## WICKLOW ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Martina Herndon , 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:** The Wicklow family consists of scholars, staff, parents, and the community working together to develop positive character traits, strong academic skills, and a feeling of success. This is accomplished by empowering scholars to feel motivated, self-confident, and successful across all settings: academic, community, home, and within him/herself. We strive to ensure that each child has a chance to excel in partnerships with parents to help children be successful. |

**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:** Wicklow Elementary actively recruits parents to assist in our school. We enlist parents from SAC, PTA, Dividends, and outside focus groups to serve as our core group and team members. Flyers asking parents to serve on our Parent Advisory Team are distributed at Open House and through the Dividend distribution list on the VIPs system.School SAC committee will take part in reviewing and planning the Title I parent involvement plan. SAC is represented by teachers from various grade levels, parents, business partners, and community members that volunteer to serve. |

**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 | Title I Workshop for Parents | Principal holds an Annual Title I meeting for all parents at varying times. Flyers and pamphlets (English and Spanish) outlining Title I services, AYP, school choice, and parental rights are distributed via classrooms, handouts, and electronic emails. Evaluations are utilized to ensure parents' understanding. |
| 2 | Kindergarten Registration and Orientation | The Kindergarten teachers will provide incoming students' parents with a folder of expectations and materials to prepare for their child's entrance into Kindergarten. |
| 3 | Title III - ELL Program | Verbal and written information, as well as workshops, are offered in English, Spanish, and/or ASL, to all qualifying students and parents. Information describing tutorials, books, English lessons for parents, etc. is given to parents by the ESOL teacher. |
| 4 | Community Daycares and VPK | Preschool scholarsare invited to tour the school in the Spring. Kindergarten Workshops for daycare staff are held to review Kindergarten expectations. |
| 5 | Title I Curriculum Night | Title I Curriculum Night will be held in September in order to inform the parents of the various curriculum components that are utilized for daily instruction. |
| 6 | Title I Science Night | Orlando Science Center will provide In-House field trip focusing on STEM activities October 2015 |
| 7 | Title I, Title III Part C | Multicultural Night November 2015- Familes are invitied to come to school and receive information on the curriculum, testing, school climate and ways to support learning at home |
| 8 | Title I - Student Conference | Student-Led Conference- AVID Showcase Night December 2015 Scholars will showcase their learning and parents will receive information on AVID and the knowledge that EVERY scholar can go to college  |
| 9 | Title I - Parent to Kids | Pajama Reading Night will be held in January 2016. Classroom teachers and various resource teachers were available to give additional assistance in order to learn strategies to assist their child(ren) at home. |

**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 | Annual Title I Meeting | Principal/School Administartion Manager/Teachers | Throughout the week before the meeting  | Powerpoint, Sign in Sheets |
| 2 | Develop Sign in Sheets | School Administartion Manager | Day of event  | Number of Attendees, Sign-in Sheets for Meetings, Classrooms |
| 3 | Wicklow Paw Prints (School Newsletter)  | Principal/School Administration Manager/ Grade Level Teachers/ Department Heads | Month Before event  | Parental Feedback via email  |
| 4 | Skyward message/email  | FTE/School Administration Manager | 3 weeks before event and day before  | Parental Feedback via email  |
| 5 | Orientation Date on school marquee | Custodial Staff | 2 weeks prior to event  | Number of attendees  |
| 6 | Transportation Needs Request | School Administration Manager | 2 Weeks Prior to event | Returned Forms and Transportation Sign in sheet |
| 7 | Synervoice | School Administration Manager/FTE | Day before event | Number of Attendees, Sign-in Sheets for Meetings |

**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:** Wicklow Elementary attempts to schedule meetings and workshops at flexible times that are conducive to parental attendance. Wicklow will offer parent workshops in the evening and provide child care and transportation for parents (if needed) using Title I funds. Wicklow staff will hold an annual Title I and Community Night on campus and provide transportation for families in need. Babysitting services are also offered so parents can participate and attend parent-teacher conferences, workshops, and trainings. Curriculum Night and Meet the Teacher will have two scheduled dates, one during pre-plan week and the other at night in September. Our book fair is held three times yearly, with parents invited to shop with their children either during school hours or by attending our Book Fair Night. We will host at least 1 parent involvement night each month. Historically at Wicklow Elementary evening events draw the highest numbers of attendance. We find that our numbers thrive when students have performances and babysitting and refreshments are offered. Records will be kept by the School Administration Manager and will be available in the front office. Schedule changes and additions will be modified as needed and as new programs and information become available.  |

