## 9780076040421

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## 2015-2016 Name of School Title I, Part A Parental Involvement Plan

I, Kristina Garofano, 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 school wide 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: The staff, parents, and teachers of Westside Elementary School believe that all children are special and can learn. We will be successful due to our commitment to the school improvement process in meeting state and national educational goals.** |

**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:**  The main method Westside Elementary uses to involve our parents in an organized, ongoing, and timely manner, to review, plan and assist in improving the Title I programs as well as being included in the involvement of decision-making concerning how our funds will be used is with our Title I Committee. This Committee, which may consist of an unlimited number of parents and/or guardians, the Title I Facilitator, administration, teachers and staff, are vital in sharing news about happenings at WES and Title I information. Parents are selected for this committee through staff nominations and parent interest forms completed at Open House. If parents were not able to attend the Open House an invitation will also be sent out via the classroom teachers. Grade level teacher representatives are also invited to become members of the Title I Committee. All interested school parents/guardians, staff, community, and business partners are accepted as members of the Title I Committee at WES. The administration will select and approve members of the Family Engagement Team (FET) to be notified by the Title I Facilitator. Title I Committee meetings are held monthly along with SAC Meetings. Invitations will be sent to remind members of meeting dates and times for the Title I Committee Meetings, as well as being posted on the school marquee and Blackboard Connect messages. An agenda will be provided at every meeting. Parents will be encouraged to offer suggestions and provide input concerning revisions of the required plans for WES as well as how the Title I funds may be spent. Suggestions or input will be documented through minutes taken at each of the Westside Elementary Title I Meetings. These then are dispersed out at the next meeting for any corrections to be made. There will be at least seven Title I Committee Meetings during the school year.     The Title I staff will plan to offer at least one additional parent meeting. This will be for those parents who may have been unable to attend previous meetings due to work or being new to our school. All handouts dispersed at the previous Title I Committee Meetings will be available at these additional meetings as well. The Title I Facilitator as well as administration may also be in attendance at these meetings in the Family Resource Center.    Evidence of parental and/or guardian input and involvement in the Title I Committee Meetings will be from meeting minutes, sign-in sheets, and agendas. |

**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 | English Speakers of Other Languages (ESOL) and Title III | The Title I Staff works closely with the ESOL paraprofessionals at WES to offer a source for translations that may be needed for parents and/or guardians of limited English for conferences, meetings, phone messages, or letter translations. |
| 2 | Hernando Education Adult Readers in Training (HEART) Literacy | Title I Staff will obtain information from HEART literacy regarding free district literacy programs such as GED classes, locations, ELL for parents, and Florida Ready to Work. This information is disseminated to Westside parents through postings placed in an outside glass enclosed bulletin board and through the front office. |
| 3 | Boys and Girls Club | WES works with the Boys and Girls Club on various projects to beatify the campus, reward staff and faculty, and support administration in family and parent events. The VPK program feeds into WES and the Boys and Girls Club collaborates with WES on curriculum and Kindergarten ready skills to help parents help their children get ready Kindergarten. |
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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 (school wide 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 | The Title I Committee will meet in September to provide input for recommendations for the Title I Annual Meeting | Title I Facilitator and Title I Staff | Within 1 month after school begins | Agenda, sign-in sheets, and minutes of the meeting |
| 2 | A program script for the Annual Meeting will be created | Title I Facilitator and Title I Staff | Within 1 month after school begins | Agenda and program script |
| 3 | Inform the parents/guardians of the date and time of the Title I Annual Meeting | Title I Facilitator, Title I Staff and school staff | 2 weeks prior to the Annual Meeting date | Newsletter, Annual Meeting Invitation, Copy of Blackboard Connect script, photos of school marquee |
| 4 | Annual Title I Meeting training for teachers | Title I Facilitator | 2 weeks prior to the Annual Meeting date | Sign-in sheets |
| 5 | Title I Annual Meeting Information Packets | Title I Facilitator and Title I Staff | Within 2 weeks prior the Annual Meeting date | Event Response Forms and Data Analysis Report |
| 6 | Title I Annual Meeting | Title I Facilitator and Title I Staff | Within 2 months after school begins | Sign-in sheets, Event Response Forms, Data Analysis Report |
| 7 | Title I Annual Meeting Information Packet will be sent home to all families unable to attend | Title I Facilitator and teachers | Within 2 weeks after the Title I Annual Meeting | “Sorry we missed you” parent information signature receipt form |

