

School Parental Involvement Policy/Plan

09-10

(Optional) GENERAL EXPECTATIONS

Boggy Creek Elementary agrees to:

- Be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

(A) that parents play an integral role in assisting their child's learning

(B) that parents are encouraged to be actively involved in their children's education at school

(C) that parents are full partners in their children's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their children

(D) the carrying out of other activities, such as those described in section 1118 of the 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.
- 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
- Jointly conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the school's parental involvement policy
- Use the findings of the parental involvement policy evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy
- 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)
- 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
- 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
- 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 section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002)
- Provide each parent timely notice information regarding the professional qualifications of the student's classroom teachers and paraprofessionals, as described in section 1111(h)(6)(A)

(Required) POLICY INVOLVEMENT 1118 (c)

Boggy Creek Elementary will take the following actions to:

1. Convene an annual meeting at a time convenient for parents of participating children:
 - All parents shall be invited and encouraged to attend
 - The school will provide information and explain the requirements of Title I and the rights of parents

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Title I Parent Meeting	School Staff	November 2009	Meeting	Number of parents attending

2. Offer a flexible number of meetings and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement:

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Title I Parent Meeting	School Staff	November 2009	Meeting	Number of parents attending

3. Involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs. This should include the planning, review, and improvement of the school parental involvement policy, as well as the joint development of the school-wide program plan under section 1114 (b)(2):

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Title I Parent Leadership Council	Title I District Staff	Ongoing 2008-2009	PLC Meetings	Attendance and input at meetings

4. Provide parents of participating children:

- Timely information about the Title I programs
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet
- Opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Distribute Title I Booklets to all students	School Staff	Beginning of school and upon new student enrollment	Feedback Forms	

Note: If the school-wide 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.

(Required) COMPACT: SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT 1118(d)

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 school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. *The school-parent compact may be a separate document, but must still be developed in collaboration with parents.*

Boggy Creek Elementary will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet Florida's student academic achievement standards as follows:

Boggy Creek Elementary is using the Sunshine State Standards, District Curriculum Achievement Plan, the Continuous Improvement Model (CIM), Learning Focused Solutions, and the District Reading Plan implemented by the school district. These models are being implemented to drive instruction and provide structured learning opportunities for our students. We utilize Macmillan-McGraw Reading, Harcourt Math, and Writers in Control (PDA+) Writing, and Macmillan Science as our core curriculum. These are state approved and district adopted materials. Other research based reading resources used include: Compass Classic, Accelerated Reader, Voyager Reading and Math, Read Well, AIMS, Success Maker and KidBiz. Teachers have a 90 minute uninterrupted reading block and 90 minute math block with a portion of the time devoted to small group and differentiated instruction to meet the needs of individual students. Opportunities are provided for all students to meet the State's Sunshine Standards of Student Performance as indicated in the county strategic objectives, the School Improvement Plan, and individual teacher lesson plans. The school's Reading Coach, Math/Science Coach, and Administration monitor reading, math, science and writing instruction to provide focused feedback to teachers on a regular basis. Learning Focused Solutions professional development for teachers in grades K – 5 has helped to focus instruction on higher yield instructional strategies and help teachers to be more focused on standards rather than textbooks. PDA+ Writing Professional Development for grade K - 5 teachers has focused our writing instruction on a common method to improve student writing. Science instruction will be supplemented by the Discovery Video Series in all grades and the Missions Lab for grades 4 and 5. Professional Learning Communities in the form of Curriculum Councils meet on a monthly basis to promote exemplary instructional practices. Professional Learning Communities at each grade level meet every two weeks to review student achievement data. Continual Professional Development opportunities are also made available to instructional staff by the school's Literacy Coach, Math/Science Coach, LFS Coach, along with the district's Title I and Elementary Programs Resource Teachers to strengthen effective instructional strategies and methods.

2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's academic achievement. Conferences will be held (at least annually):

Teachers are available for parent conferences before and after school and during their planning by appointment. Parents and teachers may communicate daily via student folders and agendas regarding student progress and may request appointment through the agenda. Voicemail and email are also available for parents as a means to communicate with teachers. During conferences, the compact is discussed as is their child's progress toward meeting the compact. These meetings are documented by

each teacher. If the teacher is unable to meet face to face with a parent, a compact progress report is discussed on the phone and then sent home informing the parent of the child's progress toward meeting the compact.

3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

Progress reports are sent home at mid-quarter each marking period. In addition, parents receive reports regarding their child's assessment results on FAIR, KidBiz and SAT as these assessments are completed during the year. Parents are also sent home Report Cards each quarter. All of these reports are available in multiple languages or staff is available to assist parents in understanding the reports. Parents also have access to the Parent Internet Viewer to view their child's grades over the internet.

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

Boggy Creek Elementary staff is available to parents at the parents' request. Teachers will make arrangements to meet with parents before, after school, or during their planning periods when given ample time to make arrangements to do so.

5. Provide parents opportunities to volunteer in their children's school and to participate in their children's class and observe classroom activities, as follows:

Boggy Creek Elementary welcomes parents as volunteers! Parents are encouraged during the August Open House and Family Fun Nights to complete the OASIS volunteer application process. Parents are invited to volunteer both in classrooms and in other areas on campus. Volunteer hours can be completed at home, as well, by working on class projects, preparing materials, etc. for parents that work full-time. We also encourage participation on our School Advisory Council and at our various Parent/Family Nights throughout the year.

