

## LAKE WESTON ELEMENTARY Title I, Part A Parental Involvement Plan

I, John Dobbs, 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)].

  
Signature of Principal or Designee

10/9/15  
Date Signed

### Mission Statement

Parental Involvement Mission Statement (Optional)

**Response:** Lake Weston Elementary will lead our students to success with the support and involvement of our families and the community.

### 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:** Lake Weston Elementary School will implement a variety of strategies in an effort to involve parents as stakeholders in the school. Parent involvement will be solicited in a manner (Parent Teacher Organization/School Advisory Committee) that is organized, ongoing, and timely. Parent Involvement Plan will be reviewed during School Advisory Committees for scheduled activities and recommended changes. The Parent Involvement Plan will be monitored during the Parent and Teacher Organization/School Advisory Committees for successful implementation of the scheduled events. Additionally, parent feedback will be used for the planning, implementation, funds dissemination, and improvement of Title I programs occurring at Lake Weston Elementary. Additionally, Lake Weston Elementary will convene an annual Title I meeting at a time convenient for parents of all students. Because of high parent presence at our Meet Your Teacher Event, the Annual Title I Meeting will be scheduled in conjunction with this event. The parents will be invited to attend meeting. Registered families will be notified in writing with informational flyers, a phone message will be disseminated prior to the event, and the school marquee will also display the meeting information. Media forms will include meeting time, location, and overview of meeting objectives. During such meeting, a discussion of the Title I program, including definition, purpose, objectives, goals and services, will occur with parents. A review of the Title I Parental Involvement policy will be provided for parents.

## 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	Voluntary PreK	Located on campus is an Orange County Public School's Voluntary PreK program. There are 20 students in the Lake Weston community served by this OCPS program.
2	Title II	Title II funds are also used to obtain substitute teachers, allowing classroom instructors professional development opportunities during the school day. During the 2015-2016 school year, Lake Weston instructional staff will participate in Instructional Rounds, one reading and one math. These funds will allow us to provide substitutes for teachers to collaborate on the development of highly effective instructional strategies and lessons.
3	Title III	Title III funds are used to provide support for the English Language Learner population. Services such as materials, resources, and support are provided through the district office to insure equal opportunities to all students.

## 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
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1	Create Flyer, Sign in Sheet, Presentation, Information Packet	Assistant Principal	August 2015	Attendance Roster/Sign In
2	Notify Parents by School Messenger and School Marquee	Assistant Principal	August 15-20, 2015	Attendance Roster/Sign In; School Messenger Report
3	Presentation	Principal and Assistant Principal	August 20, 2015	Attendance Roster/Sign In Sheet
4	Title I Power Point from District Office	Assistant Principal	August 20, 2015 and September 17, 2015	Attendance Roster/Sign In
5	Sign In Sheet	Assistant Principal	August 20, 2015 and September 17, 2015	Attendance Roster/Sign In
6	Maintain Documentation	Assistant Principal	August 20, 2015 and September 17, 2015	Attendance Roster/Sign In
7	Review PowerPoint at First SAC meeting and Open House	Principal and Assistant Principal	September 1, 2015 and September 17, 2015	Attendance Roster/Sign In

## 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:** Lake Weston Elementary will offer parents meetings that are flexible and conducive to their attendance. Title I parent involvement funds will be used to provide transportation to such meetings, child care for such meetings, and needed home visits as such services are integral components of parent involvement related to parental involvement. The flexible parent involvement meetings will include the PTO/SAC/MPLC meetings that will take place on the 1st Tuesday of each month beginning at 4:00 pm and concluding at 6:00 pm. The Principal, Assistant Principal, and PTO/SAC/MPLC Board Members of each organization will be responsible for coordinating these meetings. In addition to regularly scheduled meetings, Lake Weston Elementary will provide trainings that are applicable to parent involvement. The trainings provided to parents will address academic matters and specific academic goals, skills, and strategies students are expected to master. Invitation to meetings will be targeted toward and include all Lake Weston families. Advertisement for the meetings and training will be communicated through school wide distribution of flyers, school wide School Messenger notifications in English and Spanish, and posting meetings on the school marquee. Verification for compliance purposes will occur through the use of sign-in signature sheets. Additionally, there will be a parent conference night in December 2015 to share student's mid-year progress using first marking period reports and Fall and common assessments.

## 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 Achievement	Timeline	Evidence of Effectiveness
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1	Literacy Night	Reading Coach	Introduces reading strategies to parents so that they can assist their student.	January 2015	Number of parents attending; verified by sign in document.
2	Science Night	Math Resource Teacher	Provide science activities to assist parents in helping their students.	February 2015	Parent attendance, verified by sign in documentation.
3	Report Card Conference Night	Admin. and School Leadership Team.	Allows parents the opportunity to communicate with classroom teacher about student's academic performance.	December 2015	Parent attendance verified by sign in documentation.
4	ALPHA Night for Parents	Alpha Teachers	Provides information and resources for parents, regarding assisting students with academic assignments.	April 2015	Parent attendance verified by sign in documentation.
5	Open House	Administration and Teachers	Provides introduction to the school year and provides an overview of the school year and academic requirements.	September 2015	Parent attendance verified by sign in documentation.
6	Math Night	Administration & Teachers (3-5)	Provide information to the parents that will assist them in preparing students at home.	October 2015	Parent attendance will be verified.
7	Hispanic Heritage Night	Administration & Teachers	Cultural performance depicting Hispanic cultures from around the world	October 2015	Parent attendance verified by sign in documentation
8	Annual Title Meeting	Assistant Principal	Increase in parent support and involvement	August 2015	Parent attendance at building capacity

