

**EMMA E. BOOKER ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan**

Dawn Clayton, 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)].



Date Signed

Signature of Principal or Designee

**Mission Statement**

Changes made  No changes made

Parental Involvement Mission Statement (Optional)

**Response:** We envision a school in which all educators, students, and shareholders form a mutually respectful and supportive partnership for the purpose of creating an environment where confident, self-directed individuals strive to maintain high standards in a challenging and supportive learning environment.

**Involvement of Parents**

Changes made  No changes made

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:** For the 2014-15 school year, Emma E. Booker teachers and administrators are excited about actively engaging and involving our parents and guardians in critical decisions. To foster parent involvement in an organized, on going, an timely manner Emma E. Booker Elementary will utilize a variety of different opportunities and methods throughout the school year. At the beginning of the year all parents will be invited to a Parent Involvement meeting through SAC to meet with our school administration, our SAC committee as well to review our School Parent Involvement Plan, our SIP plan, and our School Compact. In addition, the group will analyze annual survey results regarding parental involvement and establish baseline data.

Emma E. Booker will also host its annual meeting in which all parents will be informed and have the opportunity to ask questions regarding the school's participation in Title I programming. We will produce and distribute parent involvement information in both English and Spanish to all families.

Parent groups will continue to meet monthly throughout the school year to provide information regarding parent involvement opportunities, on-goings experiences at the school, review school wide data, and offer time for parents to offer suggestions, feedback, and input. In addition all communication regarding parent involvement policies, parent compacts, committees, etc will be distributed in both English and Spanish. School translators will be available at all meetings to present information in a language that parents can understand.

Finally, Emma E. Booker Elementary will maintain a parent resource room for families, as well as provide a regular schedule of memos, newsletters, family nights, training sessions, connect-ed phone calls, and other communications to keep parents informed and involved.

## Coordination and Integration

Changes made  No changes made

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	Coordinate with early intervention programs	Meetings with LEAF agencies, planning for VPK programs and Kg roundup Pre-K visits and sharing of curriculum. Communication with local Pre-K schools, VPK and other agencies to proactively recruit early registration of students and academic training for incoming Kindergarten students with parent involvement. Ongoing coordination of Pre-K programs in school activities i.e. sending invitations to EEB events
2	Texcellence Technology Training	The Education Foundation and Emma E. Booker will work to identify families in need of free computers. Parents will receive a training session on computer usage, programs, and Internet safety.
3	Take Stock In Children	Emma E. Booker works closely with Take stock in Children to identify families who would benefit from students receiving college scholarships. Emma E. Booker will work one on one with families to complete the application process and the program interview. Emma E. Booker will also host a Take Stock in Children Mentoring Session to train new mentors fr this program.
4	Emma's Dream Team	Jewish Family Counseling Services in collaboration with Emma E. Booker and Sarasota Partnership for Mental Health will provide counseling services for students and families. Counseling will be

		provide during the school day as well as after school to accomodate any family situation.
5	Pre-K PBS Parent nights	Emma E. Booker hosted a series of Pre-K evenings to work with parents on Positive Behavior Solutions to use at home.
3	Donuts for Dads Breakfast	Ms. Clayton presented an interactive training for Dads. Dads alongside their children were introduced to a new instrumental initiative that EEB has adopted this school year. With their children, Dads used whiteboards to create "sequence" flow maps. Dads shared out loud and were given school supplies as an incentive for participation. We also gave Dads literature related to home literacy activities. Ms. Major Harper, the Districe Parent Involvmnt Coordinator did a presntation on how to stay involved in your child's education.
7	Children's First: Head Start	Increase collaboration with the local Head Start agencies by providing two classroom spaces here on campus. This increases collaboration with our ESE Pre-K program.
3	ESOL PLC Council	ESOL parents were invited to several meetings to brainstorm unique ways of involving our ESOL population
3	Muffins for Moms	An engaging presentation for Moms will be arranged; the focus will be on ways to remain engaged academically over the summer months.
10	FSA Family Night	Parents and Guradians will receive and experience valuable information on the many ways that they can work on FSA related skills at home with their children.
11	Curriculum Team Meetings	Weekly Meetings focusing on progress monitoring data, relevant programming, interventions for Tier II and Tier III children with the Math Coach, Data/Literacy Coach, the Intervention Teacher and Administratin
12	Emma Extra	EEB will provide remedial opportunities and assistance with HW after school. They will also provide assistance and information to families in regard to how they can help their student at home.

