



Title I, Part A: Parent and Family Engagement Plan

School: Bennett Russell Elementary

I, Suzette Godwin, 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 the appropriate state and federal staff. I further certify that all expenditures will be obligated 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 school wide 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

Response:

Bennett C. Russell strives to ensure all children receive an excellent education through high quality learning experiences. The Parental Involvement Mission of Bennett C. Russell Elementary School is to encourage the participation of parents by involving them in student academic learning by:

- a. assisting parents in their child's learning
- b. encouraging parent to be actively involved in their child's education at school
- c. ensuring that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their children

Engagement of Parents

Describe how the school will involve parents and families in an organized, ongoing, and timely matter in the planning, review, and improvement of Title I programs including involvement in decision making of how funds for Title I will be used. [ESEA Section 1116]

Response:

Bennett C. Russell Elementary School will include students (as appropriate), parents, school faculty, and community members as partners in planning, governance, and advocacy. We will encourage participation of all stakeholders. Parents and guardians will participate in decisions that relate to and affect their child's education. We will support this commitment by:

1. Conducting an annual meeting for parents. All parents will be invited and encouraged to attend. During this meeting, we will focus on explaining the requirements of Title 1 Program, the right of parents to be involved, Parent/School Compacts, SPAR, Parent Engagement Plan and School Grade/AYP.
2. Offering a flexible number of meetings to accommodate the varying schedules of parents. Childcare may be provided if applicable.
3. Establishing a parent involvement advisory committee (School Advisory Council) that includes faculty, staff, parents, business members, and community members. All parents are encouraged to attend/observe meetings. The council is reflective of our school diversity. The School Advisory Council will provide input for our school, assess the effectiveness of the Parent and Family Engagement Plan, and make recommendations for positive changes regarding parent involvement. The Council shall serve in an advisory capacity to the school principal, to assist in the development of the educational program, and in the preparation of an evaluation of the School Improvement Plan required pursuant to Section 230.23 (18), Florida Statutes.

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 Home Instruction Programs for Preschool Youngsters, Voluntary Pre-Kindergarten, Title I, Part C, Title II, Title III, Title IV, and Title VI [ESEA Section 1116]

Response:

- 1 Pre-K to K Transition- The Head Start Program provides parents with transition activities. Receiving kindergarten schools are provided with student information.
- 2 Volunteer Orientation- Administration trains volunteers on policies and procedures of SRC.
- 3 Parent Engagement Workshops- School Guidance Counselor, Math Intervention Specialist, Literacy Coach and Media Specialist facilitates Parental Involvement events. Title 1 funds are used to provide resources, materials, supplies, and refreshments for activities.
- 4 Academic Parent Trainings- School Guidance Counselor, Math Intervention Specialist, Literacy Coach, Classroom Teachers and Administration facilitates Parental Involvement events. Title 1 funds are used to provide resources and materials for trainings.

Annual Parent Meeting:

Describe the specific steps the school will take to conduct the annual meeting to inform parents and families of participating children about the school's Title I program, the nature of the program, and a description of how the meeting will cover adequate yearly progress (AYP), SCHOOL choice, and the rights of parents.

Response:

Activity	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Annual Title I Meeting	Administration	August	Parent Survey Results
2	Invitation to Title 1 Mtg. (School and Teacher Newsletters) (School Marque) (Call out-School Messenger) (FaceBook- Cardinal Connection) (BRE Website)	Administration	August	Response to meeting/ Parent Survey Results

Flexible Parent Meetings

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

Response:

Classroom Teachers, Math Intervention Specialist, and the Literacy Coach will provide parent involvement opportunities in the evenings, during the school day, and immediately after school that support programs for parents to create a home-learning environment by sharing information and materials. Parental Involvement Title 1 funds are used to provide resources, materials, supplies, and refreshments for activities.

Building Capacity

Describe how the school will implement activities building the capacity for meaningful parent/family involvement, relationships with the community to improve student achievement, materials and trainings to assist parents/families to work with their children, and any other reasonable support for parent/family engagement activities [ESEA Section 1116]

Response:

Activity	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
STEAM Family Night	Teachers Academic Coaches	Families participate in STEAM activities that include the implementation of the FL Standards in ELA, Math and Science	Sept.-May	Parent sign-in sheets Parent Survey Slips
Parent Events	Administration Teachers Academic Coaches	Increased parental involvement Increase student proficiency	Sept.-May	Parent sign-in sheets Parent Survey Slips
Family Events	Administration Cardinal Club Teachers	Increased parental involvement Increase student proficiency	Sept.-May	Parent sign-in sheets Parent Survey Slips
<p>During BRE events, parents will have opportunities to provide feedback related to each event in the form of an Exit Slip, Parent Survey, SAC meetings, Parent Conferences, MTSS Meetings, End of Year Parent Survey or through our PAC representatives.</p> <p>Examples of possible Parent/ Family Events:</p> <ul style="list-style-type: none"> • STAR /FAST (Progress Learning) Parent Night • Literacy Nights • Cardinal Club Family Activities • Kindergarten and First Grade Parent/ Teacher Conferences 				

