

## **WESTWARD ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan**

I, Bobbie Brooks , 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 schools 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**

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**Date Signed**

## **Mission Statement**

Parental Involvement Mission Statement (Optional)

## Response:

### 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:** At Westward Elementary we involve parents through welcoming open lines of communication. We send home newsletters, fliers, present information on the school's marquee as well as the school's edline page. Information is also disseminated via annual parent meeting, SAC and PTO meetings, as well as verbal invitations and call-outs. During our annual parent meeting we discussed the function of Title I, School/Parent Compact, Title I policy plan, Title I funding, and how Title I impacts student achievement. These items were presented via power point and brochures written in English, Spanish, and Creole to accommodate parents who speak other languages. We also had our CLFs present to translate.

### 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	Kids Saving Program	We partner with Valley National Bank and along with them we teach students as well parents the importance of goal setting and saving. The program begins with lessons on savings taught by the bank once a week and to collect the students deposits and answer any questions/concerns with the student or parents.
2	Student Reading Logs	Students can check out books from the media center or classroom library that they read at home with a parent and return a signed sheet from the parent.
3	Curriculum Nights	Parents are invited out to several breakout sessions to learn strategies in core content areas

### 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 schools 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
	Put notice of the meeting in the school	Title I Contact and	September 15-	Parent

1	newsletter	Magnet Coordinator	25 2015	Attendance
2	Send home fliers inviting parents to the Annual Meeting	Title I Contact	September 21, 2015	Parent Attendance
3	Marquee	Title I Contact and ITSA	September 15-25, 2015	Parent Attendance
4	Power Point Presentation	Principal, Title I Contact, CLFs	September 25, 2015	Parent Attendance
5	Westward Parent-School-Parent Compact -- Reviewed, Discussed, Revised	Principal, Title I Contact, CLFs, Parents	September 25, 2015	Parent Attendance
6	Westward Family Involvement Policy/Plan -- Reviewed, Discussed, Revised	Principal, Title I Contact, CLF, Parents	October 13, 2015	Parent Attendance

## 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 are scheduled at various times of day throughout the school year. These times include morning, afternoon and evening sessions. To accommodate parents, teachers schedule parent conferences during the mornings, afternoons, evenings and/or planning periods.

## 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	Westward Elementary Curriculum Night	Literacy and Math Coach	Providing parents with information and tools to support and improve students' academic achievement (literacy and math ability)	October 27, 2015	Sign-in sheets and evaluations
2	Westward Elementary Parent & Volunteer Training	Parent/Volunteer Coordinator	Increase parent involvement participation, thereby improving their knowledge and capacity to increase their students' academics (literacy and math)	November 20, 2015	Sign-in sheets and evaluations
3	SAC meetings	SAC Committee	Increase parent involvement participation, thereby improving their knowledge and capacity to increase their students' academics (literacy and math)	Sept 25, 2015 - May 19, 2016	Sign-in sheets and evaluations
4	PTO meetings	PTO Committee	Increase parent involvement participation, thereby improving their knowledge and capacity to increase their students' academics (reading and math)	Sept 25, 2014 - May 19, 2016	Sign-in sheets and evaluations

5	Parent Night (Report Card, Edline, iReady and TenMarks Overview)	Principal, Literacy Coach, Math Coach and Magnet Coordinator	Provide parents with information and tools to support and improve students' academic and achievement in all subject areas	November 20, 2015	Sign-in sheets and evaluation
6	Literacy (FSA) Parent Night	Literacy Coach	Increase parent involvement participation, thereby improving their knowledge and capacity to increase their students' academics (literacy)	March 10, 2016	Sign-in Sheet and evaluation
7	Math (FSA) Parent Night	Math Coach	Increase parent involvement participation, thereby improving their knowledge and capacity to increase their students' academics (math)	March 10, 2016	Sign-in sheets and evaluations
8	Science Parent Training	Science Coach	Increase parent involvement participation, thereby improving their knowledge and capacity to increase their students' academics (science)	January 14, 2016	Sign-in sheets and evaluation
9	5th Grade IB Exhibition Project	Magnet Coordinator, 5th Grade Teachers, Volunteers	Provide parents with a cumulative project, which highlights the IB Elements that the students have learned over the years as students in an IB school.	May 26, 2016	Sign-in Sheets and evaluations
10	Academic Parent-Teacher Teams (APTT)				

## 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	Parent Volunteer Training	Principal, Volunteer Coordinator	Improve student achievement, attendance and behavior	November 19, 2015	Sign-in sheets, evaluations, increased number of parent volunteers
2	Family Involvement Power Point Presentation to staff	Principal	Providing teachers with academic data that will drive instruction. Providing teachers with enrichment and remediation strategies to improve and maintain child's academic success	October 20, 2015	Sign-in Sheets
3	Academic Parent-Teacher Teams (APTT) Professional Development				

## 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:** Our parent volunteer coordinator works closely with our Parent Teacher Organization(PTO)and School Advisory Council (SAC) to promote high student achievement and parent involvement. We also have a parent resource center available for parents to check out books. This is in addition to the other activities described previously. Our school also participates in the APTT (Academic Parent-Teacher Teams) program in order to encourage and support parents in fully participating in the education of their children.

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## 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:** Westward Elementary continuously communicates information to parents in the following ways: Student Agenda books used daily to send notices and or letters, teacher-parent dialogue, homework, and academic feedback. Newsletters are used to communicate units of inquiry students are studying, invite parents to get involved, and provide test taking tips, homework tips and other highlights. Edline is used to keep parents informed of classroom and school news as well as diagnostic and state-wide assessment data used to monitor student achievement. Parents are informed of curriculum and standards through parent teacher conferences. Parents are informed of Title I programming through annual meetings, the policy plan and the SIP. Parent conferences are held and the parents are presented with their student's academic data (Reading Running Records, diagnostic scores, etc.) to discuss areas of strengths and weaknesses.

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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:** Westward Elementary provides communication in parents' native languages as well as providing Community Language Facilitators (CLF) who are readily available to translate during parent conferences, meetings, and events. In addition we provide assistance to our hearing and language impaired parents by requesting assistance through the school district. We currently do not have any migrant students on our campus at this time.

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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	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)];	Conferences are scheduled at a variety of times to accommodate parents' needs/schedules. Home visits are conducted on an as-needed basis.	Administration, Guidance Counselor, ESE Contact	Parents will be informed of their child's academic and behavioral statuses. Students behavior and academic performance will improve due to parental/ school joint efforts.	August 2015 - June 2016
2	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	APTT- Academic Parent-Teacher Team	Administration, K and 1st teachers, APTT Coordinator	Student academic performance will improve due to parents being trained how to read and interpret the academic data of their child. Parents will also be provided with at-home activities that will enhance and improve student academic performance.	October 2015, February 2016, and 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](#)

# 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	FSA Parent Nights	2	50	Improve student achievement, attendance and behavior
2	Title 1 Annual Meeting	1	15	Improve student achievement, attendance and behavior

## 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	Title I Faculty Presentation	6	60	Improve student achievement, attendance and behavior

## 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	Time Constraints	Various meeting times
2	Childcare	Have a staff member watch children

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## 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)

count	Content/Purpose	Description of the Activity
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