

## LEWIS ANNA WOODBURY ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Sue Bizerra, 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)].

*Sue Bizerra*

Signature of Principal or Designee

*9-30-15*

Date Signed

### Mission Statement

Parental Involvement Mission Statement (Optional)

**Response:** District and School-based Title I Parent Involvement Programs in Polk County will strive to BUILD RELATIONSHIPS to create real family engagement for every child, every family, every teacher, every day.

### Involvement of Parents

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

**Response:** Parents attended Parent Involvement Team meetings in March, June, and September 2015 to discuss, review, and revise our Parent Involvement Plan and Compact. At these meetings and through parent surveys, parents provided valuable feedback, including suggestions which have been incorporated into the Policy/Plan. The Compact and Plan were also reviewed by the School Advisory Council (SAC) in May and September 2015. Our SAC members are elected by the stake holder group he/she represents. Parents and community based members make up 55% of our SAC. Upon review of the SIP draft, parent suggestions are documented in the SAC minutes. The Literacy Leadership Team will develop parent workshops to assist parents in helping their students with reading, writing, math, and science. A portion of Parent Involvement funds will be used for support materials for these activities, and the SAC will monitor parent participation in these activities.

## Coordination and Integration

Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1118(e)(4)].

count	Program	Coordination
1	IDEA (Individuals with Disabilities Education Act)	Our Guidance Counselor is the facilitator for this program and works with a team to assist parents in working with their children at home.
2	English Language Learners (ELL)	The ELL staff will coordinate two annual parent Leadership council meetings to inform ELL parents about programs offered through the district as well as events and services in the community. The ELL teacher will serve on the school's parent involvement committee.
3	Homeless Education	Our Guidance Counselor works with homeless students and parents to ensure uninterrupted services.
4	Migrant Education	The migrant staff will coordinate an annual meeting to inform parents about the program and services offered throughout the district as well as services in the community.
5	Headstart	The Headstart teachers and district staff coordinate monthly parent meetings.

## Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Maintain documentation	Title I Facilitator	September 2015	Documents are kept in Title I eTASK in Moodle for monitoring purposes.
2	Develop sign in sheets	Parent Involvement Facilitator	September 2015	Copies of sign in sheets

3	Develop parent invitation and reminders	Parent Involvement Facilitator	September 2015	Copy of flyers, reminder labels in agenda/planners, posted on school marquee.
4	Title I information video presentation	Principal, Title I Facilitator, Network Manager	September 2015	Sign in sheets, evaluations

## Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

**Response:** The leadership team, Title I Facilitator, SAC and PTO board collaborate to provide both daytime and evening alternatives for parent meetings. Translation services are provided for all parent meetings. In addition, parents are invited to visit the Media Center during the school day to check out materials, and three parent nights are held for parents and students to work together in the computer lab or with other literacy, science, and math activities. Our social worker, guidance counselor, and school psychologist are available throughout the day to conduct home visits and work with parents.

## Building Capacity

Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child's academic achievement [Section 1118(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Family Reading Night-An evening of information for parents focusing on reading skills and ways to help at home.	Teachers, Administration, Parent Involvement Facilitator	Increase the level of involvement of parents working with their children on reading skills.	October 5, 2015	Sign-in Sheets and Parent Evaluations
2	Polar Express/Family Reading Night - An evening of reading activities for families.	Media Specialist, Administration, Parent Involvement Facilitator, Teachers	Increase the level of involvement of parents in the Accelerated Reader Program and computer programs used at school.	December 8, 2014	Sign-in Sheets and Parent Evaluations
3	Family Math Night-An evening of information for parents focusing on math skills and ways to help at home.	Teachers, Administration, Parent Involvement Facilitator	Increase the level of involvement of parents working with their children on math skills.	November 2, 2015	Sign-in Sheets and Parent Evaluations
4	Dr. Seuss/Family Reading Night-An evening of reading activities for families.	Media Specialist, Administration, Parent Involvement Facilitator, Teachers	Increase the level of involvement of parents in the Accelerated Reader Program and computer programs used at school.	February 29, 2015	Sign-in Sheets and Parent Evaluations

