



FORT BRADEN ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

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

Assurances

- The school will be governed by the statutory definition of parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101, ESEA; as amended by ESSA
- Involve parents/families of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent [Section 1116]
- Jointly develop/revise with parents/families the school parent and family engagement policy and distribute it to parents/families of participating children and make available the parent and family engagement plan to the local community [Section 1116];
- 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 parent and family engagement policy and the joint development of the school-wide program plan under section 1114(b)(2) [Section 1116];
- Use the findings of the parent and family engagement policy to review and design strategies for more effective parent/family engagement, and to revise, if necessary, the school's parent and family engagement policy [Section 1116];
- If the plan for Title I, Part A, developed under Section 1114, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan to the local educational agency [Section 1116];
- Provide to each parent/family an individualized student report about the performance of their child(ren) on the state assessment in ELA, Math and Science [Section 1116];
- 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 1116].

Signature of Principal or Designee

Date Signed

Mission Statement

Parent and Family Engagement: Mission Statement (Optional)

Response:

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

Involvement of Parents

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parent and family engagement will be used [Sections 1116].

Response:

All parents shall be invited and encouraged to attend:

Monthly SAC Meetings

Monthly PTO Meetings

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

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

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

Parent Right to Know posted in the front office.

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

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

Coordination and Integration

Describe how the school will coordinate and integrate parent and family engagement 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 1116].

| count | Program | Coordination |
|-------|-------------|---|
| 1 | Orientation | Orientation acclimates parents to the school community. It provides parents with information about parent involvement opportunities as well as information regarding strategies for the academic success of students. |
| 2 | Open House | Open House provides parents an opportunity to meet with teachers and become familiar with the structure of |

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| | | the school day. Teachers present strategies to enable parents to help their students have a successful school year. It also gives parents additional opportunities to become more involved in the school community. |
| 3 | Intervention Team Meetings | The Intervention team meets with parents to create an action plan for the success of students' academic and/or social emotional progression. |
| 4 | Parent Workshops | Various parent workshops will focus on academic content and work-study skills to provide parents with strategies to improve their student's academic progress. |
| 5 | Success Celebrations | Various celebrations, performances, and award ceremonies will provide parents access to faculty, staff and students as they promote success academically and in other critical areas of school life. |
| 6 | Kindergarten Round-Up | Parents along with their child are invited to learn about the school, visit classrooms, and begin the process of registering for fall attendance. At this time, administrators, teachers, and the school's registrar will be available to answer questions and complete necessary paperwork. |
| 7 | AVID Meeting | This program is designed to inform parents about the AVID program and how teachers, mentors, and tutors work with students during the school day. |
| 8 | Annual Fall Carnival | The Annual Fall Carnival brings together the schools faculty, staff, students and their families as well as the community as a whole. This is a time for the all members of the community and the school's stakeholders to come together for the school's biggest event of the year. |

Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (school-wide or targeted assistance), Adequate 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 1116].

| count | Activity/Tasks | Person Responsible | Timeline | Evidence of Effectiveness |
|-------|---|-------------------------|-------------|---------------------------|
| 1 | Parent Workshops: Provides an explanation of grade level expectations and CCSS. | Administration | Fall/Spring | Parent Surveys |
| 2 | Open House: Provides parents with curriculum guide and grade | Administration/Teachers | September | Parent Surveys |

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| | level expectations | | | |
| 3 | School Advisory Council Meeting | Administration/Parent Involvement Liaison | Fall | Meeting Minutes |
| 4 | PTO Meeting | Administration | Fall | Meeting Minutes |

Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and how will the school provide with Title I funds, transportation, childcare, or home visits, as such services related to parent and family engagement [Section 1116].

Response:

Meetings will be advertised and posted on the school's marquee, homepage, and sent out on ListServ in advance to encourage parent involvement. In addition, monthly newsletters will convey important dates and times for parent meetings. We will hold activities at different times during the school year in an effort to accommodate parents and community members. We will also request input from parents on alternative times and/or locations for meetings and programs. The school strives to make these events family friendly so that parents do not need alternative childcare. Also special care is taken to provide translations for our families who speak a language other than English.

