## WINTER SPRINGS ELEMENTARY SCHL Title I, Part A Parental Involvement Plan

I, DR. TINA ERWIN , 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)

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| **Response:** Winter Springs Elementary, in partnership with our families and community, provides a positive learning environment where students acquire the knowledge, skills, and attitudes to be productive citizens and lifelong learners in our global economy. |

**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 [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

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| **Response:** Winter Springs Elementary believes in involving parents in all aspects of its Title I programs. In the Student/Parent Handbook/Folder, all families receive information inviting their participation in the School Advisory Council (SAC), Parent Teacher Association (PTA), and Dividend programs. Monthly SAC meetings with parents, administration, and faculty are held. All parents are given the opportunity to review the school improvement plan and offer their suggestions. All SAC meetings are open to any parent that would like to attend. Input from parents regarding the Parent Involvement Plan is solicited via the 5 Essentials parent survey and Parent Involvement Form (Ticket out the Door surveys) and returned to the Family Liaison to compile and forward to the SAC for planning purposes. The SAC committee reviews the surveys and input is included in both School Improvement Plan and Title I Parent Involvement Plan. Also Winter Springs Elementary will participate in monthly Parent Involvement Team meetings.  |

**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)].

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| **count** | **Program** | **Coordination** |
| 1 | Individuals with Disabilities Education Act (IDEA) | Supplemental instructional support provided by Title I will be discussed with parents during the annual IEP meeting along with their ESE accommodations. |
| 2 | English Language Learners (ELL) | Supplemental instructional support provided by Title I will be discussed with parents during the annual LEP plan along with the ELL accommodations. |
| 3 | Kindergarten Registration and Orientation | Kindergarten Teachers provide each incoming student with a packet of ideas and materials to prepare for entering kindergarten students. All parents receive this upon registration. |
| 4 | Families in Need (FIN) | Coordinate with FIN to assist families with housing issues and to help them overcome obstacles in order to attend parent conferences and school activities. |
| 5 | VPK and ESE Pre-K | Classes are on school campus and are part of the school. On-going support by guidance, school psychologist, etc. for parent conferences, parent trainings, and parent activities. |
| 6 | ESOL – Title III | 2 full-time ESOL teachers on campus work in small groups with students. They also work with teachers to provide assistance to students and families. Parent nights are help 2 -3 times during the year to encourage parent involvement. Translators provide assistance for parent conferences and at parent trainings. |
| 7 | Curriculum Nights | Information about various academic programs and services are printed in the school newsletter and the school website. Meet your teacher and Open House and various curriculum nights provide opportunities for parents to understand the school procedures and the curriculum. Progress reports and student progress monitoring updates are sent home. SAC meetings and PTA meetings are open to all parents for suggestions on making school improvements.  |

**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)].

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| **count** | **Activity/Tasks** | **Person Responsible**  | **Timeline** | **Evidence of Effectiveness** |
| 1 | Develop agenda and/or presentation materials that address the required components. | Administration/Parent Liaison | August 2016 | Brochures, Power Point, Sign in sheets, Agendas |
| 2 | Develop, publicize and distribute newsletters, and SynreVoice messages, announcement on website/marq | Assistant Principal/Parent Liaison | September 2016 | School newsletter with dates, posting on website and marquee |
| 3 | Maintain Documentation | Parent Liaison | September 2016 | Title I files located in the Family Liaison's office will be shared with Assistant Principal |
| 4 | Develop sign-in sheets | Parent Liaison | September 2016 | Sign-in sheets for meeting |
| 5 | Annual Title I Meeting | Administration/Parent Liaison | September 2016 | Sign in sheets, Agendas, Power Point |
| 6 | Develop Title I Brochure | Parent Liaison | August 2016 | Brochures in both English and Spranish |
| 7 | Ticket Out the Door | Parent Liaison | September 2016 | Parent Survey |

**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)].

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| **Response:** The staff of Winter Springs Elementary has a strong belief in the importance of parental involvement and therefore offers parent meetings at various times. Night time events with childcare will also be provided throughout the school year. The Guidance office and Family Liaison at Winter Springs Elementary offers a wide variety of parent resources for parents at any time. Parent conferences will be offered to parents at various times before and after school as well as different times of the year. Home visits are also conducted by the Parent Liaison and SCPS Social Worker when needed. |

