

# Parent Involvement Plan

## **SCHOOL: Bennett C. Russell Elementary**

### **Title I, Part A Parental Involvement Plan 2018-2019**

I, Sandy Arrant, 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)];
- Inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Centers (PIRC) in Florida, i.e., PIRC of Family Network on Disabilities in Florida (FND) and PIRC at University of South Florida (USF) [Section 1118(g)];
- 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:**

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 parents 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

It is the belief of the school that parents have an essential role to play in their children's education. We have made a strong committee to create a positive climate for learning in which all students can reach their full potential. Through the collective commitment of all stakeholders we will:

S- Show kindness and respect

O- Only do your best

A- Attendance is important

R- Responsibility is the rest

Bennett C. Russell is a Positive Behavior Support (PBS) school in which all stakeholders are SOARing to New Heights in Learning. We are a school fully committed to creating an educational environment that will keep our students SOARing toward success by ensuring the following:

- a strong academic based curriculum
- a motivated faculty and staff dedicated to making learning fun
- an undisputed belief that all students can learn
- a strong relationship with community partners interested in taking stock in the future today

- establishing a partnership with parents to instill values of social responsibility and citizenship

## 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: 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 I Program, the right of parents to be involved, Parent Compact, SPAR, Parent Involvement Plan, School Grade/AYP, and our School Climate Survey.
2. Offering a flexible number of meetings to accommodate the varying schedules of parents. Child care 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 Involvement Program, 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 and 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: 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	Pre-K to Kindergarten Transition	The Head Start Program provides parents with transition activities. Receiving kindergarten schools are provided with student information.
2	Volunteer Orientation	The school will conduct an orientation to share expectations and procedures for all wanting to volunteer at BRE.
3	Parent Involvement Workshops / Events	The school will provide parent involvement workshops and events to promote parent involvement.
4	Academic Parent Trainings	The school will provide academic parent trainings and events to promote parent involvement with a focus on student achievement.

---

## 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	Annual Title I Meeting	Administration	September	Parent Sign in Sheets
2	Invitation to Annual Title 1 Parent Meeting in Newsletter	Administration	September	Response to meeting / Sign in sheets
3	Post on School Marquee	Administration	September	Response to meeting / Sign in sheets
4	School Messenger	Administration	September	Response to meeting/ Sign in sheets
5	Teacher Newsletters	Teachers	September	Response to meeting/ Sign in sheets
6	Facebook- Cardinal Connection	Administration	September	Response to meeting/ Sign in sheets

## 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:

Classroom Teachers, Math Intervention Specialist, and the Academic Intervention Specialist 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.

---

## 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 LEA will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

<b>Content and Type of Activity</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
1 STEAM Family Night	Classroom Teachers	Parent and family participate in STEAM activities that include Florida Standards in Math and Science.	Throughout the year	Parent sign in sheet
2 Parent Events	Administration Teachers Academic Coaches	Increased parental involvement/ Increase student proficiency	September - May	Sign in sheets
3 Family Events	Cardinal Club Administration	Increased parental involvement/ Increase student proficiency	September - May	Sign in sheets

---

## **Staff Training**

Describe the training the school will provide to educate its 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)].

<b>Content and Type of Activity</b>	<b>Person Responsible</b>	<b>Correlation to Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
1. New Employee Orientation	Administration	Improve the ability of teachers to work effectively with parents and build relationships between school and home	July	Sign in sheet
2. Professional Orientation Program	Administration	Successful implementation of Accomplished Practices	September- May	Completion of the POP
3. Faculty	Administration	Open communication and a	August- May	Positive

Meetings		time for fellowship among peers		Interaction and feedback
4. Grade Level	Administration	Sharing best practices and allowing time for collaboration	August-May	Positive Interaction and feedback
5. Professional Development	Administration and PLC Facilitators	Increase student achievement	Sept.-May	PLC min. / sign in sheets
6. <u>Book Study: Positive Partnership</u>	Administration and PAC member	Increase Parental Involvement	Sept.- May	Positive Interaction and feedback

## 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:

Flexible parent meetings will take place to assist and accommodate parents' work schedules. A full Volunteer Program will be in place all year to support opportunities for parents to volunteer at school or at home to support their child's education. Cardinal Club and administration will announce volunteer opportunities. In addition, the Cardinal Connection Facebook page will be used to announce upcoming events. The Parent Resource Room will be updated with an additional computer to offer as many resources as possible. The computer will offer parents internet access for things like job searches, online meal pay, online applications, surveys, etc.