**Annual Parent Meeting**

Changes made  No changes made

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 (early 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	Develop an agenda, handouts, presentation materials that address Title I components.	Principal or designee	September and on-going throughout the school year.	Copies of the agenda, PowePoint presentation, and handouts.
2	Develop flyers and invitations, as well as Connect-Ed message to the annual meeting.	Principal or designee	September	Copies of flyers, newsletters, and Connect-Ed messages.
3	Develop a sign-in sheet for the annual meeting.	Principal or designee	September	Copies of sign-in sheet.
4	SAC/Parent Involvement meetings.	Principal	August-through the school year	Copies of Parent Involvement and SAC meetings.
5	Connect Ed Phone Messages	Principal	September	Copies of Transcript
3	Develop a PPT presentation with critical information to be shared	Principal	September	Copy of the PPT

**Flexible Parent Meetings**

Changes made  No changes made

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c) 2)].

**Response:** Emma E. Booker offers parent meetings at a variety of times throughout the school year. PTO meetings are in the mornings to accommodate working families. In addition we offer parent activities and informational sessions throughout the school year in the morning as well Breakfast is provided for families who come to our morning activities to learn ways to be involved with their students education. Some of the offerings we provide are PTO, SAC, parent nights i.e.: Parent Council, FSA Family Night, Math Nights, PBS nights, Donuts for Dads, Muffins for Moms, Summer backpack and HW assistance and annual Title I meetings. Childcare/child friendly environments are provided all during parent events, as well as food. Where applicable, we support parent transportation needs.

### Building Capacity

Changes made  No changes made

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 Achievement	Timeline	Evidence of Effectiveness
1	Reading, Partners in Print	Principal or designee	Early literacy, print concepts, family involvement	Throughout the year	Sign in sheets, results of the Title I parent survey, climate surveys from families, annual SIP eval
2	Reading, Math, FSA Family Nights	Principal or designee	FSA strategies, family involvement and activities on math fluency and reading comprehension used in home	Throughout the year	Sign in sheets, results of Title I parent survey, climate surveys from families, annual SIP evaluation
3	Reading, Math, Purple shirt club books-book bags	Principal or designee	Additional materials provided for every family to work on additional family activities in reading and math in the home.	At the end of the 2015 school year and additional	Title I parent survey, climate surveys from families, annual SIP evaluation
4	Presentation of materials that address Title I School components. Distribution to families regarding ways to help their students at home.	Principal or designee and teachers.	FSA strategies, early literacy components.	Throughout the school year/in September at Title I annual meeting and Open House	Sign in sheets, copies of supplemental materials.
5	Parent conference nights	Principal and/or designees	FSA strategies, HW assistance, reading concepts	Parent conference in the fall and spring	Sign in sheets, copies of supplemental materials.
5	ESOL Parent Council	Principal	Increased Parent Involvement	Throughout the school year	Sign in sheets

### Staff Training

Changes made  No changes made

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
	School-developed PI focus initiatives	Principal	Increase of parent involvement and will increase student achievement	September thru December	Staff Agenda Sign in sheets, results of Title I parent survey, climate surveys from families, annual SIP evaluati

**Other Activities**

Changes made  No changes made

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:** Emma E. Booker will conduct a variety of activities that encourage and support parent involvement. A sampling of these activities include:

Texcellence Technology Training, Parent Workshops, Parent conference nights, Donuts for Dads, Muffins for Moms, Emma Dream Team counseling and family session evenings, Family Fun nights, FSA Nights, Reading and Math Nights, Science Nights, PTO functions.

