## WYNDHAM LAKES ELEMENTARY Title I, Part A Parental Involvement Plan

I, Robert G. Shreffler, 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)];
* 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:** To create partnership amongst the school, families, and the community to help all students reach high levels of academic and social achievement. |

**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:** The Principal, Assistant Principal, Parental Involvement Liaison and Title I committee which includes parents meet to plan, write, review and implement the Title I programs and the Parental Involvement Plan (PIP) at Wyndham Lakes Elementary. Parents are invited to join the committee and staff members are assigned to the committee. Minutes are recorded at each Title I meeting and shared with the public. A Title I open house is held early in the year to inform parents on how they can become involved in the development of the plan. Flyers, phone message and monthly newsletter articles are used to notify parents of activities in which they can participate throughout the year. |

**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 | McKinney Vento Program | The school counselor serves as an advocate for students experiencing homelessness, keep school informed about students status as well. The counselor assesses the needs and coordinates services, including free lunch and transportation for the identified homeless children at the school. The counselor also provides information and resources to homeless children parents about their rights. |
| 2 | Professional Development - Title II | The CRT, Reading Coaches and Administration will provide the school staff with professional development sessions on a Saturday regarding new State's standards and new core curriculum. |
| 3 | Academic Tutoring Services (ATS) | Two instructional staff members will coordinate the ATS program which will provide AM and PM tutoring services in the area of reading. Instructional staff members will provide the tutoring before and/or after school to students in grades 3, 4, and 5. Reading materials will be provided in order to meet the target students’ needs. |

**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 (school wide 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 | Develop agenda, handouts, and the PowerPoint presentation that address the components | Parent Involvement Coordinator | September 2016 | PowerPoint presentation and handouts. |
| 2 | Develop, advertise, and disseminate invitations | Principal/Assistant Principal | September 2016 | Flyers, Connect Ed, Email Newsletter |
| 3 | Develop sign in sheets | Parent Involvement Coordinator/Teachers | September 2016 | Copies of agendas, Sign in sheets for the annual meeting and individual classrooms. |
| 4 | Discuss the new compact | Parent Involvement Coordinator/Individual Teachers | September 2016 | Signed copies including parent, teacher and principal signature. |
| 5 | Maintain documentation | Parent Involvement Coordinator | September 2016 through June 2017 | Upload documentation to the Wyndham Lakes Sharepoint |
| 6 | Submit documentation | Parent Involvement Coordinator | September 2016 through June 2017 | Upload documentation to the Title I Sharepoint |

**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:** Parent conferences are scheduled early in the morning, during the day, after school or in the evening. Phone conferences are available to meet the needs of parents. When necessary phone conferences are scheduled. |

**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 | Title I  PI Annual Meetings  Open House | Principal, Assistant Principal, Parent Involvement Coordinator, Teachers | Information will be provided to parents on how they can help their children at home to improve student’s achievement. Compacts will be discussed to help parents to understand the importance of their roles in their children’s education. | September 2016 | Parent survey results will be used to gauge effectiveness of the event. |
| 2 | Gifted Night | PI Coordinator, 2nd-5th grade Gifted Teachers | Gifted characteristics and parent tips to helping student with gifted qualities. | October 2016 | Parent survey results will be used to gauge effectiveness of the event. |
| 3 | iReady Training for Parents | PI Coordinator,  iReady Corporate Representative (Consultant) | Parents will be invited to learn about iReady, the program that students use to apply reading and math skills throughout the school year. Parents will learn about a variety of educational resources and reports that they can use from home to easily identify their children needs in both academic areas. | October 2016 | Parent survey results will be used to gauge effectiveness of the event. |
| 4 | Parent/Teacher Conferences | PI Coordinator, Grade Level Teams, Principal, Assistant Principal | Parents will meet with teachers to discuss their children’s academics and to review compacts with the purpose of taking appropriate actions to support or help their children at home. | October 2016  and  January 2017 | Teachers will record notes of the meetings. |
| 5 | 3rd-5th Grade FSA Night | PI Coordinator, Reading/Math Coaches, Principal, Assistant Principal, Curriculum Resource Teacher, Third grade team | FSA information and activities will be provided for parents to better understand the State's expectations and for them to be able to help their children at home. | November 2016 | Parent survey results will be used to gauge effectiveness of the event. |
| 6 | Math and Science Night | PI Coordinator, Math Coach, Kg - 5th Grade Teachers, Principal, Assistant Principal | Math strategies will be taught to parents in correlation with new Florida State’ Standards via hands on activities in order for parents to assist their children with math at home. | December 2016 | Parent and teacher survey results will be used to gauge effectiveness of the event. |
|  | Building Better Readers Night (Reading Night) | PI Coordinator, Reading Coaches & Literacy Leadership Team, Principal, Assistant Principal | Reading strategies will be taught to parents in correlation with Florida Standards in order for parents to assist their children with reading at home. | January 2017 | Parent survey results will be used to gauge effectiveness of the event. |
| 7 | Specials at the Lakes Night | PI Coordinator, Specials’ Team, Principal, Assistant Principal, K-5 Teams | Hands-on activities from different special areas will be offered for parents to do with their children. Information about ways to expand and develop arts and physical education skills will be provided. | February 2017 or April 2017 | Parent survey results will be used to gauge effectiveness of the event. |

**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 | Title I Teacher Orientation | Admin & Parental Involvement Liaison | Information and tips about the importance of parent involvement, communication and partnerships for increased student achievement will be shared with teachers. | August 2016 | Evidenced by communication from teachers to parents; newsletters, letters, emails. |
| 2 | Discussion Forums | Admin & Parental Involvement Coordinator | Teachers can share strategies with each other. | August 2016 -June 2017 | Surveys, Breakout sessions, Exit Slips |
| 3 | Online professional development resource | Teacher driven | Teachers can access online courses related to parental involvement in order to increase achievement. | August 2016 -June 2017 | Online certificate of completion for the course will be provided. |
| 4 | Title I Parental Involvement Modules | All Instructional Staff | Teachers can access modules on SharePoint. | October 2016 – April 2017 | Sign-in Sheet and Reflection 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)].

