

## Brookeville Elementary School

### 2019-2020 Title I, Part A Parental Involvement Plan

I, Glenn Lastra, 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

8/30/19  
Date Signed

#### Mission Statement

Parental Involvement Mission Statement (Optional)

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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:** The Title I Facilitator holds 4 Title I Committee meetings, in conjunction with PTO and SAC meetings from September through May. The committee(s) are comprised of teachers from a variety of grade levels and parents. Parents are selected through a parent leadership interest sheet during the first 9 weeks of school. Parents who indicate an interest in the Title I Committee or the District Family and Community Advisory Committee (FCAC) are contacted by the Title I Facilitator via phone call to explain the purpose of the committees. These parents help participate in Title I program and parent involvement decisions at the school level all year long.

The topics for Title I Committee meetings are as follows: Yearly Title I budget, School Improvement Plan (SIP), Title I Annual Meeting, and Extended Learning. Highly qualified staff, staff development, Parental Engagement Activities, reading, writing, math and science initiatives, and Title I monitoring. Scientifically research based programs and current school based Title I programs. Data analysis and reports. Title I Parent Involvement & teacher surveys, ongoing revisions of School/Parent Compact and Parent Involvement Plan. Program analysis & evaluation, planning and scheduling for next school year. Evidence of parent input and suggestions are documented in the meeting minutes from the Title I Committee meeting agendas. Sign in sheets, meeting minutes and agendas are kept by the Title I Facilitator

For this school year Brooksville Elementary will continue to provide monthly topics/themes for parental engagement opportunities paired with Double AR/ Nights. Since attendance has been outstanding, we are going to continue with this model. In addition we will have parent engagement activities on various nights of the week and during the day in order to be flexible for parents. Workshops and family events will include the topics of ELA, Math, Social Studies, Science, STEAM and Grade Level Nights.

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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.

Brooksville Elementary Faculty and Staff work with the ESOL teacher and paraprofessional at school to translate documents into Spanish and provide translation at family events upon request.

District Exceptional Student Education (ESE) provides staff and materials for students and families needing ESE services. ESE also provides a parent liaison to assist parents in advocating for their ESE children. The Brooksville Elementary Faculty and Staff share information and promote parent events and initiatives from each respective agency.

The Hernando County Boys & Girls Club before and after care housed at the school site provides a VPK Pre-K class in conjunction with the ESE Pre K class. The Boys & Girls Club site supervisor coordinates extra remediation activities with school administration.

Brooksville Elementary has an ESE & VPK Pre-K class for children who have been identified through screening from FDLRS or are registered in the school's VPK program. Hernando County provides a universal Pre-K program during the summer for all eligible children to help them prepare for Kindergarten.

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## **Annual Parent Meeting**

The Title I Annual Meeting takes place approximately one month after school begins. The event is planned by the Title I Facilitator and the School Based Leadership Team. Parent Title I information packets, along with the Title I video are prepared. Information about the event is shared with teachers and staff through email and at faculty and/or team leader and grade level meetings.

Invitations to the event are sent home in a timely manner, and the event is advertised on Class Dojo, Facebook and the marquee. In addition, reminder calls are made on the automated telephone system.

The event is held with free dinner for families is provided through donations from our community partners.

In order to make sure all families receive Title I program information, "Sorry We Missed You" packets are sent home to all families that did not attend the Annual Meeting. Evidence of the meeting includes:

Sign In Sheets, Event Response Forms, documentation of packets sent home, and responses on annual Title I Parent Surveys.

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### **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:** Brooksville Elementary offers flexible meeting times for parents who are interested in participating on decision making committees. Parents on the School Advisory Council, Title I Committee and PTO discuss and vote on meeting dates and times convenient for families at the first meeting of the year. In order to be more accommodating for parents. Title I Committee Meetings are held in conjunction with the SAC and PTO Meeting (separate agendas and sign in sheets); The District Family and Community Advisory Council meets at least 2 times per year. The meeting dates and times for the Title I Committee are agreed on by all stakeholders at the first meeting of the school year. Each committee meets between 4 and nine times per year. Title I information and input is received from and disseminated to all parent decision making groups on campus.

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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.

School activities for parents and families are planned by classroom teachers and the school leadership team early in the year. Events are scheduled to be flexible for parents' schedules. Parent Leadership opportunities are provided through membership on the Title I, PTO & SAC Committees, as well as the District Family and Community Advisory Council (FCAC). The Title I Committee meets at least 4 times per year, SAC meets 8 times per year. The FCAC meets at least 2 times per year. Title I Annual Meeting provides information to parents on all aspects of the Title I program and efforts made towards student achievement. Grade Level Family Nights-ELA/Math/Science/Social Studies/STEAM -Brooksville Elementary Faculty and Staff provide parents information and activities to assist with bridging the gap with curriculum standards and student achievement. Publix Math Night is a community outreach event to engage families and learn math and real life skills. Frozen Math Family Night provides families with fun math activities to assist with bridging the gap with curriculum standards and student achievement, including games they can make and take at home. Double Accelerated Reader (AR) Night is a monthly evening where parents and students read and take AR tests together and student earn double points for attending. The District Parent Academy provides workshops in several locations in the county. These include the 7 Habits of Highly Effective Families and Grandparents Raising Grandchildren.