Staff Training

Describe the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and staff with the assistance of parents/families in:

1. The value and utility of contributions of parents/families;
2. How to reach out to, communicate with, and work with parents/families as equal partners;
3. Implementing and coordinating parent/family programs and in building ties between parents/families and the school. [ESEA Section 1116]

Response:

Activity	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
New Employee Orientation	Mentor Teachers Administration	Improve the ability of teachers to work effectively with parents and build relationships between school and home.	July	Staff sign-in sheets Survey slips
Faculty Meetings	Administration	Open communication and a time to discuss district and school expectations.	Aug.-May	Positive Interaction and feedback
Grade Level Meetings	Administration	Teachers sharing best practices and allowing time for collaboration	Aug.-May	Positive Interaction and feedback
Professional Development	Administration PLC Facilitators	Increase student achievement	Sept.-May	PLC min. sign in sheets
Examples of Professional Development Activities:				
<ul style="list-style-type: none">• CHAMPS Behavior Management PLC• Grade Level Progress Monitoring Data Collaboration (Facilitated by Academic Coaches and Admin, two times per year after the B.O.Y. and M.O.Y. STAR assessments.)• Mentor Meetings (New Teacher PLC)• Marzano Essential Rigor Series (PLCs)• Grade Level Book Studies• HMH Pilot program (district)				

Communication

Describe how the school will:

1. provide timely information about the Title I programs;
2. describe and explain the curriculum at the school, the forms of assessment used to measure student progress, and the achievement levels students are expected to obtain;
3. if requested by parents provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren);
4. submit parents/families' comments if the schoolwide plan is not satisfactory to them. [ESSEA Section 1116]

Response:

The Title 1 Newsletter is sent home with every student. The letter is provided by the district and covers the following topics: Parents Right to Know, Title Funding, No Child Left Behind, Adequate Yearly Progress, and SPAR reports. In addition, administration meets with Cardinal Club and SAC the first or second week of September to provide information about Title 1.

Parents receive information regarding the school curriculum, academic assessment measures, and expected proficiency levels during grade level parent nights. Information is also shared during our Cardinal Club meetings, SAC meetings, parent/ teacher conferences progress reports, report card conferences, report card distribution, school website links, student handbook, classroom/ school newsletters, and the SPAR report.

Reveal Math (math series) and HMH In to Reading (reading series) focuses on the core concepts. Progress Monitoring Plans (PMPs) are used to progress monitor students who are performing at risk. The eligibility of the PMP is determined by proficiency levels. Parents are included in the implementation of the PMP plan during a face-to-face meeting, requiring a parent signature.

A parent or teacher may request a conference at any time during the school year. Parents receive information regarding parent conferences in the student handbook, which is sent home the first day of school. Monthly school newsletters and weekly teacher newsletters encourage parent/ teacher conferences. In addition, parents are Invited and encouraged to attend Cardinal Club nights, Family Nights, and SAC Meetings.

Florida Department of Education STAR, FAST, and Progress Learning links are located on the school website.

The school will provide FAST Progress Learning and STAR assessment results to the parents in a timely manner.

The school has an Open-Door Policy. Parents may request a meeting with the administration, classroom teacher, Math Intervention Specialist, or the Literacy Coach to discuss decisions relating to the education of their child at any time.

Parents may express their concerns with the administration and the results will be made available on request.

Accessibility

Describe how the school will:

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

Response:

All parents (including those with limited abilities) when appropriate, will be provided with information needed to participate in parent programs, meetings, etc. The information when needed will be provided in various formats that may include:

Multi language availability.

Sign language availability

Our wheelchair-accessible campus allows all parents the opportunity to take part in all activities.

Newsletters (school-wide and classroom), school reports, etc. are available in an understandable and uniform format and to the extent practical, in a language parents can understand.

An "Open-Door" Policy by the administration.

Barriers

Describe the barriers that hindered parent participation in the previous school year. What steps will the school take during the upcoming school year to overcome the barriers (with attention paid to families who are disabled, have limited English proficiency, and parents/families of migratory children. [ESEA Section 116]

Response:

Count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Staff availability to develop and Implement training	Provide substitute teachers for teachers to participate in embedded Professional Development and collaborate (one time per semester).
2	Parent Participation	Be mindful of working parents when organizing and planning activities.
3	Time and Scheduling of Activities	Provide a variety of times and days that activities, parent conferences, workshops, etc., will be planned.
<p>Russell Elementary will review and reflect on parent feedback given during previous years' trainings to assist in overcoming barriers that hinder parent participation. Through the feedback provided, our school will determine the most appropriate and effective way to improve the barriers to encourage more parent participation and student achievement.</p>		