**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 | Community Curriculum Night  | Classroom Teachers, Administration | Parents will be provided with grade specific overview outlining and identifying the standards and strategies they can use to help their child at home | September 17, 2015 | Sign in Sheets, Evaluation Forms |
| 2 | Title I Night | Classroom Teachers, Administration | Parents will be provided with information in regards to what it means to be a Title I School | September 17, 2015 | Sign in Sheets, Evaluation Forms |
| 3 | Book Fair Night | Media Specialist, Teachers, Resource Teachers, Administration | "Read and Treat" will allow parents to pick out and purchase books from our fall book fair that they can read with their child at home. | October 22, 2015 | Sign in Sheets, Evaluation Forms |
| 4 | Orlando Science Center: Spooky Science Night | Assistant Principal, Resource Teachers, Administration | Parents and families will experience hands-on science based on standards | October 22, 2015 | Sign in Sheets, Evaluation Forms |
| 5 | Multicultural ELL Night | All Classroom Teachers, Resource Teachers, Administration | Expose parents to the new curriculum and the importance of the CELLA and FSA. Talk about the new trends in the ELL Dept | November 5, 2015 | Sign in Sheets, Evaluation Forms |
| 6 | Student Led Conference Night | ELL Teachers | Both one on one and student led conferences will help the teacher, the parent, and the student to share and discuss student progress in the classroom | December 10, 2015 | Sign in Sheets, Evaluation Forms |
| 7 | Pajama Read In Night  | ELA Coaches  | Coaches and teachers will provide information on effective Read Aloud strategies that can be used at home | January 14, 2016 | Sign in Sheets, Evaluation Forms |
| 8 | Wicklow Animal Wildlife and Scanvenger Hunt Night | School Administration Manager, Administration, Resource, Teachers | Families will be provided hands-on interaction with Florida Wildlife based on state standards | February 18, 2016 | Sign in Sheets, Evaluation Forms |
| 9 | Family Fun Messy Art and Lego/Minecraft Book Fair Night | Media Specialist, Teachers, Resource Teachers, Administration | Families will participate in a fun family hands-on experience based on art standards | May 12, 2016 | Sign in Sheets, Evaluation Forms |

**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 | Building ties between parents and schools | Administration, Title I Family Liaison | Parents will receive ongoing information | 2014-5-2016 School Year | Newsletters, website, and hard copies of upcoming events |
| 2 | Importance of communication between parents and teachers | Administration and Title I Family Liaison | Provide teachers with tips to be better equipped to communicate with parents | First Semester | Agenda, professional development sign in sheets, and compacts |
| 3 | Cultural Sensitivity District Workshops | Title I Family Liaison  | Provide teachers with tips to be better equipped to communicate with parents | As Offered | Materials from Workshops |
| 4 | Volunteer Opportunities - Meetings and Breakfasts | Administration and District Coordinator | Provide teachers with ways to utilize volunteers to improve academic achievement | Throughout the 2015-2016 school year | Computer Sign In, 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:** Wicklow has a parent resource center that provides various information to parents. All information is updated every year and comes from The Parent Institute, Ed.Gov, and a non-profit organization called RIF (Reading is Fundamental).Wicklow Elementary will host night events in which the staff will target a group of parents that may not normally attend school functions. Extensive planning, refreshments, door prizes, translators, and transportation will be provided to parents to boost the attendance of this event. The purpose of these night events is to conduct parent conferences and help give parents an understanding of how Title I could help their children. |

**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:** Parents are provided information about Title I in the beginning of the school year via a narrated power point presentation (English and Spanish) . The school will also provide further information in regards to Title I, Academic Standards, Testing, Instruction, Communication, Technology, and Curriculum throughout the year through night meetings. Updated information is also shared during individual parent conferences and through our monthly newsletters. |

