help and support by sending home a flyer inviting parents to volunteer with a variety of opportunities. Establish a school-wide system to organize and assist volunteers. 2. Provide books, videos, and pamphlets on a variety of strategies to support your child's needs (guidance has this available for parents). 3. Use social media as a way to disseminate information to parents.

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: Parents of participating children will be notified of Title I programs in the following ways: the annual district and school Title I meetings, district mailing, school calendar, student planners sent home daily, Wednesday Folders, Bee Informed newsletter, social media such as Facebook and Twitter, ParentLink phone system, school marquee, local newspaper and the CEB web page.

Annual open house and beginning school orientation will provide opportunities for all parents to receive information regarding research-based reading programs and grade level Florida Standards. An overview of the School Improvement Plan and individual results of the state and district mandated performance based tests will be sent home to parents. The School Improvement plan is available to view either online or in the front office in print format. Information on grade level standards and expectations shared and discussed at parent conferences as well as being available online and in district brochures. Annually parents are provided with a student handbook which contains information regarding the schools philosophy and mission statement along with ideas and methods for obtaining additional information about the school and its progress.

Parents may request parent/teacher conferences to discuss their child's progress and participate in decision making as appropriate to the education of their children. Conferences will also be scheduled for all at risk students as part of the MTSS process to discuss student response to intervention or IEPs (Individual Education Plan) which will

clearly state what the school, parents and community will do to help. If the school wide plan is not satisfactory to participating parents, their concerns/comments from the School Climate Parent Survey will be kept on file at the local education agency.

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: Records of ESOL students who enter our school along with data gathered from individual parent/teacher conferences or home visits will be examined to help determine the need for materials printed in languages other than English or Spanish. Since such a small number of our students' parents are not fluent in English, we attempt to secure translators to attend parent/teacher conferences and make telephone calls as necessary. In addition, translators, including sign language, may be requested by form provided by the county office. Translations in other languages of written material are available upon request. ParentLink automated phone service will be used to keep parents informed of events, webpage calendar, Bee Informed Newsletter at interim and report card, marquee sign to post events, and Wednesday take home folders with notes home.

Discretionary Activities

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];and	Notify parents, Agenda, Parent chat, Review Parent Feedback form	Principal and Title 1 Lead Teacher, SAC	Awareness of own role in partnerships with school, serving as courier and communicator	8/2014 thru 6/2015 ongoing
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	Parent flyer, Plan activities, Conduct workshop, Review Parent Feedback form	Title 1 Lead Teacher, Team Leaders, grade level teams	Improve student achievement in reading through home support	8/2014 thru 6/2015-ongoing with monthly activites
3	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Parent flyer, Plan Activity, Parent Chats, Feedback	Administration and Title 1 Lead Teacher, SAC, grade level teams	Awareness of own role in partnerships with school, serving as courier and communicator	August 2014 then ongoing monthly
4	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home	Set up conference as needed	Teacher and social worker	Communicate with families to increase their understanding of their students progress and	As needed

	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)];			needs	
5	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	Mentor Program	Guidance	Mentor students	8/2014 thru 6/2015--ongoing
6	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Assess need, identify available community resources and services, invite organizations and local businesses	Volunteer Training, Assistant Principal	Community services provided will strengthen student learning and development	8/2014 thru 6/2015

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	Common Core Standards, SSS/NGSSS: Parent/Teacher Conferences	823	823	Knowledge of grade specific curriculum
2	Common Core Standards, SSS/NGSSS: CCSB Curriculum Website	823	823	Knowledge of grade specific curriculum
3	Report Cards, Interims, and Assessments: Performance Matters and FCAT Results, Parent/Teacher Conf.	823	823	Awareness of student progress towards meeting grade level expectations
4	Title1 Program: Annual Title 1 meetings	1	179	Sharing of resources available to assist families to help students.
5	Reading/School Readiness: Kindergarten Camp	1	83	Kindergarten readiness for selected students
6	CEB Mathtastic Learning Safari	1	179	Knowledge of supporting learning through game planning and ways to support learning at home through games
7	K-2 Report Card Chat (Parents only)	1	70	Knowledge of new report card and Common Core Standards
8	Character Book BINGO	1	180	Knowledge of reading strategies and ways can help support reading at home
9	Science Safari	1	112	Knowledge of grade level curriculum and ways parents can support science learning at home
10	Navigating Non-fiction	1	39	Knowledge of non-fiction curriculum that can help parents support learning at home
11	6th Grade Parent Chat	1	103	Knowledge of curriculum, promotion criteria, and FCAT
12	Reading and Literacy Training: Christmas Around the World	1	50	Knowledge of grade specific reading curriculum and ways parents can help support reading at home
13	Progress Monitoring of Students at Risk	823	823	Track of student progress
14	Mom and Me (Read for the Record)	1	50	Pre-school readiness skills

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	Implementation and Coordination of Parent Activities	15	823	Develop a partnership between families and school to impact student learning
2	Communication Strategies for Two-Way Communication	2	51	Develop a partnership between families and school to impact student learning

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 current 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	Language Barrier of ESOL students	Hired another bi-lingual aid to assist in meetings and classroom instruction. There are now 3 bi-lingual staff members to assist.
2	Timely communication of events	Implemented a LiveBinder and printed a QR code on take home folders to promote access. Updated weekly.
3	Babysitting of small children during parent information activities	Evaluated activities for when one-on-one parent interaction is needed and planned for baby sitting offered during those events.

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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