## Communication

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]: 1118(c)(4)(A)];

- 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 also submit the parents' comments on the plan that will be available to the local education agency [Section 1118(c)(5)].

### 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. 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.

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 which will include STEAM and Science activities, and SAC Meetings.

Go Math and Journeys focuses on the core concepts. Progress Monitoring Plans (PMPs) are used to progress monitor students who are performing at risk. This plan requires a parent signature. Parents are included in the implementation of this plan during a face to face meeting. The eligibility of the PMP is determined by proficiency levels.

Florida Department of Education FSA links are located on the school website.

The school will provide FSA 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, Reading Coach, Math Intervention Specialist or the Academic Intervention Specialist 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 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:**

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 wheel chair 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.

---

## 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.	Training parents to enhance the involvement of other parents	Parent Trainings	AIS, Reading and Math Coaches	Reading and Math improved through parental support and volunteer tutoring time	By June 2019
2.	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 directly work with participating children, with parents who are unable to attend those conferences at school.	Home visits as needed, conferences at parent convenience	All staff / administration working together with parents.	Increased performance in all academic areas.	By June 2019

---

## Upload Parent-School Compact in Title I Crate

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.

---

## Building Capacity Summary



Provide a summary of activities provided which 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>Content and Type of Activity</b>		<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Correlation to Student Achievement</b>
1	Meet the Teacher	1	500		Provided information to parents on expectations and ways to support school and children at home. Parental involvement increases student achievement.
2	Volunteer Orientation	1	200		Provide information to the parents on expectations and volunteer opportunities at the school. Parental involvement increases student achievement.
3	Title I Parent Meeting	1	200		Provide information to the parents on expectations and volunteer opportunities at the school. Parental involvement increases student achievement.
4	Grade Level Parent Meetings	4	400		Parents meet with teachers to discuss grade level expectations. Parental involvement increases student achievement.
5	Cardinal Club Activities	1	150		Cardinal Club organized family events to encourage both parents and students to spend time together.
6	Connect Ed. Messages uses Blackboard Connect	40	30000		Messages provided parents with information about upcoming events. Parental involvement increases student achievement,
7	School Newsletters	6	4800		Teachers provided newsletters with information regarding common core state standards, grade level expectations, end upcoming events. Parental involvement increases student achievement.
8	Teacher Newsletters	36	30000		Provides parents with school information such as upcoming events, Title I information, and volunteer information. Parental involvement increases student achievement.
9	Mid-Term Reports	4	500		Provided information related to their child's current academic
10	School Website	1	850		Provided parents with up to date information regarding faculty/staff credentials, school grades, school newsletter, parenting tips, and Title I information.

## Staff Training Summary

Provide a summary of the professional development activities provided by the school 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)].

Content and Type of Activity	Number of Activities	Number of Participants	Correlation to Student Achievement
Faculty Meetings	10	86	Encouraged open communication amongst administration, faculty, and staff.
Grade Level Meetings	10	75	Shared best practices and provided time for collaboration

### 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 in Title I Crate

### Barriers

Describe the identified barriers which hindered participation by parents in parental involvement activities and the steps the school will take to overcome the identified 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	Staff availability to develop and implement training	Stipends and release time
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
4	Funding	Allocate proper funding to secure trainers for parent trainings, provide incentives, and provide light refreshments at parent meetings

---

## **Best Practices (Optional)**

Describe the parental involvement activity/strategy the school considers the most effective. This information may be shared with other LEAs and schools as a best practice.

**count Content/Purpose Description of the Activity**

---

## **Upload Evidence of Input from Parents**

Upload evidence of parent input in the development of the plan in Title I Crate

---

---