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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)].

Teachers will be trained by the Title I Facilitator on how to build partnerships and effectively communicate with parents to impact student achievement, and how to conduct a successful parent/teacher compact conference.

In addition, staff will be trained on recognizing and working with homeless students/families, and connect them with the support available through the McKinney-Vento Homeless Education - Title IX program.

Teachers will also participate in a Poverty Simulation training, provided by the Student and Families in Transition Team.

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## Communication

Describe how the school will provide parents of participating children the following:

- Timely information about the Title I programs 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;
- 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 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:** The Brooksville Elementary. The Title I Facilitator, school administration and the school leadership team coordinate the Title I functions during the school year.

Timely information about the Title I programs are presented at the Title I Annual meeting, held on September 5, 2019. Parents learn about the school's Title I budget and programs, academic assessments, the school grade, their Right to Know about their teacher's qualifications, the Home/School Compact, and ways to be involved in their child's education at the school and at home .

All parents are invited to attend the annual meeting through a variety of means including: flyers in their student's backpacks, Class dojo, and automated phone calls to students' homes. Additionally, the meeting is advertised on the school website and marquee prior to the actual meeting date. Evidence of this meeting includes parent sign in sheets, sign in sheets and Title I parent packets, given to each family that attends. Sorry We Missed You Title I Packets are sent home in student backpacks for those families that did not attend. We also provide new families with information about our Title I programs and Parental Involvement Plan summary

Communication is the key to keeping parents informed about BES Family events and activities, We give parents opportunities to participate in decisions relating to the education of their child through parents teachers conferences and our various school leadership committees. Information is disseminated in a variety of ways including Title I/ PTO/SAC Committee Meetings, the school website, Class Dojo, and Facebook. Flyers are sent home in backpacks and signs posted around campus. Information is also advertised on the global phone messenger system. During the school year, various committees and grade levels meet to plan family engagement events.

The Title I Committee meets a minimum of four times per year in conjunction with the School Advisory Council and PTO meetings. Dates and times are voted on at the first meeting of the year to accommodate the needs of all parents and stakeholders. The Title I committee meetings cover specific Title I components throughout the year and ensure that parents understand and contribute to the Title I program.

Brooksville Elementary School's Parental Involvement Plan I and Compact are developed jointly by parents and teachers through the Title I committee meetings in March through May. After review by all stakeholders, these documents are sent to the District Title I Supervisor for approval. Parent/school compacts are used to explain the parent, student and teachers role in their child's success at Brooksville Elementary. The Parental Involvement Plan Summary and Compact are posted on Brooksville e's school website for parents to read and look over at their convenience.

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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.

**Response:** The entire BES faculty and staff work with the ESOL teacher and para-professional throughout the school year to create opportunities for full participation of parents whose native language is not English. Written communication to parents is translated at the teacher's or Title I Facilitator's request into Spanish, our primary non-English speaking group, by our school ESOL paraprofessional/school translator. We translate flyers for larger events into Spanish as requested. We also include a statement in Spanish on the bottom of other written communication that is sent home, which tells parents that the information can be translated upon request by calling the translator at the school. This translator is also available for parent/teacher conferencing and workshops.

Parents who have a disability or special needs are accommodated. The campus is wheelchair accessible and the Student Services department provides sign language interpreters for conferences and workshops for parents who are hard of hearing and/or visually impaired.

Title IX provides district social workers who works with Students and Families in Transition The school guidance department makes referrals to this social worker who works with families in transitional housing situations to provide assistance and support.

Parents receive information about school events and activities in a variety of formats including the Blackboard Connect Global telephone messaging system, Chalk for viewing student grades, the school website, flyers, email, Classroom Dojo, Facebook and the school marquee. Monitoring the dissemination of information to parents is done by the heads of the ESOL and ESE departments, along with Title I Leadership District staff.

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## **2018-2019 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.

<b>Count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Describe Level of Success</b>
1	Title I /SAC/PTO Committee meetings	7	5	Consistent parent leadership representation
2	Title I Annual Meeting-Back to School Night	1	194	30% of families attended
3	Grade Level Curriculum Nights	6	165	Some grades more well attended than others
4	Publix Math Night	1	49	10 <sup>th</sup> annual. Parents look forward to this each year
5	Frozen Math Night grades K-2	1	70	Great turnout and staff participation
6	Monthly DOUBLE AR Accelerated Reader Nights	9	662	Excellent attendance-a regular event that really gets families excited about reading
7	District STEAM Night	1	5	Parent participation from BROOKSVILLE ELEMENTARY down from last year

### **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)].

<b>Count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Describe Level of Success</b>
1	New Teacher Training: Parent Teacher compacts and conferencing	1	3	Teachers understood expectation and completed over 90% of their conferences.
2				

### **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)].

<b>Count</b>	<b>Barrier (Including the Specific Subgroup)</b>	<b>Steps the School will Take to Overcome</b>
1	Our Directly Certified families' subgroup is facing many challenges including: transportation, gas, parents working two jobs, single parent households & homeless situations. These issues affect parent's priorities.	Increase excitement about school culture that encourages parents to be a part of our school family and their child's education through volunteering, attending school events, and at home supporting our school vision and their child's academic success.
2		