

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

I, Carolyn Laws, 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

### Mission Statement

Parental Involvement Mission Statement (Optional)

**Response:** Brentwood Elementary School of the Arts is dedicated to engaging parents, families, and the community through strong collaborative partnerships and diverse academic and arts activities, to enhance the talents and academic success of all students. We will encourage parent participation throughout the school by including them in the process of planning, developing and facilitating school wide academic and art activities. Parents will become informed and advocates of the educational process and will learn strategies to support their student through parent workshops and trainings.

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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:** Brentwood Elementary Schools seeks to involve parents in all aspects of its Title I programs. Agenda items, presentation materials and meeting minutes will be used to document the following processes:

- Parental Involvement members will participate in the planning, review and revision of the plan during the Parental Involvement Review Meeting on September 16th at 5:30p.m. The plan will be submitted to this parent body again during the January meeting for a midyear review of activities, and during the May meeting when we will evaluate the effectiveness of strategies and activities used to engage parents and make recommendations for the 2015--2016 school year.

- SAC members will participate in the review and revision of the plan on September 16th at 6:00p.m. For the PIP, all parents will be given surveys at the end of the school year seeking their input on activities, training, and materials they needed to help their child. Using this data, SAC members will participate in an "End of Year" review of the strategies and activities used to engage parents and to make recommendations for the 2015-2016 school year on how to utilize funds and diversify parental involvement.

- The Brentwood Leadership Team comprised of the Principal, Assistant Principal, Academic Instructional Coaches, and teachers will facilitate a review of the plan based on parent evaluations and surveys and make recommendations for the 2015-2016 school year.

## 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	IDEA	The guidance counselor coordinates joint meeting with parents and parents to discuss transitioning. Kindergarten teachers will discuss specific learning needs of students. Supplemental instructional support provided by Title 1 will be discussed with parents during the development of the students IEP.
2	Title I	The volunteer liaison will host parent volunteers workshops to inform parents how to get involve in the school, not necessarily in the classroom.
3	VPK	The teachers and administration will offer trainings to inform parents of how to get involve and to support their child(ren).
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## 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 Open House	Carolyn Laws,Principal, Cassandra Thomas Assistant Principal	September 4	Parent Sign In
2	Develop Agenda	Carolyn Laws,Principal, Asst. principal, teachers, district rep	August 27	surveys
3	Develop and Disseminate invitations	Terra Franklin, Kristin McDonough, Annette Collins, Ann Tomko, Michelle Casella, -grade level chairs	August 26	surveys
4	Advertise/ publicize event-flyers, school marquee, website	Carolyn Laws,Principal, Cassandra Thomas, Asst. Principal	August 26-September 4	surveys
5	Develop sign in sheets	Carolyn Laws, Principal, Cassandra Thomas, Asst. Principal	September 4	sign in sheets
6	Maintain Documentation	Tamara Halyard, Reading Coach,Carolyn Laws, Principal, Cassandra Thomas, Asst. Principal	September 4/ongoing	Portfolio with relevant documentation, surveys
7	Evaluation of Parent meeting	Carolyn Laws, Principal, Cassandra Thomas, Asst. Principal, Title 1 Liasion	October 3	Survey, sign in sheets
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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:** The Leadership and Faculty of Brentwood Elementary School seek to engage parents throughout school day and to provide opportunities for parent involvement by offering a range of flexible times to accommodate work and life schedules. Meetings, conferences, programs, workshops and other opportunities may occur before school, during the school day, afternoons and evenings. The wide ranges of activities and/or meetings offered to parents throughout the day, on an ongoing basis, are summarized below:

- Parent Conferences: Before school 7:30 - 8:30a.m. and after school 4:00 - 4:30p.m. as convenient for parents to inform them of student progress. In addition, conferences will be schedule quarterly, after report cards are issued.

- Volunteer Opportunities: 8:00a.m. - 3:30p.m.

- Volunteer Orientation and Training: A workshop to show parents ways they can become involved as volunteers in and out of school. To be held September 16th at 10:00a.m. and 5:30 p.m. There will be two sessions to accommodate all parent schedules.

- School wide green team: this weekly activity will partner students with faculty members and community volunteers. Students will learn the importance of recycling to protect the environment. Students, parents and community members will meet the 2nd Monday of every month from October-May

- Informances: Monthly performances on an academic topic, used to inform the audience. Informances are an example of the methods used to integrate the regular academic curriculum with the arts. Each classroom and/or grade level will schedule one Informance for the school year. Parents will be invited to attend during the school day.

· PTA Meetings: Monthly, September - May, 5:30 - 6:00p.m.

· School Advisory Committee: Monthly, August - May, 6:00 - 6:30p.m.

