

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:** All parents were given surveys requesting input on the parental involvement plan at all parent meetings and building capacity activities throughout the year. Parents on the School Advisory Council, those who attended iMom morning meetings, parents who attended the fifth grade transition meeting, and parent volunteers were also invited to attend parental planning meetings held in March and May. Parents decided the parental involvement funds should be spent on student agendas, information to send home, reminders of parent involvement events, postage, and a parent involvement paraprofessional salary. The completed plan was reviewed and approved by the School Advisory Council at its November meeting and a copy of the 2014-2015 plan was placed on the school website and made available in the school office. The plan is available in English, Spanish, and Haitian-Creole.

## 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 Act | Parents are informed of parent/student rights under Individuals with Disabilities Act when they are notified of and during Individual Education Plans.  |
| 2     | Migrant Program and Hearth (homeless)  | School Guidance Department works with parents to coordinate assistance from these two programs. We also have a migrant advocate assigned to our school by the district who makes home and community visits. |
| 3     | Reading First                          | Information from Reading First is included in our school newsletter each issuance.  |
| 4     | ESL                                    | Children needing this assistance are given a separate language class taught by a certified instructor and Spanish and Haitian Creole speaking paraprofessionals.  |
| 5     | ESE                                    | Students are offered either inclusion, mainstream, or self-contained classes based on needs established through their Individual Education Plans.   |

## 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     | A Video presentation explained Title I requirements, parent rights, and involvement opportunities | Assistant Principal of Curriculum and parent involvement paraprofessional | September 17th at 5:00 pm, October 14th at 9:30 am and October 16th at 5:30 pm | Parent evaluations        |
| 2     | Principal presented school grade information  | Principal   | September 17th   | Parent evaluations        |

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     | Effective Communication for Office Staff | District staff                                | Making parents feel more welcome at the school to increase their participation   | As available through district | Surveys and conversations with parents |
| 2     | Volunteer requirements and information   | Parent Involvement Para/Volunteer Coordinator | Parents demonstrate the importance of education to their children by volunteering. Teachers should properly utilize volunteers to increase student achievement | October , 2015                | Volunteer logs                         |

### 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:** Westwood Middle School has a parent resource room with materials that parents may check out to help them participate in the education of their children. Our parent outreach facilitator works directly with students and parents, making home visits to keep them informed of grades, attendance and behavior and to encourage participation. The school website and agendas from parent nights include information about the county parent resource centers and parent university.

### 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:** Information about the School Parent Compact, School Parent Involvement Plan and Annual Meeting are explained above in the section pertaining to the Annual Meeting. These items are also explained in the school newsletter and available for perusal in the Parent Involvement Notebook located in the front office.

At our Open House/Annual meeting, parents are shown where to find the county's learning schedules on the district website. Parents visit classrooms where teachers explain the Common Core State Standards and grade level expectations.

Benchmark assessment is done three times per year to monitor student progression and



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.

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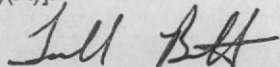


## WESTWOOD MIDDLE SCHOOL Title I, Part A Parental Involvement Plan

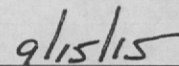
I, Todd Bennett, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; 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)].



Signature of Principal or Designee



Date Signed

### Mission Statement

Parental Involvement Mission Statement (Optional)

**Response:** Our Mission is to provide the highest quality education

in a secure, positive, and rigorous learning environment for all students.

### Involvement of Parents

|   |                                |                                   |                |   |
|---|--------------------------------|-----------------------------------|----------------|---|
| 3 | Compact and PIP were explained | Assistant Principal of Curriculum | September 17th | Parent evaluations and Title I parent surveys |
|---|--------------------------------|-----------------------------------|----------------|---|

### 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:** Meetings in addition to the Annual Meeting are provided at various times and days. Parents are invited to attend planning meetings and School Advisory Council meetings throughout the school day. iMom meetings are held before school. Portfolio meetings and parent workshops are offered in the evenings. Parents are notified of meetings through postcards, flyers, connect-ed calls, and quarterly newsletters.

### 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     | iMom breakfast - skills to build better relationships | Parent Involvement Paraprofessional | Provide information to parents on the content of standards and how to help their students at home                              | Quarterly - October, December, February and May | Exit Surveys, sign in sheets |
| 2     | Parent Newsletter - Information                       | Title I Program Facilitator         | Provide information to parents about upcoming events and helpful educational tips  | Quarterly                                       | Parent surveys               |
| 3     | School Website  | TV Production teacher               | Provide information to parents about events, give helpful educational tips, and display pertinent parent involvement documents | Ongoing   | Parent surveys               |
| 4     | 5th Grade Parent Night                                | Assistant Principal                 | Provide information to parents of incoming students about expectations and content requirements (transition)                   | May 2016  | Exit Surveys, sign in sheets |
| 5     | Breakfast with the Principal                          | Assistant Principal                 | Provide information to parents about new state standards and testing requirements  | December 9, 2015                                | Parent evaluations           |
| 6     | Donuts with Dads                                      | Assistant Principal                 | Provide information to parents about new state standards and testing requirements  | September 30, 2015                              | Parent Evaluations           |

### Staff Training



letters are sent home informing parents of student progress. State testing is conducted in the spring of the year. Parents have access to student grades, attendance, and discipline data through Parent Portal. Parents are provided with grade reports every two and a half weeks through interim reports and report cards.

School Advisory Council meets quarterly to discuss initiatives to enhance student performance. Parent workshops are held throughout the year where exit surveys are compiled and needed actions are taken based on responses. Parents are also asked to serve on the parent leadership team that meets as needed throughout the year.

Parents are informed of and invited to meetings through flyers, postcards, connect-ed emails, a quarterly newsletter, and the school website.

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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)].

**Response:** Westwood Middle School provides translators in Spanish and Haitian Creole when possible. The school facility complies with Americans with Disabilities Act standards. A quarterly newsletter is mailed home informing parents of pertinent information. Important documents and information are placed on the school website and sent home with students. They are translated into either Spanish or Haitian Creole.

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## 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     | Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and | Scholastic Book Fair                   | Media Specialist   | Literature in student homes will positively impact student reading achievement | December 2015 |

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## Upload Evidence of Input from Parents

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

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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)].



## 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 |
|-------|------------------------------|----------------------|------------------------|---|
|-------|------------------------------|----------------------|------------------------|---|

### 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 |
|-------|------------------------------|----------------------|------------------------|---|
|-------|------------------------------|----------------------|------------------------|---|

### 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     | Cost of transportation                    | Send important information home with students whenever feasible  |
| 2     | Translation                               | The school will provide translation services at parent events and send home written information in the home language |
| 3     | Flexible meeting times                    | The school will hold meetings in the evenings after work hours as requested by parents                               |

### Best Practices (Optional)

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

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