Building Capacity

Describe how the school will implement activities that will build the capacity for strong parent/family involvement, in order to ensure effective involvement of parents and to support a partnership among the school, and the community to improve student academic achievement. 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. Include information on how the school will provide other reasonable support for parent/family engagement activities under [ESEA Section 1116].

| count | Content and Type of Activity | Person Responsible | Anticipated Impact on Student Achievement | Timeline | Evidence of Effectiveness |
|-------|--|--|---|----------|---------------------------------------|
| 1 | Parent specific literature/Parent Resource Room | Parent Involvement Committee Chairperson/Reading Coach | Provides parents with strategies and tips related to parenting. | Yearlong | Title I Survey, School Climate Survey |
| 2 | Child Specific/Guidance Counselor-Foster Parent Conference | Guidance Counselor | Provides information to parents in regards to students' social emotional well being | Yearlong | Title I Survey, School Climate Survey |
| 3 | Child Specific/Teacher- | Teacher | Provides information to parents in regards to students' academic | Yearlong | Title I Survey, School |

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| | Parent Conference | | progress and discipline. | | Climate Survey |
| 4 | School-Community Specific/Parent Liaison | Parent Involvement Committee Chairperson | Provides additional communication between parents and school site | Yearlong | Title I Survey, School Climate Survey |
| 5 | Academic/School Conduct Expectations | Parent Involvement Committee/Teacher | Provide parents information about Florida academic assessments as well as LCS Promotion/Retention requirements. These will be shared during the school's Orientation, Open House, parent conferences, in report cards, and progress reports. | Yearlong | Title I Survey, School Climate Survey |

Staff Training

Describe the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parent/families, in the value and utility of contribution of parents/families. Describe how the school will reach out, communicate with and work with parents/families as equal partners. As well as implementing and coordinating parent/family programs, and in building ties between parents/families and the school. [ESEA Section 1116].

| Count | Content and Type of Activity | Person Responsible | Anticipated Impact on Student Achievement | Timeline | Evidence of Effectiveness |
|-------|---|-----------------------------|--|--------------------|---------------------------|
| 1 | School Intervention Team/Child Study Team | Referral Coordinator | Determines interventions to be used to improve student achievement | Yearlong | Student specific data |
| 2 | Leadership Team: School specific issues | Administration/Team Leaders | Ensures school based procedures and policies are effective and provide an environment conducive to learning. | Yearlong (Monthly) | School Climate Survey |

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| 3 | Faculty Meetings | Principal/Administration | Provides on going leadership and professional development for teachers as it relates to student achievement and school safety. | Yearlong (Monthly) | School Climate Survey |
| 4 | PTO Meetings | PTO President | Teachers and Parents collaborate on school community events as well as make decisions on funding allocations specific to PTO. | Yearlong (Monthly) | School Climate Survey/Sign-in sheets |
| 5 | SAC Meetings: Relevant School Based Decisions | SAC Chairman | All stakeholders are involved in joint decision making to ensure improvement of student achievement. | Yearlong (Monthly) | School Climate Survey |
| 6 | Faculty Book Study and Professional Development | Administration/Reading Coach | Provides on going professional development for teachers | Yearlong (Monthly) | School Climate Survey |
| 7 | Parent Involvement Professional Learning Community | Administration/PLC Chairperson | Provides on going professional development and training specific to the topic of Parental Involvement | Yearlong (Monthly) | School Climate Survey |
| 8 | Monthly Team Meetings | Administration/Teachers/Team Leaders | Provides the opportunity for teams to meet and discuss departmental concerns and upcoming school activities/events. | Yearlong (Monthly) | School Climate Survey |
| 9 | Monthly Progress Monitoring | Administration | Provides feedback on school and district | Yearlong (Monthly) | Progress Monitoring Notebooks |

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| | Meetings | | data/assessments | | |
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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 [ESEA Section 1116].

Response:

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

Communication

Describe how the school will provide the following under [ESEA Section 1116].

- Provide a description of how parents/families will be given timely information about the Title I programs.
- Describe and explain the curriculum at the school, the forms of academic assessment used to measure student progress and the achievement level standards the students will obtain.
- If requested by parents, how will the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and

- Methods the school will use to submit parents/families comments if the school-wide program plan is not satisfactory to the parents of participating children, that will be made available to the local education agency [ESEA Section 1116].

Response:

LCS Grade Level expectations will be shared with parents during Open House

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

Accessibility

Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families and how the school plans to share information related to school and parent/family programs, meetings, school reports and other activities in an understandable, uniform format and in languages that the parents/families can understand.