5	Family Science Night- An evening of information for parents focusing on science skills and ways to help at home.	Science teachers, Administration, Parent Involvement Facilitator	Increase the level of involvement of parents working with their children on science skills.	February 1, 2016	Sign-in Sheets and Parent Evaluations
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## Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	The Leader in Me, 7 Habits for Happy Kids - Book Study	Bizerra	Better teacher/parent/student communication of learning.	September - December 2015	Sign-in sheets and book discussions/idea sharing
2	Parent/Teacher Conferences	Parent Involvement Facilitator	Communication with parents to build ties between parents and schools.	September 2015	Sign-in sheets, agenda, parent surveys.

## Other Activities

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

**Response:** We are starting an All Pro Dads program with breakfast sessions for dads and their children. The program will have a different focus each month to promote more involvement by dads. We are also promoting the new area PIRCs and encouraging our families to visit these centers for services. We are also giving them the information about the Parent University at our parent meetings.

## Communication

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

- Timely information about the Title I programs [Section 1118(c)(4)(A)];
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)];
- If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children [Section 1118(c)(4)(C)]; and
- If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents' comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

**Response:** The School Parent Compact, the Parent Involvement Policy/Plan and Title 1 Program are explained in this Plan, at the Annual Parent Meeting, and at parent/teacher conferences.

District-wide Assessments, Progress Monitoring Assessments, Academic Testing Information for Common Core State Standards is presented to parents at the Annual Parent Meeting, Fall/Winter 2014-15 Parent Nights, and parent/teacher conferences. Explanation of Pinnacle and procedures for checking child's progress online is explained at Orientation and Annual Parent Meeting.

Monthly grade level newsletters are sent to parents along with bi-weekly grade reports and a quarterly school-wide newsletter. Letters, flyers, labels in agendas, and School Messenger messages in both English and Spanish are sent out to our parents to encourage them to attend informational meetings and activities. Parents will be informed about all assessments that students take at parent/teacher conferences. Bilingual speakers will be available to assist parents who speak little or no English. Our school website and marquee will continuously display information about important dates, information, and announcements.

Parents serve on the School Advisory Council and Parent Leadership Team to give input on the development of the Compact, Parent Involvement Policy/Plan, the expenditure of funds, and other pertinent decisions.

## Accessibility

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

**Response:** All documents are translated into Spanish, and School Messenger messages are translated into Spanish. Interpreters are provided for those who cannot speak English. The school is wheelchair accessible. Our ELL teacher holds semi-annual meetings with a Parent Leadership Council, which consists of a majority of Spanish-speaking parents.

## 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:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	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)];	Strategies to assist parents in helping their children at home.	Principal and Title I Facilitator	Increase in student achievement.	October 2015-May, 2016

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## **Upload Evidence of Input from Parents**

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

[Uploaded Document](#)

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## **Upload Parent-School Compact**

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

Upload an electronic version of the Parent-School Compact.

[Uploaded Document](#)

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## **Upload Evidence of Parent Involvement in Development of Parent-School Compact**

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

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

[Uploaded Document](#)

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## **Evaluation of the 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.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Reading Carnival	1	64	increase the level of involvement of parents with reading and reading skills.
2	Stars & Science Night - parent and child participate in hands-on science activities.	1	11	Provide information to parents to help promote science skills at home.
3	Dr. Seuss Media & Math Night	1	30	Literacy and math activities to help parents work with students at home.
4	Polar Express Media Night - parent and child participate in reading activities	1	78	Literacy promoted in the home.
5	All Pro Dads	4	45	Provide information for dads to increase involvement with their child.

### **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)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Parent Conferencing - Tips for Effective Parent Conferences	1	48	Better communication between parents and teachers improves student achievement.

### **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)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Times activities are offered for parent involvement.	Vary the times that activities are offered.