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

I, Brenda Conner , do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

## Assurances

* The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
* Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
* Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)];
* Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
* Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school’s parental involvement policy [Section 1118(a)(E)];
* If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
* Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
* Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
* Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].

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| **Signature of Principal or Designee** | Date Signed |

**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 [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

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| **Response:** The SAC will serve as the organized group that will meet at least 4 times throughout the school year to help with decision making. More than 50% of the SAC are parents or non-employees representatives and meetings are open to any parents who want to attend the meetings. Parents on our SAC assist in the editing of our School Improvement Plan, Parent Involvement Plan and Home School Compact during one or more of our SAC meetings. Our school also provides parent the opportunity to volunteer through our strong volunteer program and provides parent training during our Open House and Parent Literacy Night. |

**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)].

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| **count** | **Program** | **Coordination** |
| 1 | Head Start | A link to Head Start will be posted on the school website. |
| 2 | HIPPY | Information will be available in our guidance office. |
| 3 | Title I Pre- K/VPK | School offers a Title I funded Pre-K/VPK year long program in coordination with the Early Learning Coalition. |
| 4 | Migrant Program | School coordinates with the district in regards to the migrant program to provide supplies and additional support |
| 5 | Title II | Teachers attend training funded through Title I funds. |
| 6 | Title III | ESOL services are available to eligible students. |
| 7 | Title X - Homeless | The administration coordinates with the District Homeless Liasion who will provide the students and families the resources and support they need. |
| 8 | Individuals with Disabilities Education Act (IDEA) | Our school coordinates with the ESE, Student Services Department of MCPS. Parents are invited to attend their child's IEP meetings. Teachers and staff follow the MTSS policies and processes. |

**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)].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Plan agenda and select date | Administration | August 2015 | Copy of agenda |
| 2 | Parents are notified of the meeting through a flyer and a phone alert. | Administration | September 2015 | Hardcopy of notification and phone message |
| 3 | Hold Annual Title I Meeting - | Administration | September 17, 2015 | 25% or more of parents will attend the meeting and receive Title I information. - Sign in sheet used to document attendance. |
| 4 | Maintain documentation | Administration | September 30, 2015 | ISP scans documents and uploads to Federal Programs Portal |

**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)].

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| **Response:** SAC committee determines when the SAC meetings will take place in the afternoon with child care provided. Volunteer Breakfast Orientation will take place in the morning. Back to School Orientation will be scheduled during mid-day to allow working parents to possibly stop by during their lunch break.    SAC minutes are sent home to any members who cannot attend the meeting. Information presented at Back to School Orientation will be sent home to parents upon request. Our Volunteer Coordinator is available to answer any question about volunteering. |

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Build Volunteer Program through the Volunteer Orientation Breakfast and Back to School Orientation events. | School Volunteer Coordinator | Provide information to parents on expectations and how they can help their children in order to increase student performance. | August and September 2015 | 100 or more parents will complete a volunteer form. |
| 2 | Provide a Parent Literacy Evening where parents will receive information to help them with their child’s education. | School Level Leadership Team and teachers | Provide information to parents on how they can help their children in order to help their children preform better academically. | October 2015 | 80% of parents attending will find the information they gained during the evening helpful. |
| 3 | Open House with curriculum information | Administration | Provide information to parents regarding their child;'s curriculum in order to improve student grades and test scores. | September 2015 | At least half our parents will attend Open House. |
| 4 | Parent Conference Evening | Administration | Provide information to parents regarding their child's performance and how parent can help their child in order to increase student grades and test scores. | January 2016 | At least 25% of our parents will participate in the Parent Conference Evening. |
| 5 | Bronco Curriculum Fair Night | Administration/teachers | Provide information to parents about our curriculum to help increase student grades and test scores. | May 2016 | At least 25% of our parents will attend Bronco Night |
| 6 | Kinder Tool Kit Parent Night | Administration/K teachers, Academic Coaches | Provide parents with the tools and informtion to assist their K students at home and thereby increase students grades and test scores in math. | September 2015 | At least 25% of our Kindergarten parents will attend. |

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Provide professional development for faculty regarding how to effectively work with parents and volunteers . | Guidance Counselor, Reading Coach, A.P. | Improve the ability of staff to work effectively with parents in order to increase student grades and test scores. | Fall 2015 | Teachers will have parent-teacher conferences with 75% or more of their parents. |