**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:**   * Title I Committee Meetings will be held once a month at a time agreed upon by the committee. Childcare will be offered for every meeting. * Open House will take place pre-school week according to the district set schedule. * The Annual Title I Meeting will take place in the evening within the first two months of school beginning. Parent conferences will be offered the evening of the Annual Meeting to allow for a meaningful conference to be held to discuss student data. * The Family Engagement Team (FET) meets three times a year during the mid-morning. The FET participants from WES consist of Title I Staff and three to seven parents/guardians. * A Title I Catch- Up Meeting will be offered in the Spring of 2016 for families new to Westside or families that were not able to attend previous meetings. This meeting is held in the Family Center on an evening or morning in order to give parents who work an opportunity to "catch up" on Title I meetings and other Title I information. * Title I staff is careful to ensure that workshops and parent training are on a variety of weekdays, and times to accommodate as many parents as possible. This data is important to provide opportunity for ALL parents to be involved and for flexible parent meetings to be offered. |

**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 | Family Learning Night “Tiger Beat” | Title I Staff | Increase student achievement as well as parental involvement | 1 per semester | Event Response Forms and Sign In Sheets |
| 2 | District Family Engagement Meetings | Coordinator of Family Engagement for Title I | Parents become more knowledgeable in ways to help their student at home; communication between home and school is more positive | 3 meetings a school year | Event Response Form; increased parent leadership |
| 3 | Family Math Night at Winn- Dixie | Title I Staff | Increase in student achievement in Math | Spring 2016 | Event Response Form; sign in sheets |
| 4 | Trekking with the Tigers Family Night | Title I Staff | Increase parental involvement and awareness of resources available to families at home to increase student achievement beyond the school day. | Fall 2015 | Event Response Form; sign in sheets |
| 5 | Earth Day Extravaganza | Title I Staff | Increase student achievement in Science and Math as well as increase parent involvement | Spring 2016 | Event Response Form; sign in sheets |
| 6 | Parent Academy of Hernando County School District Title I Program | Coordinator of Family Engagement for Title I | Free workshops will be offered for parents to promote continued collaboration between families, schools, and the community | Fall 2015 / Spring 2016 | Event Response Form and 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 | PLC-How to Increase Parent Involvement | Title I Facilitator and Staff | Increased student achievement as a result of increased parental involvement. | September 2015 PLC | Teacher logs of parent contact and documentation of signed Title I Compacts |
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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)].

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| **Response:** The Title I Family Resource Center is the hub for planning all Title I sponsored parent activities at Westside. The Title I Facilitator prepares and submits information and news about specific happenings to the bi- monthly WES Tiger Newsletter concerning Title I. Students can receive check out materials for home use when they visit the Family Resource Center. Families feel welcome to come and visit the Family Resource Center, ask questions about school related problems, or look for academic materials while their student is in school. The Family Resource Center is open one night a week to accommodate working parents and will use referral forms from teachers to help find specific academic materials to be used at home with parental help. Also, the Family Resource Center provides school supplies donated by business/community partners to both teachers and students. The Parental Engagement Liaison also may offer a meeting and networking place for parents who may want to discuss questions they have about the various aspects of Title I. A more intimate setting offers an opportunity to learn ways to help their child and not have to discuss it in a large group. |

**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 school wide 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:**   * The Title I Annual Meeting/Conference Night within the first two months of school beginning for all grade levels. Parents are given handouts concerning Title I at the Annual Meeting to look over at home. * Title I Committee Meetings monthly at least seven times during the school year. * Family Engagement Meetings three times a year at the District Office * Monthly Principal's Newsletter * School web page utilized to post all school information * All school events and info posted on the school marquee * Fliers sent home with students, notes in student planners or folders, neon stickers on special notes to alert parents of special information and events * Blackboard Connect System used to do callouts, texts, and emails to the whole school, specific grade levels, classes or groups of students.   Parents will receive information in the following ways:   * Title I Newsletter * School marquee * Local newspapers * Posters displayed throughout the school and at the car pick up line * Parent/teacher conferences * Edline, * School website * Social media pages * Family learning nights * Report cards * Student agendas * SAC meetings * Emails   WES will provide a Title I Annual Meeting/Parent Conference Night within the first two months of school beginning. Parents/guardians will have the opportunity to sign up for a conference time with their child’s teacher. The Title I Annual Meeting information will be presented continuously in a main area and conferences will be held at the scheduled time. If a parent/guardian is unable to attend, information is sent home and a conference is scheduled at a convenient time. The goal is to do all that is possible to meet the needs, academically & behaviorally, to enable students to learn & reach their potential. In the meetings or conferences, teachers encourage the student's parent to inform the teacher of any specific methods that may assist in the learning process. Phone conferences may also be used for this specific purpose and need.  All unsatisfactory comments concerning the school wide program made by parents who are not satisfied for any reason, are reported to WES administration. Administration will then attempt to address the concerns of the parents as well as relay this information to the Local Education Agency (LEA). |
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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)].