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| **Response:** The Media Center is open to parents all school year before and after school for extended hours for parents to access resources and computers. Children’s' books in Spanish are available for checkout. The Media Specialist will be available for assistance. A sign in sheet will track the frequency of parent visits. |

**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)].

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| **Response:** Numerous methods are used to communicate with parents about Title I programs, curriculum and student programs. Monthly parent newsletters are sent home and kept at the school for reference. A weekly phone message is delivered with reminders and events. This message is recorded by the principal. The school website has grade level information including an annual curriculum timeline. Progress reports and report cards are sent home four times per year. The school marquee is updated on a regular basis to notify parents of activities. Remind 101 - It is a text message system which will keep parents informed of different events throughout the school year. Sign me up Genius – this an on-line method for parents to sign up for different activities offered throughout the school year. School Informational Cheat Sheet – This document will contain information about school procedures, academic resources, schedules, events and transportation that will be provided throughout the school year. Especially for parents who register students late in the school year. Car tags will also contain a PI calendar with the activities that the school will offer during the 2015-16 school year on the back side. |

**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:** Wyndham Lakes Elementary was built to comply with the Americans with Disabilities Act (ADA) so that people with disabilities can access our facility. Our building is wheelchair accessible, has an elevator and the classroom door signs include Braille. In addition, the doorway jams can be removed to allow for wider wheelchair access. Also, there are numerous handicap parking spots and many restrooms have the metal railing for support. The weekly phone message to parents is recorded and delivered in English and Spanish. The Principal's message in the school's monthly newsletter is offered in English and Spanish. Spanish translations of permission slips and letters from the school available. Spanish interpreters are provided as needed. OCPS interpreters for languages other than Spanish are used (if available). |

**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 | 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)]; | To provide flexible meeting times and methods of communication with parents to include face to face conferences, phone conferences, and email correspondence. | Teachers, Administration | Student achievement will improve with increased parent participation in the child's education. | August 2016 to June 2017 |
| 2 | Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | Teach-In 2016 - Parents of students volunteered in the classroom to share their expertise about their careers with students. | CRT and classroom teachers | We anticipate that students will be motivated to work harder on school work to achieve career goals. | August 2016 |
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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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| [Uploaded Document](file:///C:\Users\39318\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\CV2L592F\fileUploads\481741_2013-2014_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:\Users\39318\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\CV2L592F\fileUploads\481741_2013-2014_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:\Users\39318\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\CV2L592F\fileUploads\481741_2013-2014_uploadCompactEvidence.pdf) |

## Evaluation of the 2015-2016 Parental Involvement Plan

**Building Capacity Summary**  
  
Provide a summary of activities provided during the 2015-2016 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 | Title I Annual Meeting | 1 | 500 | Information was provided to parents on how they can help their children at home to improve students’ achievement. |
| 2 | Math and Science Night | 1 | 75 | Science strategies were taught to parents in correlation with Florida State Standards via hands on experiments in order for parents to assist their children with science at home. Math strategies were taught to parents in correlation with Florida State Standards via hands on activities in order for parents to assist their children with math at home. |
| 3 | 3rd – 5th  FSA/Parent University | 1 | 75 | FSA information was provided for parents. Also activities were offered for parents to better understand the State’s expectations and for them to be able to help their children at home. |
| 4 | Building Better Readers Night | 1 | 200 | Reading strategies were taught to parents in correlation with Florida State Standards in order for parents to assist their children with reading at home. |

**Staff Training Summary**  
  
Provide a summary of the professional development activities provided by the school during the 2014-2015 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 | Title I Teacher Orientation | 1 | 72 | Information and tips about the importance of parent involvement, communication and partnerships for increased student achievement will be shared with teachers. |
| 2 | Discussion Forums | 6 | 72 | Teachers shared strategies with each other about how to improve parent involvement in classrooms. |
| 3 | Title I Parental Involvement Modules for new teachers: Parental Involvement Staff Training, Building Ties between Home and School, Implementation and Coordination of parental Involvement Programs, and Communicating and Working with Parents | 4 | 72 | Teacher accessed modules on SharePoint and completed a reflection log. |
| 4 | Parent Involvement Training Refresher for Experienced Title I Staff Members | 1 | 72 | Experienced teachers from our school completed and exit slip or reflection log about the Title I program in our school. |

**Barriers**  
  
Describe the barriers that hindered participation by parents during the 2014-2015 school year in parental involvement activities. Include the steps the school will take during the 2015-2016 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 | Job Schedules | The school will provide flexible schedule for conferences and meetings with teachers, providing morning and evening sessions. Also, the school will continue encouraging meetings through phone calls for parents who cannot attend conferences. |
| 2 | Language Limitation | Wyndham lakes will continue offering information in English and Spanish through the school newspaper and weekly phone calls. Also, the school will facilitate other language than Spanish documentation (when available), provided by the District or State so parents who speak a different language may have full understanding of the content. OCPS interpreters for languages other than Spanish will be used (if available). |

**Best Practices (Optional)**  
  
Describe the parental involvement activity/strategy the school implemented during the 2011-2012 school 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** |