· Literacy Family Night: Developed and organized by the Language Arts Learning Community - This night will be held to provide families with creative and engaging learning activities. Parents and children will have the opportunity to rotate to several stations where they will make products (i.e. bookmarks with reading strategies, gloves for retelling story elements, vocabulary mats, etc.) for use at home to help support literacy. Refreshments will be provided.

-Math/Science night: Developed and organized by the Math/Science Learning Community- This night will be held to provide families with creative and engaging activities that implement math and science across all content areas. Students will participate in engaging activities with their parents (science experiments, science labs, math problem solving, etc.) that demonstrate math and science in all content areas. Refreshments will be provided.

· Monthly parent meetings will be held every 2nd Tuesday at 5:30 p.m.-6:00 p.m.

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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 [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)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student	Timeline	Evidence of Effectiveness
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			<b>Achievement</b>		
1	Common Core Standards-Face to Face meeting/training session, Parent conferences, FSA (AIR) Parent Night	Tamar Halyard, ELA coach, Shandon Fox, math coach, teachers	Parents will be provided information outlining and identifying the Common Core Standards and the strategies to assist the child.	January	Surveys, Evaluations, sign-in sheets
2	Assessments-Individual conferences	Teachers	Teachers will conduct individual conferences to discuss expectations and student progress	September-June	Conference logs
3	Title 1 Program Open House, Parent and Student Handbook	Carolyn Laws, Principal, Cassandra Thomas, Assistant Principal, all classroom teachers	Parents will be provided with regarding this year expectations for their child.	September	Surveys, sign-in sheets
4	Literacy Family Night- Literacy Harves	Cassandra Thomas, Assistant Principal, Mychelle Grover, ELA coach, Literacy Committee Members	Parents will be provided Reading specific information and strategies to assist their child.	October	surveys
5	Science/Math-Science/Math Parent Night	Carolyn Laws, Principal, Shandon Fox, math coach, math/scienc committee members.	Parents will be provide with Science specific information and strategies to assist their child	November	surveys
6	Parent conference day	Carolyn Laws, Principal, Cassandra Thomas, Asst. Principal	Parents will meet with teachers to discuss student progress at the midpoint of the year. Parents and teachers will discuss ways to support struggling students.	January	sign-in sheets, parent survey
7	New writing standards in Florida Writes Parent Informational Session	Cassandra Thomas, Assistant Principal, Tamara Halyard, ELA coach, Michele Casella, writing teacher	Parents will be given information on Florida Writes. Will also be provided with strategies to assist students with Florida Writes preparation. Students will participate in Write a thon at this time	February	evaluation
8	Progress Monitoring-Face to Face, conferences, progress reports, report card	Carolyn Laws, Cassandra Thomas, all homeroom teachers	Teachers will provide parents information regarding	September-June	surveys
9	Face to Face volunteer Training	Althea Mikell, volunteer coordinator, Kimberly Hughes, Assistant Principal	Parents are trained how to become actively involved in the school	September-June	volunteer, survey
10	Muffin for Moms and Doughnut for	Althea Mikell, volunteer coordinator, Carolyn Laws,	Provide information on how to maximize	May	sign in sheets

	Dad	Principal, Kimberly Hughes, Assistant principal	time with their children		
11	FSA (AIR) Florida Parent Informational Session	Carolyn Laws, Principal, Cassandra Thomas, Asst Principal, Mychelle Grover, ELA coach, Shandon Fox	Teachers and coaches will provide parents information about the FCAT and the various services to help them and their children academic achievement	January	sign in sheets, surveys
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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)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Effectively communicating with Parents	Carolyn Laws, Principal, Kimberly Hughes, Asst. principal, Anne Tomko, CTE Lead	Principals, school staff and teachers will be provided training by Parent Involvement Staff how to effectively work with parents	Ongoing	evaluation, survey, sign in sheets
2	Creating Family Friendly Schools	Althea Mikell, volunteer coordinator, Carolyn Laws, Principal, Kimberly Hughes, Asst Principal	Teachers, staff and principals will learn skills to create an environment that encourages parental involvement	November	evaluation, surveys
3	Volunteer Training	Althea Mikell, volunteer coordinator	Improve the ability to effectively work with and to provide opportunities for parents to support students and the school.	October	evaluation, surveys
4	Value of Parent Involvement/Dealing with Tough Kids	Distict Rep, Carolyn Laws, Principal, Cassandra Thomas, Asst. Principal	Improve the staff skills to effectively work with parents to increase opportunities for involvement	November	Data, Evaluation
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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 [Section 1118 (e)(4)].

