

**Westwood Heights Elementary  
Parent Involvement Plan  
2015-2016**

**Mission Statement**

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.

**Involvement of Parents**

*Westwood Heights Elementary 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)].*

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.

**Coordination and Integration**

*Westwood Heights Elementary 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	The school will work with the VPK office to coordinate transition program for students entering Kindergarten. We will have two full-day VPK classrooms.
2	Head Start	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 (IDEA)	Supplemental instruction support provided by the school will be discussed with parents during the development of the student's IEP
4	Academic Camps	The school will assist students in meeting state and local standards in

### Annual Parent Meeting

*Westwood Heights Elementary will take the following actions 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, documentation to be maintained, and steps to ensure that all parents invited and encouraged to attend [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 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
4	Annual Public Title I Meeting Flyer	Administrators Title I Liaison Community Liaison Teachers Clerical Staff	First week of September	Flyer, Newsletter, School Website

### Flexible Parent Meetings

*Westwood Heights Elementary will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, childcare, or home visits, as such services related to parental involvement [Section 1118(c)(2)].*

Westwood Heights will schedule meetings to be held in the mornings and evenings to accommodate the parents of students in grades Headstart, VPK, and 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

*Westwood Heights Elementary 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)].*

Count	Content/ Type of Activity	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
1	Parent University	Curriculum Coaches Lead Teachers	<b>Parent Meetings Classes</b> Parent will be provided grade handouts outlining and identifying the strategies they can use at home and coursework	October	Flyer Agenda Parent feedback Parent Attendance End Product Sign-In Sheets
2	Florida Core Standards	Teachers ESE Specialist Guidance Counselor	<b>Parent/Teacher Conferences</b> Teachers will conduct individual conferences to discuss common core standards, FCAT assessment and mini assessment	November	Parent feedback Parent Attendance Conference Form
3	Reading, Math, Writing Science	Administration Curriculum Coaches Lead Teachers	<b>Parent Meeting –</b> Parents will be provided with grade specific instructional strategies and make and take resources to use at home	December- February	Flyer Agenda Parent Attendance Parent feedback
4	Technology	Technology Team TLC Administration	<b>Parent Meeting</b> Parents will be provided with grade specific technological strategies and resources that they can use at home.	April	Flyer Agenda Parent Attendance Parent feedback

### Staff Training

*Westwood Heights Elementary will offer the following training to staff (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/Type of Activity	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
1	Learning Communities	Administration Title I 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	August	Flyer Agenda

			work effectively with students.		Sign-in Sheets Feedback Forms
3	Monthly On-line Newsletter	Administration Title I Liaison Team Leaders Leadership Team	Improve communication and build positive relationships to increase parental involvement	Monthly	Agenda Flyer Sign-in Sheet Evaluation Forms

### Other Activities

*Westwood Heights Elementary will offer other activities, such as parent resource centers, the school will conduct these activities to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].*

We will request the Title I Mobile Unit annually. The school's website will be updated with classroom information, curriculum, annual assessments and special school activities.

### Communication

*Westwood Heights Elementary will provide parents of participating children the following [Section 1118(c)(4)]: 1118(c)(4)(A);*

- *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 also submit the parents' comments on the plan that will be available to the local education agency [Section 1118(c)(5)].*

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

### Accessibility

*Insert School Name 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)]*

Westwood Heights Elementary will schedule meetings to be held in the evenings to accommodate the parents of students in VPK, Headstart and grades K-5. Morning and evening meetings will be held for the VPK and three Headstart classes. At Open House parents will be provided information 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 and other classes for parents based on their surveys. During these sessions, test scores and academic strategies will be provided to assist parents at home with their children

### **School-Parent Compact**


As a component of the school-level parent involvement plan, each school shall jointly develop, with parents for all children served under this part, a school-parent compact, that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement [Section 1118(d)].

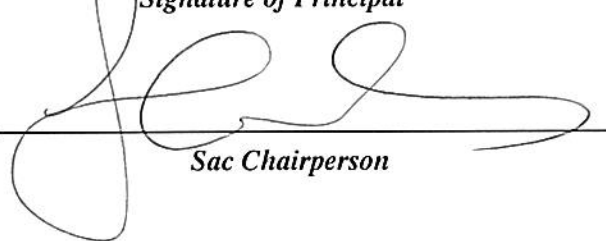
Provide the LEA electronically the School-Parent Compact and evidence of parent input in the development of the compact.

### **Adoption**

This School Parent Involvement Plan has been developed jointly with, and in agreement with, parents of children participating in Title I, Part A programs, as evidenced by the School Advisory Council's meeting minutes.

This plan was adopted by the school on April 21, 2015 and will be in effect during the 2015-2016 school year. The school will make this plan available to all parents of participating Title I, Part A children on or before September 30, 2015.

  
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*Signature of Principal*

  
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*Sac Chairperson*

5/1/15  
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*Date*

5-1-15  
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