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| **Response:**  Westside Elementary will provide full opportunities for participation in parental involvement activities using the following methods: 1. Principal's Monthly Newsletter; 2. Notes or neon stickers in planners or folders; 3. Backpack notes; 4. Website; 5. School marquee; 6. Blackboard Connect System; 7. Fliers sent home with students; 8. Spanish translations of information sent home; 9. Phone calls by our ESOL paraprofessional or ESOL teacher to parents who are Spanish speaking in order to be sure communication is made so that these parents feel as welcome as all parents; 8. WES will provide any ADA accommodations needed for parents attending parental involvement activities. |

**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 | Training parents to enhance the involvement of other parents [Section 1118(e)(9)]; | District Family Engagement Team | Coordinator of Family Engagement for Title I and Title I school staff | Provide parent leadership training by promoting parent involvement at the school level, as well as provide information to parents on how to help their children at home with academics. | Three times a year |
| 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)]; | School events, meetings, conferences and trainings will be scheduled at a variety of times and days to enable greater opportunities for participation by families. Teachers and Title I Staff members may plan a time to do a home visit at a family request. Parents will be able to network with other parents through the family center. | Title I Staff | Opportunity to meet with parents at a time that is friendly to all involved and will provide support of students' needs. Research concerning Parent Involvement correlates to student achievement. | On-going 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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| [Upload Document](file:///C:\Users\mendoza_i\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\0HSBA9Q3\fileUploads\270202_2013-2014_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:\Users\mendoza_i\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\0HSBA9Q3\fileUploads\270202_2013-2014_uploadCompact.docx) |

**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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| [Upload Document](file:///C:\Users\mendoza_i\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\0HSBA9Q3\fileUploads\270202_2013-2014_uploadCompactEvidence.pdf) |

## Evaluation of the 2014-2015 Parental Involvement Plan

**Building Capacity Summary**  
  
Provide a summary of activities provided during the 2014-2015 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 | Knowledge of School- Open House | 1 | 472 | Increase parent involvement |
| 2 | Kindergarten Transition- Kindergarten BooHoo Breakfast | 1 | 12 | Increase student achievement by providing parents with Language Arts and Math activities to do with their child |
| 3 | Title I Information- Annual Title I Meeting | 1 | 344 | Increase student achievement, knowledge of Title I, and resources available |
| 4 | Title I Information- Title I Committee | 7 | 15 | Increase student achievement and knowledge of Title I |
| 5 | Reading- Reading Through the Jungle Family Night, Creative Kinder-Cubs Night-LA family activity | 2 | 73 | Increase students’ reading skills |
| 6 | Math- Family Math Night @Winn-Dixie and Kindergarten 100th Day of School Activities | 2 | 82 | Increase students’ math skills |
| 7 | Student Achievement- Trekking with the Tigers, Tiger Beat and Earth Day Extravaganza Family Nights | 3 | 336 | Increase students’ reading, writing, math and science skills |
| 8 | Florida Standards- FSA Parent Night | 1 | 25 | Increase parents’ understanding of FL Standards and Assessments |
| 9 | Parent Involvement Plan Review and evaluation Meeting | 1 | 3 | Increase parent involvement |
| 10 | Family Center Attendance |  |  | Increase parent involvement and student achievement |
| 11 | Title I Committee Meeting | 7 | 15 | Increase student achievement and knowledge about Title I |
| 12 | Social-Muffins with Mom, Donuts with Dad, and Dove Girls Night Out | 3 | 173 | Increase parental involvement |
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**Staff Training Summary**  
  
Provide a summary of the professional development activities provided by the school during the 2013-2014 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 | PLC- Increase parental involvement | 1 | 31 | Increase student achievement and parental involvement |

**Barriers**  
  
Describe the barriers that hindered participation by parents during the 2014-2015 school year in parental involvement activities. Include the steps the school will take during the 2015-2016 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 | Financial needs for the economically disadvantaged | Family nights, workshops, conferences will be offered at times surrounding drop-off and pick-up times in considerations of travel expenses. Child care will be offered when possible. Events will be combined whenever possible. |
| 2 | Lack of parent interest in attending school events, workshops and meetings. | Increase communication of events, workshops, and meeting to include posting on social media sites. Offer childcare to enable parents to attend workshops. |

**Best Practices (Optional)**  
  
Describe the parental involvement activity/strategy the school implemented during the 2013-2014 school 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** |
| 1 |  |  |