

## WESTWOOD HEIGHTS ELEMENTARY Title I, Part A Parental Involvement Plan

I, DOnald Cottrell , 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:** It is our goal to have all students meet proficiency at all grade levels. We promote a challenging learning environment where each student will be encouraged to reach his or her potential academically, socially and emotionally. We believe that parents, teachers and students have a responsibility in the academic success of our students. We believe and expect parents to partner with the school. It is our belief that communication between the school and parents is necessary to maintain good relationships. We believe that teacher participation in parent trainings will assist parents in providing instruction at home. It is our goal to provide materials that can successfully be used at home to reinforce the academic success of children.

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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:** Parents will be invited and encouraged to become active members of the School Advisory Council (SAC). At the meetings parents will be given information regarding the Title I allocation which supports professional development and parent involvement. During these meetings, parents will have the opportunity to participate in the development of the Title I activities related to the school. An annual evaluation will be conducted using the Tool Box surveys completed by parents and teachers. The results will be analyzed to evaluate the effectiveness of the school's parent involvement program.

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## 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	VPK-program	The school will work with the VPK office to coordinate transition programs for students entering kindergarten.
2	Headstart	Head Start pre-kindergarten teachers will conduct at least two home visits and hold joint parent meetings to discuss specific learning needs of students.
3	Individuals with Disabilities Education Act	Supplemental instruction support provided by the school will be discussed with parents during the development of the student's IEP
4	FCAT Camp	The school will assist students in meeting state and local standards in reading and math.

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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 Public Title I Meeting Flyer	Administrators, Title I Liaison, Community Liaison, Teachers, Clerical, Staff	First Week of September	Flyer, Newsletter, School Website
2	Announcement (Marquee and Parent Link)	Head Custodian, Community Liaison	First Week and second week of September	Email, Marquee Calendar, Parent Link Report
3	Agenda, Sign-In Sheets	Principal, Assistant Principal	Third Week of September	Agenda, 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:**

Westwood Heights will schedule meetings to be held in the mornings and evenings to accommodate the parents of students in grades Headstart, K-5. At Open House parents will be informed about the school's participation in the Title I program and to encourage parents participation in the developing of the Parent Involvement Plan and Parent Compact. Teachers will schedule conferences with parents of children in their classrooms. The school will schedule academic literacy training sessions for parents. During these sessions, test scores and academic strategies will be provided to assist parents at home with their children.

## 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
1	MegaSkills	Trained Lead Teachers	Parents will be able to build children achievement	September	Student success in class
2	Teachers Offering Support to Parents (TOPS)	Curriculum Coaches Lead Teachers	Parent will be provided grade handouts outlining and identifying the strategies they can use at home	October	Student success in class
3	Common Core Standards	Teachers ESE Specialist Guidance Counselor	Teachers will conduct individual conferences to discuss each child's FCAT assessment, mini assessment,	November	Student success in class
4	Reading, Math, Writing, and Science	Administration Curriculum Coaches Lead Teachers	Parents will be provided with grade specific instructional strategies and resources that they can use at home	December-February	Student success in class
5	Technology	Technology Team Administration	Parents will be provided with grade specific technological strategies and resources that they can use at home.	April	Student success in class

## 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	Learning Communities	Administration Title 1 Liaison Team Leaders Teachers	Improve the ability of staff to work effectively with parents and students	Quarterly	Flyer, Agenda Sign in Sheets Feedback Forms,
2	CHAMPS Training	Administration HRD Trainers	Improve the ability to work effectively with students.	August	Flyer, Agenda Sign in Sheets Feedback Forms
3	Monthly On-line Newsletter	Administration Title 1 Liaison Team Leaders Leadershi Team	Improve communication and build positive relationships to increase parental	Monthly	Flyer, Agenda Sign in Sheets Feedback Forms

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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:** Title I Mobile Unit Visits, Request Mobile Unit-Title I Liaison

Community Liaison-Annually-Mobile Unit Request Form

School Website-Update website with classroom information, curriculum, annual assessments, and special school activities-Team Leaders

Tech Team-Teachers-As often as needed -Monthly Team Request

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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:** Westwood Heights will provide access to the Parent Involvement Plan to all parents. Parents will be informed of the plan in the school's on-line newsletter, website, SAC/SAF meetings and it will be available upon request in the front office. All flyers and notifications will be available in the student's home language. Translators will be available at all parent meetings and whenever needed.

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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:** Westwood Heights will schedule meetings to be held in the evenings to accommodate the parents of students in Headstart and grades K-5. Morning and evening meetings will be held for the Headstart classes. At Open House parents will be informed about the school's participation in the Title I program and encourage parent participation in the developing of the Parent Involvement Plan and Parent Compact. Teachers will schedule conferences with parents of children in their classrooms. The school will schedule academic literacy training sessions for parents. During these sessions, test scores and academic strategies will be provided to assist parents at home with their children.

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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:  
X Not Applicable

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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 2012-2013 Parental Involvement Plan**

### **Building Capacity Summary**

Provide a summary of activities provided during the 2012-2013 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	Annual Meeting Initial Parent Meeting	1	520	Parents will be able to build children achievement
2	TOPS Meeting Introduction & CCSS Training	4	30	Parent will be provided grade handouts outlining and identifying the strategies they can use at home
3	CHAMPS	1	40	Teachers will conduct individual conferences to discuss each child's FCAT assessment, mini assessment,
4	Reading, Math, Writing, and Science	5	30	Parents will be provided with grade specific instructional strategies and resources that they can use at home
5	Technology	2	30	Parents will be provided with grade specific technological strategies and resources that they can use at home.

### **Staff Training Summary**

Provide a summary of the professional development activities provided by the school during the 2012-2013 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	Learning Communities	10	40	Improve the ability of staff to work effectively with parents and students
2	CHAMPS Training	1	44	Improve the ability to work effectively with students.
3	Monthly On-line Newsletter	10	40	Improve communication and build positive relationships to increase parental involvement

### **Barriers**

Describe the barriers that hindered participation by parents during the 2012-2013 school year in parental involvement activities. Include the steps the school will take during the 2012-2013 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)].

<b>count</b>	<b>Barrier (Including the Specific Subgroup)</b>	<b>Steps the School will Take to Overcome</b>
1	ELL Parent Attending Meetings	Provide translators for all sessions

### **Best Practices (Optional)**

Describe the parental involvement activity/strategy the school implemented during the 2011-2012 school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

<b>count</b>	<b>Content/Purpose</b>	<b>Description of the Activity</b>
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