## 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	Title I Parent Involvement Value of Parental Involvement Module Trainings #1	Assistant Principal	Increase parent involvement in student education increasing performance	October 2015	Exit Slip
2	Title I Parent Involvement Module Trainings Building Ties between Home and School	Assistant Principal	Increase parent involvement in student education increasing performance	January 2016	Exit Slip
3	Title I Parent Involvement Module Trainings Implementation and coordination of parental involvement Programs	Assistant Principal	Increase parent involvement in student education increasing performance	March 2016	Exit Slip
4	Title I Parent Involvement Module Trainings Communicating and Working with Parents	Assistant Principal	Increase parent involvement in student education increasing performance	May 2016	Exit Slip

## 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:** Lake Weston Elementary School makes available to our parents activities and resources including the Parent Resource Center, Neighborhood Center for Families, A Better Therapy and ALPHA Counseling Program. The Parent Resource Center provides educational resources that parent can use to assist their students with school assignments and parents can use designated school computers. Neighborhood Center for Families is a resource center for families located on the Lake Weston campus providing social services with support and assistance in the contacting of community/state agencies. ALPHA Counseling Center and A Better Therapy Counselor are located at Lake Weston, and provide counseling and support for Lake Weston students and families.

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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:** Lake Weston Elementary School is committed to providing the parents information regarding our Title I program, academic programs and curriculum, school wide formative and summative assessment data, and individual student data and progress to parent in a manner that is efficient and timely. Lake Weston distributes informational flyers and School Messenger notification in English and Spanish as needed. Additionally, Lake Weston will facilitate monthly PTO/SAC meetings to discuss subjects related to curriculum, academic assessment, assessment of students, and school and student progress. During such meetings and trainings, parents will have the opportunity to ask question, seek clarification, and express concerns regarding school related issues. Lake Weston elementary proudly practices and communicates our "open door" policy allowing all parents the opportunity to meet with school administration or submit a written concern to school administration. Parents are continually invited to participate in their child's education through the participation in our PTO/SAC/MPLC meetings, parent-teacher conferences, school wide academic events, and through volunteering. Most documents will be provided to parents in alternate language if needed by parents. Additionally, a translator will be provided for any verbal communication that needs to be provided in an alternate language. Such translation documents and communication will be provided at school based events and meetings in addition to information sent home to families.

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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:** Lake Weston Elementary School will encourage parent involvement by offering opportunities for parent participation in scheduled meetings and events. The opportunities for parent involvement include Meet Your Teacher, Open House, Walk to School, monthly PTO/SAC meetings, PLC meetings, Report Card Conference Night, Quarterly Newsletters (English & Spanish), Science Night, Literacy Night, Math Night, FSA Informational Packets - FSA Keys, Parent Involvement Folders, and Progress Reports/Report Cards. Parents are also encouraged and invited to schedule parent teacher conferences or a meeting with administration should they have needs or concerns outside the time frame of our scheduled events. To accommodate parents who speak Spanish we have multiple staff members who are able to translate during events, or translate documents that are sent home. To accommodate parents with disabilities we keep most of our events in the cafeteria or media center, which is on the bottom floor. If the parent needs to go to the second story we do have an elevator that they have access to. We make it a priority to make our school accessible to all of our parents.

## 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	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	PTO/SAC/PLC Monthly Meetings	Leadership Team	Provides an opportunity for parents to address school wide academic concerns that will facilitate improved student achievement.	September 2015 - May 2016
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	Literacy Night, Science Night, Math Night	CRT & Math Resouce Teacher	Introduces strategies to parents, so they can assist students at home.	October 2015 - January 2016
3	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	ADDitions Training, Parent Resource Center	Leadership Team	Provides strategies and support to parents that will help prepare students for academic demands and annual state tests.	October 2015 - January 2016
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)];	PTO/SAC/PLC Meetings	Leadership Team	Provides monthly updates for parents regarding school initiatives and procedures.	September 2015 - June 2016

5	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	Annual Family Involvement Conference	Leadership Team	Event is an educational activity designed to provide Title I parents in high poverty areas with an awareness that will facilitate improved student achievement.	Ongoing
6	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Parent Resource Center, NCF Center, ALPHA Counseling	Leadership Team	Agencies provides support to parents, so that the parents can better assist/support their student with academic demands.	August 2015 - June 2016

### Upload Evidence of Input from Parents

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

Uploaded Document

### 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

### 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

## **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.

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	Family Involvement Conference	1	8	Conference is an educational activity designed to provide Title I parents in primarily high poverty areas with an awareness that will facilitate improved student achievement.
2	Literacy Night	1	69	Introduces reading strategies to parents so that they can assist their student.
3	Science Night	1	44	Provide parent training and grade level appropriate activities to help parents assist students.
4	Math Night	1	109	Provide math activities assist parents in helping their students.
5	ADDitions Training for Parents	4	24	Training for parents that assist teachers in the classroom.
6	Report Card Conference Night	2	262	Allows parents the opportunity to communicate with classroom teacher about student's academic performance.
7	Parent Resource Center	4	164	Provides resources for parents to assist them with helping their student.
8	ALPHA Night for Parents	1	162	Provides information and resources for parents, regarding assisting students with academic assignments.
9	Open House	1	206	Provides introduction to the school year and provides an overview of the school year and academic requirements.

### **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)].

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	District Provided PI Modules	4	45	Increased parental support in education of children.

### **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 upcoming 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	Communication	Continue to send advance notice of activities and events via: School Messenger automated system, flyers, marque, parent newsletters, and school website.
2	Academic engagement for parents	Continue to host annual curriculum nights for FCAT 2.0 preparation, Literacy, Science & Math nights
3	Technology use	Continue to provide the use of computers for parents in Media center

### 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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