**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:** Meetings and workshops at Wicklow Elementary are conducted in English. Flyers and other mailings are available in Spanish whenever possible, with interpretation always available by phone or in person. Spanish translators for meetings, parent conferences, and workshops are available upon request. If another language is required, Seminole County Public Schools has a list of translators available that can be called upon. Wicklow is a disability-friendly school, having no stairs or other physical barriers to discourage parent attendance at functions or meetings.Information concerning school events will be posted on the school's website, on the marquee in front of the school, and through notes or flyers sent home with students. A monthly newsletter (The Paw Print) is sent home with all students and is available in Spanish. The ESOL teachers and front office staff (bilingual) are always available for interpretation. |

**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 | Parent to Kids Night are based on literacy and working with their children at home. | Administration, Resource Teachers, Grade Level Specific Teachers | Increasing homework involvement and parents reading with students | Aug-May |
| 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)]; | Wicklow continues to be flexible in scheduling meetings using all hours of days to meet the needs of the parents. Both daytime and night time meetings are available to maxamize participation and attendance | Administration, Facilitators of Parent Meetings | Teacher/Parent collaboration to support students and give the parents support and knowledge | September-May |

**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%5Cguiliacm%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.IE5%5CRQR886BK%5CfileUploads%5C590811_2015-2016_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%5Cguiliacm%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.IE5%5CRQR886BK%5CfileUploads%5C590811_2015-2016_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%5Cguiliacm%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.IE5%5CRQR886BK%5CfileUploads%5C590811_2015-2016_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 | 08/06/14- K Open House | 1 | 80 | Parental Involvement Increases Student Achievement |
| 2 | 08/07/14 Open House 1-5 | 1 | 350 | Parental Involvement Increases Student Achievement |
| 3 | 9/18/14- Curriculum and Title I Night | 1 | 200 | Parental Involvement Increases Student Achievement |
| 4 | 10/23/14- Spooky Science Rread and Treat Book Fair Night | 1 | 300 | Parental Involvement Increases Student Achievement |
| 5 | 10/20/14-10/24/14 Lunch with a Loved one | 5 | 200 | Parental Involvement Increases Student Achievement |
| 6 | 11/5/14- Multicultural Night | 1 | 200 | Parental Involvement Increases Student Achievement |
| 7 | 12/3/14- Student Led Conference Night | 1 | 250 | Parental Involvement Increases Student Achievement |
| 8 | 1/15/14- Pajama Reading Night | 1 | 200 | Parental Involvement Increases Student Achievement |
| 9 | 2/10/15- FSA/ AVID Night | 1 | 100 | Parental Involvement Increases Student Achievement |
| 10 | 3/2/1-3/6/15 Lunch with a Loved One Book Fair | 5 | 200 | Parental Involvement Increases Student Achievement |
| 11 | 2/21/15- Spring Carnival | 1 | 100 | Parental Involvement Increases Student Achievement |
| 12 | 3/21/15-3/22/15 K Tours | 2 | 15 | Parental Involvement Increases Student Achievement |
| 13 | 3/12/15- Specials Showcase | 1 | 100 | Parental Involvement Increases 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 | Reading/Writing Conferences | 2 | 85 | Increase student proficiency levels |
| 2 | Behavior, Truancy and Bullying | 1 | 100 | Increase student proficiency levels with students feeling safe and welcome on campus |
| 3 | Positive Behavior Support | 3 | 100 | Increase student proficiency levels, increase safety, decrease problem behavior, and establish positive school cultures |
| 4 | Cultural Relevance  | 2 | 100 | Increase student proficiency levels by building a bridge from students' experience at home to their experience in the classroom, bringing elements into their daily learning at school which validate their culture and make lessons 'hit home' because of those connections |
| 5 | Student Led Conferences | 1 | 100 | Increase student accountability and autonomy concerning academics and their habits of work and learning |

**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 | Transportation | Wicklow always tries to provide transportation to parents without vehicles |
| 2 | Child Care | Have Dividends and/or Paras volunteer to watch younger kids so the parents have an opportunity to bring their kids and still participate |
| 3 | Not Informed | Teachers will make phone calls, send emails, send various fliers, and post dates on the marquee |
| 4 | Times | Offer conferences, information, meetings, etc. at various times throughout the year |
| 5 | Family Schedule | Offer flexible meeting 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** |