In addition we maintain a Parent Resource Room for meetings, information related to academic contact areas for students, contact numbers and community agencies for community agencies to address students and family needs.

**Communication**

Changes made  No changes made

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:** Emma E. Booker will provide up to date and timely information regarding our Title I programs through these event:

1) Annual Title Open House Meeting: September 11th: Information provided to each parent regarding Title I Programs, funding and information, curriculum overview, Parent Portal accessibility, parent-student-teacher compact, volunteerism, pbs,

2) Fall and Winter Parent Conference Nights: Classroom teachers explicitly share/discuss student progress, curriculum and proficiency level, teachers also share clear strategies for parents to assist their students at home.

3) Newsletters

- 4)Parents' Right to Know Letter
- 5)ESOL Parent Council
- 6)School-level workshops and meetings
- 7)Provide Choice and SES information
- 8)SAC:Monthly meetings advertised via marquee, connect-ed, Principal's newsletter, flyers and classroom newsletters.

In addition administration at Emma E. Booker Elementary maintains a visible presence for family and community members and encourages an open door policy regarding communication.

**Accessibility**

Changes made  No changes made

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:** EEB invites all parents to participate in school-wide or grade specific parent involvement activities. For the following events, we provide interpreters for Spanish speaking families, and parent involvement liaisons to support with parent involvement. These events are advertised via the school marquee, school website, flyers in English & Spanish, Principal's newsletters, classroom newsletters, and Connect-Ed messages.

\* Annual Title I Open House, Grade level PTO Meetings, Fall & Spring Parent Conference Nights, Partners in Print Nights, FSA Nights, Principal's Awards, Rewards & Recognition, SAC/PTO meetings

**Discretionary Activities**

Changes made  No changes made

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	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	Open House/Parent Conference Evenings	Ms. Clayton/EEB teachers	Parents have the opportunity to be well informed regarding their student's educational success.	On-going
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	Donuts for Dads, Reading Party, Muffins for Moms, Principals Awards	Ms. Clayton	Childcare allows parents to actively participate in the training that will lead to student achievement	On-going
				Parent Liaison received	

3	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Parent Liaison	Ms. Clayton	training (i.e. Model School Conference, District PALS training) to train other parents to be actively engaged	On-going
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 other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];	Parent Conferences held at varying times during the day and at venues (homes, etc.) convenient for parents	School Staff: Teachers, Support Staff, Administration	Informs parents of child's academic and behavioral progress.	On-going
5	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	ESL Parent Council	Ms. Clayton	Receive training and information on ways to continue to increase parent involvement	On-going
3	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Mentoring programs	Administration	Mentors work closely with EEB staff to foster and maintain relationships with students which research supports increase achievement.	On-going

**Jpload Evidence of Input from Parents**

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

Jpload Document

**Jpload 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)].

Jpload an electronic version of the Parent-School Compact.

Jpload Document

**Jpload 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)].

Jpload evidence of parent input in the development of the compact.



**Evaluation of the previous year's Parental Involvement Plan**

**Building Capacity Summary**

Changes made  No changes made

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	Title I Annual Meeting	1	200	Parents were engaged in the current status of their child's school performance
2	Reading, Math, FCAT Family Nights	2	250	FCAT strategies, family involvement and activities on math fluency and reading comprehension used in home
3	Reading, Math, Purple shirt club books-book bags	2	1000	Additional materials provided for every family to work on additional family activities in reading and math in the home.
4	Parent conference nights	2	1000	FCAT strategies, HW assistance, reading concepts
5	ESOL Parent council	1	20	Increased parent involvement

**Staff Training Summary**

Changes made  No changes made

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	District-wide PPT Modules	3	45	Increase of parent involvement and will increase student achievement

**Barriers**

Changes made  No changes made

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	Ability of Parents to attend School-wide trainings	Flexible times for trainings (i.e. mornings, mid-day, evenings, weekends)

**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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