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Curriculum Night: Classroom organization, procedures, grade level expectations, assessments and curriculum/grade level specific  | Grade Level Teachers and Administration | Parents will gain knowledge of the curriculum, routines, expectations for their child in the new grade level. | August 2016 | Newsletters, internet, sign in sheets, PowerPoint presentations |
| 2 | Student-Lead Conferences | Grade Level Teachers and Administration | Parents will gain knowledge of student data and progress for their child’s grade level. | October/March 2016/2017 | Newsletters, internet, sign in sheets, data folders |
| 3 | Multi-Tier System of Support (MTSS) Meetings / Individual Conferences | Teachers, Guidance, Administration | Specific information about student strengths and weaknesses with specific strategies to improve achievement for parents and teachers. | Throughout the school year | MTSS Conference forms, EdInsight |
| 4 | Parent/Teacher Conferences | Teachers, Guidance, Administration | Specific information about student strengths and weaknesses with specific strategies to improve achievement for parents and teachers. | Throughout the school year | Conference forms, flyers, internet, sign in sheets |
| 5 | BackPack to Kid Program | Teachers, ELL Teacher | Reading Strategies | Throughout the school year | Agendas, informational material, Parent Evaluation form, and sign in sheets |
| 6 | Homework without the Headache | Family Liaison | Parent will be provided with information that will help them help their child with homework. | October 2016 & January 2017 | Agendas, flyers and sign in sheets |
| 7 | ESOL Parent Night | ESOL teachers | English and Spanish take home reading literacy program | Throughout the school year | Parent Evaluation form, sign-in sheets, agenda |
| 8 | Meet the teacher occurs during pre-planning for students/parents to meet their child’s teacher. Teachers meet parents and students to discuss curriculum, assessments, and academic expectations | Classroom teachers | Parents learn how to support the learning occurring during school day and academic goals for that grade level. | August 2016 | Agendas and sign in sheets |
| 9 | District Title I Parent Trainings/workshops | District Title I staff | Parent are invited to various district trainings that help parents work with their child to improve their child’s academic achievement | Throughout the school year | Agendas, informational material, Parent Evaluation form, and sign in sheets |
| 10 | WSE Title I Parent Meeting | Family Liaison and Administration | Parent are provided information that helps them work with their child to improve their child’s academic achievement and learns about their rights in a Title I school. | September/April 2016/2017 | Newsletters, internet, sign in sheets, PowerPoint presentations |
| 11 | Math Make and Take Night | Grade Level Teachers | Parent and students will learn about the math curriculum and why we teach it the way we do. They will also get to do a math project with their child to bring home. | February 2017 | Newsletters, internet, sign in sheets, PowerPoint presentations |
| 12 | Choosing Appropritate Books for Your Child | Media Specialist/Family Involvement | Parent will be provided with information to help them choose appropriate leveled books for their child. | May 2017 | Agendas, flyers and sign in sheets |
| 13 | Parent Tech Help | Technology Specialist | Parent will learn about the various computer resources available and an opportunity to register. | August 2016/January 2017 | Flyer, sign in sheets |

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Team Leaders Meetings | Administration | Discussions on parent involvement, communication and collaboration. | Throughout the school year | Information materials, agendas, minutes |
| 2 | How to Reach Out to Parents | Family LiaisonAdministration | Improved the ability of staff to work effectively with parents by providing examples of best practices for communication with parents | November 2016 | Staff development calendars, sign-in sheets, agenda |
| 3 | Culturally Responsive Classrooms PLC | Administration | Grade Group Meetings | Throughout the school year | Agendas and Sign in sheets |
| 4 | Positive Behavior Support (PBS) | Family Liaison | Meeting discusses empowering and celebrating students of varying abilities and exceptionanilities.  | August 2016 | Agendas and materials |
| 5 | Behavioral Support Training | Behavioral Support | Individual teacher trainings on how to work effectively with parents in regards to behavior. | Throughout the school year | Conference Forms, agendas, etc. |
| 6 | Trauma Sensitive | District Trainer | Gain knowledge and skills needed for implementing or modifying exceptional student programs and program-related activities. | August 2016 | Agendas and sign in sheets |

**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)].

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| **Response:** 1. Parent Resource Corner, Parent Liaison, Expand the resources in Media Center available to parents.2. ELL Parent Resources, ELL Teachers, Expand the resources available to ELL parents in the ELL Office3. Newsletters, website, social media, Remind 101 and Kanga News. To increase the number of sources parents can get school/academic information.5. Create a family friendly school, Administration, Club sponsors, Invite parents to have lunch with their students, go on field trips and dividend at the school. Encourage parents to have students join school clubs. 6. FIN- Families in Need support, Family Liaison, Food pantry Backpack Program, Holiday Help program. |

**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)].

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| **Response:** Each grade level team (K-5) participates in a Curriculum Night where teachers provide information about the subjects they teach, assessment plans, curriculum and how parents can help at home. The Annual Title I school meeting is held in September and April. Parents will learn about the school wide programs and opportunities for participation in decisions related to their child. All classroom teachers conduct Parent/Teacher conferences throughout the school year as needed. Student-Led Conferences are also conducted for student empowerment. Regular communication includes: Grade-level monthly newsletters, posting events on school marquee, social media page, a school website, and Remind 101. The ELL teaches will translate at meetings when necessary. Skyward Parent Access is provided for all parents to be able to access up to the minute academic and attendance status for their child. Most events offer a parent survey as well. |