Response:

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

Parent-Teacher Conferences

Parent Resource Room will include:

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

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

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

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

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

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

Discretionary Activities (Optional)

Activities that are not required, but will be paid for through Title I, Part A funding (for example: home visits, transportation for meetings, activities related to parent/family engagement, etc.)

| Count | Activity | Description of Implementation Strategy | Person Responsible | Anticipated Impact on Student Achievement | Timeline |
|-------|--|---|--|--|----------|
| 1 | Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)]; and | Professional development will be aligned with school improvement plan | Principal/ SAC Chair | Professional development is based on specific teacher need(s) as identified on DPPs or SLOs as they relate to the SIP | Yearlong |
| 2 | Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and | To provide literacy training for parents as needed | Parent Involvement Committee Chairperson | This will enable parents to assist students with their school work and provides learning opportunities for parents | Yearlong |
| 3 | Training parents to enhance the involvement of other parents [Section 1118(e)(9)]; | Will use outreach program through PTO to get additional parents involved in school-based activities | Parent Involvement Committee/PTO/SAC | This will build outreach initiatives for building parent capacity within the school community. | Yearlong |
| 4 | Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or | Will schedule parent conferences at the convince of the parent. | Principal/Parent Involvement Committee | Providing multiple opportunities and a variety of times for parent involvement reduces the barriers for parents to attend school | Yearlong |

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| | other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)]; | | | based activities. | |
| 5 | Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and | Implement Joyce Epstein's framework for parent involvement | Principal/Faculty | Provides the framework for forging relationships between families and schools | Yearlong |
| 6 | Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | Outreach to community businesses through Business Partners program, Mentor and Volunteer Programs | Assistant Principal/PTO/SAC Parent Involvement Committee | Forges relationships between local community businesses and the school community | Yearlong |

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 1116]. 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 | Fall Family Night FORT BRADEN READS | 1 | 101 | Students and parents learned many strategies to increase comprehension and vocabulary acquisition through reading and games. |
| 2 | Spring Family Night STEM NIGHT | 1 | 163 | Students learned to incorporate reading techniques to help them explore and inquire in other subject areas, as well as data collection skills and note taking strategies. |

Provide a description of the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency and parents/families of migratory children)? [Section 1116].

Response:

The school will offer meetings and trainings at varied times so that parents with different schedules can attend. Also, the school will provide translations and translators for parents that speak a language other than English. Finally the school will work to increase middle school parent participation by offering high interest parent events that speak to middle school interests.

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 | School Intervention Team/Child Study Team | Weekly | 10 team members per meeting | Determines interventions to be used to improve student achievement |
| 2 | Faculty Meetings | Monthly | 88 | Provides on going leadership and professional development for teachers as it relates to student achievement and school safety. |
| 3 | PTO Meetings | Monthly | | Teachers and Parents collaborate on school community events as well as |

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| | | | | make decisions on funding allocations specific to PTO. |
| 5 | SAC Meetings: Relevant School Based Decisions | Monthly | | All stakeholders are involved in joint decision making to ensure improvement of student achievement. |
| 6 | Parent Involvement Professional Learning Community | 6 | 15 | Provides on going professional development and training specific to the topic of Parental Involvement |
| 7 | Monthly Team Meetings | Monthly for each grade | 88 | Provides the opportunity for teams to meet and discuss departmental concerns and upcoming school activities/events. |
| 8 | Monthly Progress Monitoring Meetings | Monthly for each grade | 88 | Provides feedback on school and district data/assessments |
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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 1116].

| count | Barrier (Including the Specific Subgroup) | Steps the School will Take to Overcome |
|-------|---|---|
| 1 | Non-English speaking families | Notices and letters translated into other languages. Translators provided. |
| 2 | Less participation from older students' families. | Vary the topics of parent meetings to include high-interest subjects that attract these students. |
| 3 | Working parents with varied schedules. | Offer meetings at varied times during the day and throughout the year. |

Please submit to the Title I office the evidence of input from parents/family members.

- **Provide Evidence of Input from Parents and Family Members in the writing of your school Parent and Family Engagement Plan. (SAC agenda, sign in sheets, minutes and notes from parents/family members).**
- **Provide copy of Parent-School Compact with parents/family members input. (SAC agenda, sign in sheets, minutes, notes from parents/family members).**
- **Provide Evidence of Parents and Family Members in the Development of your Parent-School Compact (SAC agenda, sign in sheets, minutes and notes from parents/family members).**