**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)].

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| **Response:** School Parent Resource Room will be open daily for parents to check out materials or complete "make and take" items under the guidance our Title I Resource Paraprofessional. The Title I Resource Center on Wheels will be scheduled to be on our school campus several times during the year to also provide parents with "make and take" items to help parents work with their children. A card check out system will be used to track the items parents check out from the school resource center. Our newsletter and information sheets sent home will be used to promote parent's use of these items. |

**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)].

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| **Response:** At the school's Annual Title I Meeting, parents will receive information about our participation in the Title I program. The Parent-Student Handbook, newsletters, school website, parent-teacher conferences, Open House, and parent literacy evenings will provide parents information about the school curriculum, forms of academic assessments and students proficiency requirements. Per recommendation from the SAC, the school newsletters will be sent home with the report card or interim progress report to increase the likelyhood of parents receiving this information. Additionally, the school has implemented the Weekly Wednesday plan in which all other information to parents is sent home together on Wednesdays. Our weekly Bronco Bulletin is delivered to parents each Sunday evening English and Spanish using the Skylert mass phone notification system. Parent-teacher conferences are available throughout the year to help work together to improve their children's education. The district annual parent survey will provide parents an opportunity to provide comments. 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)] All parents if students with IEPs are invited to attend and participate in their child's staffing meetings. |

**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)].

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| **Response:** The school will provide a copy of the School Parent Involvement Policy. School newsletter, website, and Connect5 phone notification will be used to inform parents of important meetings and events. Our ESOL paraprofessional will be used to assist parents in understanding parental involvement activities through translating items, providing Spanish version of Skylert notifications, and interpreting at parent-teacher conferences. The ESOL paraprofessionals will also translate our grade level supply list to Spanish so they can be provided to parents and posted on our website. Whenever possible, other documents that are sent home to parents will be translated to Spanish. Parents who are unable to attend a parent involvement activity or come in to check out materials from our Parent Resource Center, materials will be sent home to the parent upon request. Our section of our website will post information about items that have recently been sent home so that all parents can easily review this information, regardless of whether or not they live with their child. Our facility is ADA accessible to accommodate parents with disabilities. |

**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:

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| **count** | **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| 1 | 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)]; | SAC meetings will be scheduled in the afternoon, Volunteer Orientation will be held in the morning, literacy training will be held in the evening, and parent conferences will be held during the day and one evening in the fall. Additionally, child care may be provided during SAC meetings or trainings to encourage parental participation. Throughout the year, parents may request conferences and such conferences may be held by phone upon parent request. | Principal | Increase the level of involvement of parents to become active in the decisions made at school in order to increase student grades and test scores. | Throughout the 2015 - 2016 school year. |

**Upload Evidence of Input from Parents**

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

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| [Uploaded Document](file:///C:\Users\connerb\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\L9TPVSRN\fileUploads\420091_2015-2016_uploadEvidenceParentInput.doc) |

**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.

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| [Uploaded Document](file:///C:\Users\connerb\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\L9TPVSRN\fileUploads\420091_2015-2016_uploadCompact.doc) |

**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.

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| [Uploaded Document](file:///C:\Users\connerb\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\L9TPVSRN\fileUploads\420091_2015-2016_uploadCompactEvidence.doc) |

## 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.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Build Volunteer Program through the Volunteer Orientation Breakfast and Back to School Orientation | 2 | 592 | Provide information to parents about volunteer opportunities, and training and how they can help their children in order to increase student grades and test scores. |
| 2 | Parent Literacy Evening: parents receive information to help them with their children academically | 1 | 23 | Provide information to parents on how they can help their children with their core subjects in order to increase student grades and test scores. |
| 3 | Open House with curriculum information | 1 | 334 | Provide information to parents regarding their child's curriculum in order to increase student grades and test scores. |
| 4 | Parent Conference Evening | 1 | 106 | Provide individual information to parents regarding their child's performance and how parent can help in order to increase student grades and test scores. |
| 5 | Bronco Curriculum Fair Night | 1 | 170 | Provide informaiton to parents about our curriculum to help increase student grades and test scores. |
| 6 | Kinder Tool Kit Parent Night | 1 | 56 | Provide parents with the tools and information to assist their K students at home thereby increasing students achievement performance in ELA and math. |

**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)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Provide professional development for faculty regarding how to effectively work w/parents & volunteer | 1 | 48 | Improve the ability of staff to work effectively with parents in order to increase student grades and test scores |

**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)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Work hours or lack of transportation make it difficult for some parents to utilize our Parent Resource Center. | Identify specific parents who are not able to utilize the Parent Resource Room and send home packets of materials with the students for the parents. |