**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)].

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| **Response:** Monthly newsletters are sent home with all students. Childcare will be provided at family events. Regular communication includes: monthly newsletters, posting events on school marquee, school website and Facebook, and Remind 101. The ELL teacher will translate at meetings when necessary. The Parent Liaison will be available for home visits and conferences when necessary. |

**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:

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| **count** | **Activity**  | **Description of Implementation Strategy** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** |
| 1 | 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 | Backpack to Kids Program | 1. ESOL 2. Administration 3. Reading Coach | Research shows that increased parental involvement has a direct correlation on student achievement | October 2016 and February 2017 |
| 2 | 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)]; | 1. Child Care @ Curriculum Night & Back Pack to Kids Nights / Child care is provided to enable parents to participate in school related trainings and meetings. 2. Parent/Teacher Conferences / Teachers will conduct individual conferences to discuss each child’s assessment results, expectations, and goals for the school year. 3. Home Visits / Guidance, Social Worker, and classroom teacher will conduct a home visit for parents not able to come to school.  | 1. Administration 2. Teachers 3. Guidance, Teachers, Administration, SCPS Social Worker | 1. Family involvement is critical to school success. 2. Information on student progress and suggestions and strategies for helping the student at home will be given. 3. Information on student progress and suggestions and strategies for helping | Throughout the school year |
| 3 | Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and | Team Semiole and SCPS Family Involvement meetings/trainings. | 1. Family Involvement Liasion 3. Parent volunteers | 1. We are able to get the most recent information and strategies on parent involvment to help our families assist their students educational sucess. | Throughout the school year |

**Upload Evidence of Input from Parents**

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

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| [Uploaded Document](file:///C%3A%5CUsers%5Cmillenjc%5CDownloads%5CfileUploads%5C590391_2016-2017_uploadEvidenceParentInput.pdf) |

**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.

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| [Uploaded Document](file:///C%3A%5CUsers%5Cmillenjc%5CDownloads%5CfileUploads%5C590391_2016-2017_uploadCompact.pdf) |

**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.

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| [Uploaded Document](file:///C%3A%5CUsers%5Cmillenjc%5CDownloads%5CfileUploads%5C590391_2016-2017_uploadCompactEvidence.pdf) |

## 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.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Dividend Breakfast | 1 | 14 | Research shows that increased parental involvement has a direct correlation on student achievement |
| 2 | STEAM Night | 1 | 124 | Research shows that increased parental involvement has a direct correlation on student achievement |
| 3 | Annual Title I Meeting | 1 | 69 | Research shows that increased parental involvement has a direct correlation on student achievement |
| 4 | Book Fair  | 2 | 483 | Research shows that increased parental involvement has a direct correlation on student achievement |
| 5 | Parent Tech Help | 5 | 12 | Research shows that increased parental involvement has a direct correlation on student achievement |
| 6 | ESOL Parent to Kid Program | 3 | 49 | Research shows that increased parental involvement has a direct correlation on student achievement |
| 7 | Curriculum Night | 1 | 269 | Research shows that increased parental involvement has a direct correlation on student achievement |
| 8 | Student-Led Conferences | 2 | 800 | Research shows that increased parental involvement has a direct correlation on student achievement |
| 9 | Backpack to Kid Program | 3 | 23 | Research shows that increased parental involvement has a direct correlation on student achievement |
| 10 | MTSS Meetings/Conferences | 800 | 1200 | Research shows that increased parental involvement has a direct correlation on student achievement |
| 11 | Parent/Teacher Conferences | 1200 | 1200 | Research shows that increased parental involvement has a direct correlation on student achievement |
| 12 | Meet the Teacher event | 1 | 502 | Research shows that increased parental involvement has a direct correlation on student achievement |
| 13 | Take Dad to School | 1 | 34 | Research shows that increased parental involvement has a direct correlation on student achievement |

**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)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Culturally Responsive Classrooms PLC | 9 | 560 | Large group trainings on how to have a culturally responsive classroom. |
| 2 | Value of Getting Parents Involved / Faculty Meetings and Staff Development | 3 | 210 | Improved the ability of staff to work effectively with parents by providing examples of best practices |
| 3 | Truancy Training | 2 | 140 | Increase communication with parents on attendance. |
| 4 | Positive Behavior Support Training | 2 | 140 | Large group trainings on how to include and get the support of parents on our PBS system for the kids. |
| 5 | Behavioral Support Training | 3 | 210 | Individual teacher trainings on how to work effectively with parents in regards to behavior. |
| 6 | Team Leaders Meetings | 18 | 360 | Increase communication with staff, parents, and administration. |

**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)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Motivation | Incentives for students and parents |
| 2 | Transportation | Flexible scheduling, phone conferences, contacting FIT to provide gas cards |
| 3 | Parent perceptions | Continue to improve on communication |
| 4 | Work/family schedules | Flexible scheduling, phone conferences |
| 5 | Time of events | Schedule events on a variety of days/times. |

**Best Practices (Optional)**

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

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| **count** | **Content/Purpose** | **Description of the Activity** |