## WOODLAWN ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

**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 Parent Teacher Organization (PTO) and the School Advisory Councils (SAC) are instrumental in the area of Parent Involvement at Woodlawn Elementary School. The SAC is our parent involvement group devoted to the progress of our school. During the spring, SAC seeks input in the development of the Parent involvement Plan as well as the Home/School Compact. The membership is close to the demographics of our school. Staff members are assigned by administration with one representative from each grade level team. Input from parents will be documented using the annual parent survey to be used as the parent involvement plan is developed. Parents and staff develop the parent involvement plan which eventually is recommended for SAC committee approval. Parents who would like to serve on the SAC committee are placed on a ballot, and the ballot is sent home with each student. Each student's parent has an opportunity to vote for the SAC committee and then return ballot to the school. A committee member compiles data including student progress for review by administration and the committee. All input from parents is taken into account for future planning of parent involvement activities. The parents' survey along with input from the SAC and PTO members helps in the development of the parent involvement plan. Administration schedules flexible times for school activities in order that all parents working or not working may attend and participate. At the Annual Title 1 meeting for parents, administration will explain the opportunities for students which Title 1 provides. Parents will also be informed of the opportunities to serve in the school. SAC will determine how funds reserved for parental involvement will be spent. Input from parents will be documented in notes/minutes from SAC or PTO meetings. SAC meets 5 times per year. The SAC minutes will be kept in the Title 1 notebook housed in the front office. If parents would like to review meeting notes, they are welcome to do so.The following parent involvement activities are scheduled for the 2016-2017 school year August: Parent/Teacher Orientation Night, September: Curriculum Night,Dad Take Your Child to School Day, October: Fall Festival Family Night and Parent-Teacher Report Card Conferences; November: Veterans Day Program and 1st Grade Program, Family Holiday Meal; December: Choral Program and Holiday Meal March: 2nd Grade Program and Choral Concert; April: Parent-Teacher Report Card Conferences, May: Science Fair/Talent Show, June: End of the Year Awards Program. |

**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 | Back to School Orientation | Melissa Blackman, Pam Lanier | Confirm Expectations | 8/08/16 | Parents will understand procedures, rules and homework assignments for the classroom; invitation and sign in sheets; |
| 2 | Curriculum Night | Grade Level Teams | Information about standards | 09/15/16 | Parents will understand the proficiency standards in each grade level for end of year promotion as well as information regarding MTSS and Florida Standards; connect ed, sign in sheets and parent survey |
| 3 | PTO Meetings | Melissa Blackman, Pam Lanier, PTO President | Planning | 09/06/16,10/06/16, 01/24/17,02/21/17,04/18/17 | Parents will understand the plans for fundraising and parent opportunities to volunteer. |
| 4 | Dad Take your Child to School Day | Melissa Blackman, Pam Lanier | Opportunity to promote Father involvment | 09/28/16 | Parents will participate in morning activities with child. |
| 5 | Parent Conferences | Teachers | Student Progression | 10/2016, 4/2016 | Parents will be informed of their child's academic progression; Conference schedules, sign in sheets |
| 6 | Title 1 Annual Meeting | Principal | Communication and Parental Input | 09/06/16 | Parents will be provided with Title 1 information and the opportunity for input, sign in sheets |
| 7 | Science Fair | Teachers | Students receive the opportunity to work on a hands on project and display for parents. | 05/2016 | Parents will be involved and informed of their child's progress in Science: sign in sheets |
| 8 | Individual Education Plan (IEP) Meetings | ESE teachers, clasroom teachers, parents, LEA, guidance counselor | Individual program planning for students with special needs. | 2016-2017 school year | Increased academic and/or behavioral performance of individual students. |
| 9 | School Attendance Review Committee (SARC) Meetings | Dean of Students | Review of student's attendance records including excessive absences, habitual tardies, and check out prior to dismissal. Review will improve the attendance of those students with attendance issues. A plan will be discussed with the parent to improve attendance which will increase student achievement.  | 2016-2017 school year | Decreased amount of student absences, tardies, and early check outs |
| 10 | SAC Meetings | Melissa Blackman, Pam Lanier | Planning | 09/06/16,10/06/16, 01/24/17,02/21/17,04/18/17 | Parents will understand the policies of the school and district; minutes and sign-in sheets |
| 11 | Student Led Conferences | Classroom Teachers | Students will undersrand their data, track goals, and be able to explain to parents | 10/2016, 4/2016 | Documentation of Student led conferences |
| 12 | Distribute Parent Newsletter with Parent activities | Ginger McIntyre, Bob Johnston, classroom teachers | Provide communication with parents  | Monthly | Parents will understand the scheduled activities and announcements; newsletter. |

**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 | PBiS Training for new teachers | PBiS Team | Instruct new teachers on shaping behaviors and communicating daily / weekly behaviors with parents. | August 2016 | Parents will support positive social skills. Planners and behavior towers/teacher sign in sheet |
| 2 | PreSchool Procedures | Administration | Communication with parents to improve student achievement | August 03, 2016 | Improvement in discipline, attendance, and academic achievement |
| 3 | Early Release Staff Development Days | District Office and Administration | Increase growth in students' academic achievement | 2016-2017 School Year | Progress monitoring of students and staff throughout the school year toward academic goals. Strategic planning to address individual academic, cultural, and behavioral needs. |

**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:** A curriculum resource room contains materials available to parents providing them with additional materials and resources to work with students at home. The reading and stem coaches are available to work with parents to help them understand the content, purpose and directions for these materials. The reading coach holds individual parent conferences as needed. The reading coach models for parents research based reading practices that could be completed at home. Improvement will be monitored by iReady data. A parent sign in sheet and distribution log will be housed in the resource room to document parent involvement. The administration will monitor the notebook for parent participation. |

**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)].

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| **Response:** Woodlawn Elementary publicizes all Title I Annual Meeting, PTO, SAC, Parent Nights, Report Card Conferences and Statewide Assessments by use of the school marquee, sending home written notifications in English as well as Spanish, using Connect-Ed automated phone system, our Facebook page, and website. 504 and IEP meetings are scheduled for individual students, and the parents are invited to attend MTSS meetings involving their child. Progress monitoring plans are created for students performing below grade level. Parents are notified and signatures are requested for this documentation. Parents are also notified through conferences and written documentation if their child has a possibility of retention. MTSS pamphlets are distributed to students assigned to Tier 2 and Tier 3 interventions. Various time lines for the distribution of these notifications will be used as per school policy. Much of the information being distributed is saved in a data warehouse. A Title 1 notebook with agendas, minutes and sign in sheets is available to review in the front office. Parents are welcome to review the notebook. The administration will monitor that information is provided in a timely manner. The newsletter and website are updated monthly. Facebook is updated with new events as they occur. Connect Ed is recorded 1-3 days before the even as a reminder. |

**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:** Woodlawn Elementary provides written and phone notification to parents in English and Spanish about school events and activities. Translators are provided if needed for parent conferences, PTO and SAC meetings. Social workers and our migrant pre-k recruiter are also available for home visits and translations. Woodlawn and its administrators will ensure that parents with disabilities have access to parental involvement activities and/or services by assuring that the activity is accessible and welcoming. During orientation/initial student registration, parents are asked which language is used prevalently in their home for communication purposes. The administration will work with ELL para to monitor the numbers of various languages needed for communication. If presented with percentage of change significantly, another language will be added to communications. |

**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:

X Not Applicable