

Joseph Williams Elementary School Title I, Part A Parental Involvement Plan

I, Karla Hutchinson, 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 school-wide 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)];
- Inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Centers (PIRC) in Florida, i.e., PIRC of Family Network on Disabilities in Florida (FND) and PIRC at University of South Florida (USF) [Section 1118(g)];
- 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

The parents, community members, business partners and other supporters of Williams Elementary School believe it is the mission of Williams to build a strong connection between home and school through welcoming and informative parent events; making the self-esteem of the child, their academic growth and a high level of respect for all in both school and personal community a shared focus.

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 will be given the opportunity to be involved through SAC, as well as, through the yearly Title I Annual Meeting. SAC members are recruited through school newsletters, phone homes and recommendations by parents and teachers. Parents attending SAC are provided the opportunity to provide input. Parent surveys are also utilized to provide an opportunity for parent input. At the completion of each Title I activity, an evaluation form will be provided for parent suggestions and input.

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	Kindergarten Roundup	The school will advertise Kindergarten Round-up, district sponsored activities through various methods will be presented. The Title I department provides "Ready for School" folders for distribution to students and parents.

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	Scheduling Annual Meeting	Title I Lead Teacher & Principal	July 2015	Copy of Agenda
2	Advertisement of Annual Meeting - Phone Home, Marquee, Flyers	Title I Lead Teacher	August/September 2015	Copy of Flyer, Picture of Marquee
3	Developing Meeting Agenda	Title I Lead Teacher	August 2015	Copy of Agenda
4	Prepare Presentation – powerpoint, handouts	Title I Lead Teacher	August 2015	Copy of Presentation, handouts
5	Conduct Meeting	Title I Lead Teacher & Principal	September 2015	Agenda, minutes, parent evaluation, parent sign-in sheets

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:

Williams' administrators and staff are committed to parent involvement. Parent meetings times will occur on a flexible schedule, ranging from early morning during the school day, to early evening meetings. All meetings will provide parent strategies and activities for home. Occasionally books and resources for parents and children to utilize at home will be provided. During most parent events in the evenings meals will be provided for families. Home visits will be conducted on an as needed basis.

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	Building Communities – Meet the Teacher	Teachers & Administration	Building a bridge between home and school	8/21/15	Agenda, Sign-in Sheets
2	Class Expectations in curriculum & behavior – Open House	Teachers & Administration	Student Academic Achievement	Sept. 2015	Agenda, Sign-in sheets
3	Planning for Success	Principal, Title I Team, FCIM, CRT	Parents and Students are introduced to student planners as a powerful method for increasing student achievement and communication between home and school.	Sept. 2015- Oct. 2015	Sign-in sheets, agendas, evaluations
4	Share student progress with parents: district and school assessments – Parent Conference Events	Title I Staff & Teachers	Increase student proficiency on FSA; FAIR; Discovery Ed	Oct. 2015; Jan. 2016; April 2016	Agenda, Sign-in sheets; Evaluation
5	Family Math Night	Title I Staff, Teachers & Administration	Math activities that can be implemented at home to reinforce math concepts thus increasing student math achievement	Nov. 2015	Agenda; Sign-in sheet; Evaluation
6	A Book & Lunch – Parent invited to read with their child during lunch	Title I Lead & Teachers	Encourage student reading interest thus increasing student reading achievement	Dec. 2015	Agenda; Sign-in; Evaluation
7	FSA Grades 3-5 Parent Workshop	Title I Lead & Teachers	Student proficiency on FSA	Feb. 2016	Agenda; Sign-in; Evaluation
8	Family Science Night	Title I Lead, Administration & Teachers	Science activities for home to reinforce concepts taught at school thus increasing student science achievement	May 2016	Agenda; Sign-in; Evaluation

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	Website Design & Parent Portal – Teachers will receive professional development on designing a class webpage (parent communication)	CRT; District Staff	Increase student achievement through implementation of systems to keep parent informed of student progress.	1 st semester 2016	Teacher sign-in
2	Parent Involvement Modules – Teacher will receive professional development on effectively communicating with parents	Title I Lead	Increase student achievement	1 per nine weeks	Teacher sign-in; Agenda
3	Home-School Communication Planner Training	Title I Lead, Teachers	Improve communication between home and school to increase student achievement	Fall 2015	Communication logs, sign-in sheets, agenda, handouts

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:

The Title I Lead teacher will distribute Title I Newsletters to the appropriate grade levels, as well as posting copies in the Title I Parent Resource Area. The Title I Parent Resource Area in the front hallway will continue to provide parents with resources and Title I information. This location will be shared with parents via the school website, school newsletter and annual parent meeting, as well as during parent classroom visitations.

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 school wide 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:

Parents will have the opportunity to obtain information about programs, curriculum and academic assessments by attending Title I Annual Meeting, Open House, Parent/Teacher conferences and Title I Meetings. The dissemination of the Parents' Rights letter in September is also another means of communication. The required signature and return of the cover letter indicates that the parents received the Parents' Rights Letter and Home School Compact. School events such as Parent Workshops, Math & Science Nights, Educational Planning and Individualized Educational Planning Meetings are also ways parents get the opportunity to participate and give suggestions. The phone home system, school marquee, school newsletters and website, teacher websites and student planners/folders will also be utilized in parent communication.

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:

Parents will receive information through monthly parent letters and calendar of events from the principal, quarterly PTA School Newsletters, teacher newsletters, phone homes and daily individual student agendas. The school website will also be a place of communication for our parents. The school will review the ELL student list quarterly to determine if parents need translations of documents. The Trans Act website has various forms and letters available for reproduction.

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 participating in their child'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	Meetings are scheduled at various times before, after and during the school day. Teachers have conferences at school as well as in homes if necessary.	Principal and all staff	Enhance parent communication-involvement	2015-2016
2	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities	The school works with business partners and local community churches to provide tutoring, mentoring and financial assistance and school support	Principal	Increase community involvement	2015-2016