Parents will support our children's learning in the following ways:

1. Describe the ways in which parents will support their children's learning, such as:
 - ❖ ensure that my child attends school regularly and on time
 - ❖ provide a home environment that encourages my child to learn and accept new challenges
 - ❖ ensure that all homework assignments are completed and turned in on time
 - ❖ communicate regularly with my child's teacher(s)
 - ❖ support the school in developing positive behaviors
 - ❖ talk with my child everyday about school activities
 - ❖ ensure that my child reads at home and makes positive use of extracurricular time
 - ❖ monitor all forms of media usage (i.e. TV, DVDs, CDs, internet, video games etc...)
 - ❖ volunteer time at my child's school
 - ❖ show respect and support for my child, the teacher(s), and the school
 - ❖ read notices and information my child brings home from school

(Optional) Students will share the responsibility to improve our academic achievement and achieve Florida's high standards in the following ways:

1. Describe the ways in which students will support their academic achievement, such as:
 - ❖ attend school daily and be prepared with my completed homework and necessary supplies
 - ❖ make good choices with my behavior and solve problems with others appropriately

- ❖ work cooperatively with adults and classmates
- ❖ show respect for myself, my parents, my school, my teacher, my classmates, and other school personnel
- ❖ obey the school rules and procedures
- ❖ take pride in my school and participate in school wide activities and special events
- ❖ help keep my school safe
- ❖ take home notices and information received from school and give to my parents/guardian
- ❖ read 15 to 30 minutes daily outside of school
- ❖ believe that I can learn, will learn, and will welcome future challenges

(Required) BUILDING CAPACITY FOR INVOLVEMENT 1118(e)

Boggy Creek Elementary will take the following actions to:

1. Provide assistance to parents in understanding such topics as:
 - Florida’s academic content standards
 - Florida’s student academic achievement standards
 - Florida’s and local academic assessments including alternate assessments
 - The requirements of Title I, Part A
 - How to monitor their children’s progress
 - How to work with educators to improve the achievement of their children

(List activities, such as workshops, conferences, classes, both in-state and out-of-state, include any equipment or other materials that may be necessary to ensure success.)

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
FCAT Parent Information Night	School Staff	October 2009	PowerPoint & Demonstrations	Sign in sheets
Open House	School Staff	August 2009	Classroom Presentations & Demonstrations	Feedback Form
All Pro Dad	School Staff	November 2009	Power Point	Feedback form

2. Foster parental involvement by providing materials and training, such as literacy training and using technology, as appropriate, to help parents work with their children to improve their children’s academic achievement.

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Literacy Family Night	School Staff	October 2009	Read Aloud & Shared Reading	Feedback
Math Family Night	School Staff	November 2009	Hands-On Exploration & Demonstrations	Feedback
Science Family Night	School Staff	January 2010	Hands-On Exploration &	Feedback

			Demonstrations	
Literacy Family Night	School Staff	February 2010	Hands-On Exploration & Demonstrations	Feedback
Technology Family Night	School Staff	April 2010	Hands –on Demostration	Feedback

3. Educate teachers, student services personnel, principals, and other staff on the value and utility of contributions of parents, and in how to reach out to and communicate and work with parents as equal partners. Actions should include how to implement and coordinate parent programs and build ties between parents and schools:

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Continue usage of Agendas	All teachers	August 09- June 10	Teachers will check agenda daily	Feedback

4. Coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home (to the extent feasible and appropriate). Possible programs include Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The schools program must help teachers, principals, and other staff work well with parents. The school will also develop other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children:

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Lee y Seras	VPK	January 2010	Lecture and Demonstrations	Feedback form

5. Ensure that information related to the school and parent programs, meetings, and other activities is sent to parents of participating children in a format and language the parents can understand:

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Newsletter	Principal	Monthly	Sent with students and posted on the website	Monthly

6. Provide reasonable support for parental involvement activities as parents may request.

Activity/Task (What will be done)	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Title I Parent	Ventura	All year		Usage of materials

Center	Elementary School			
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(Optional) The School Parental Involvement Policy/Plan may include additional paragraphs listing and describing other discretionary activities that the school, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement. The policy may include the discretionary activities as listed under section 1118(e) of the ESEA:

- Involve parents in the development of training to improve the effectiveness of that training for teachers, principals, and other educators
- Provide necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training
- Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions
- Train parents to enhance the involvement of other parents
- Arrange school meetings at a variety of times or conduct in-home conferences between teachers or other educators who work directly with participating children
- Arrange meetings with parents who are unable to attend conferences at school to maximize parental involvement and participation in their children's education
- Adopt and implement model approaches to improving parental involvement
- Establish a school parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs
- Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities

(Required) ACCESSIBILITY 1118(f)

In carrying out the parental involvement requirements of this part, districts and schools, to the extent practical, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including information and school reports in a format and to the extent practical, in a language such parents can understand.

Information regarding parent involvement opportunities is sent home in English and Spanish. Parents needing assistance with translation during Parent Conferences are afforded the opportunity of a translator in the meeting. During all meetings at the school a translator is available to ensure that the parents are able to comprehend the material being presented and materials handed out at the meeting are made available, as practical, in Spanish as well. If other languages are spoken then we locate support to assist these parents

(Required) ADOPTION

This [Boggy Creek Elementary](#) Parental Involvement Policy/Plan has been developed/revised jointly with, and agreed on with, parents of children participating in Title I program, as evidence by meeting minutes.

The Parental Involvement Policy/Plan was developed/revised by [Boggy Creek Elementary](#) on [October 13, 2009](#) and will be in effect for the period of the school year.

The school will distribute this Parental Involvement Policy/Plan to all parents of participating Title

I children and make it available to the community on or before [November 1, 2009](#).

(Signature of Title I Authorized Representative)

(Date)

These parents were involved with the development of this document:
[\(List parents\)](#)