**Response:** The leadership and faculty of Brentwood Elementary will seek to engage parents throughout the school day by frequently providing current resources. Parents will be offered childcare services and transportation to remove barriers that might deter or hinder their participation in these events.

Holiday Arts Showcase (December 2014)-Program hosted by PTA to showcase our students' talent to their families, evaluated by sign-in Spring Arts Showcase (May 2015)-Program hosted by PTA to showcase our students' talent to their families, evaluated by sign-in sheets sheets and surveys. Also, there is a designated area where parent will have access to the internet as well as resources that can utilize with their child(ren) and personal needs.

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## 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)].

### Response:

At the annual Open House, held on September 4, 2014, the Principal of Brentwood Elementary School of the Arts shared information with parents about school Programs. After a brief meeting, the Assistant Principal disseminated information about the Title I program, curriculum, assessments, and homework policies, and how parents can help at home. In addition, parents were given a Handbook that outlined parent and student roles and responsibilities for the school year. The handbook provided information on the District Calendar for holidays, report card dates, and weather days. The Handbooks also provided information on rituals and routines for the beginning of each day and the systems in place for dismissal. The handbook provided information on school wide programs, curricular expectations, how parents can request teacher-parent conferences, and opportunities for participation in PTA, SAC and other groups and committees related to the education of their child. The same information was provided in an informational packet distributed the entire week, for all parents who were unable to attend. Teachers used sign-in sheets and provided a copy to the assistant principal who will maintain documentation on the dissemination of information, distribution methods, and timelines.



In October, Brentwood teachers will discuss and get parent signatures on the School/Parent Compacts, as part of academic conferences after progress reports and the first report card periods.

During the school year, there is an open line of communication with parents about curriculum, programs, student progress and other relevant information. This information is provided through PTA Newsletters to be sent home monthly, flyers for all events, teacher -parent conferences, student written invitations, labels in student agendas, information advertised on the school's marquee, email when applicable, teacher phone calls to parents, Website, and the FSA (AIR) Parent Night.

Parents may access student grades at all times through the OnCourse parent portal system. This information is kept secure, and parents may retrieve access codes solely from the principal upon presenting a state issued form of identification.

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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 [Section 1118(e)(5) and 1118(f)].

**Response:** Brentwood Elementary School currently does not have any identified students and parents qualifying for services under the ELL population. However, we do have translation programs provided through the district to communicate with parents who require the support. All communications from the District and the school will be translated into the parents' native language. Also, multiple language communications will be delivered via the Connect for parents to keep parents abreast of school related activities. Any information that is distributed to parents will be written in a form that can be read and understood by the parents. Parents whose primary language is not English may request from the principal or assistant principal, to receive information in their native language, translated by TransACT. Additionally, any parent who has difficulty understanding school reports or school documents may contact the school and an available staff member will provide assistance. Teachers of our SLA and Physically Impaired students make personal phone calls to parents to explain school documents that are sent home. Information will also be provided through the Connect. Additionally, any parent who has difficulty understanding school reports or school documents may contact the school. Teachers of our Physically Impaired students make personal phone calls to parents to explain school documents that are sent home. Parents will be made aware of the transportation services to information and conference days.

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## 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 [Section 1118(e)(9)];	Volunteer Orientation	Althea Mikell, Volunteer coordinator	Parents will be provide information of how to more actively involved as volunteers	September-June
2	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Monthly meetings	Carolyn Laws, Principal, Kimberly Hughes, Asst Principal	Meeting with Full service school team to implement items appropriate for elementary schools	September-June

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### Upload Evidence of Input from Parents

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

[Uploaded Document](#)

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### 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.

[Uploaded Document](#)

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### 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.

[Uploaded Document](#)

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## 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.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	FCAT Parent Night	1	11	Increase in student performance on standardized test
2	Muffins for Mom Donuts for Dad	1	63	Increase parental involvement in schoolbased activities
3	Math and Science Night	1	30	Increase parent awareness of academic expectations
4	Literacy Harvest	1	75	Provide reading strategies to assist parents in supporting literacy at home
5	Student of the Month	1	30	Recognize students who are exhibiting good behavior

### 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	Parent Involvement	2	35	Review the final Parent Compact; Provide directions for completions; Distribute the packets to teachers

### 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 current 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)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	time constraints (ED, B, ELL)	The school will provide workshops at various times to accommodate parent different work schedules.
2	childcare(ED, B, ELL)	Parents will be offered childcare so they may actively participate in trainings and workshops.
3	Lack of motivation or knowledge of how to support the school(ED, B, ELL)	Offer incentive to encourage participation

### Best Practices (Optional)

Describe the parental involvement activity/strategy the school implemented during the previous school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

count	Content/Purpose	Description of the Activity
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