

WEST ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Bradley Warren , 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: The parental involvement mission of West Elementary School is to include parental engagement in all possible educational facets. West Elementary School recognizes that parental input is vital in the success of a child's education.

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: West Elementary School acknowledges the fact that it is very important to involve parents in all Title One Programs. The West Elementary School Advisory Council (SAC) was included in the development of our School Improvement Plan and Parent Involvement plans for 2016-2017.

Over 50% of our SAC is comprised of non-employee parents. The PIP plan will be approved at the September 12th, 2016 SAC meeting. Parent input was incorporated into the plan, based on documentation from SAC minutes, parental involvement meeting minutes, and parent surveys. The West Elementary SAC will also have input on how money will be used at West Elementary School to enhance student achievement. Parents, teachers and staff are asked for suggestions for utilizing these funds.

A meeting will be held on September 19th, 2016 to educate parents on the purpose and requirements of being a Title One School. There is a Parent Resource link on the District Web site to help parents with any further questions. The Parent Involvement Plan, along with the School Improvement Plan, is also available on the School Web site.

Parent Involvement/Title One is a regular agenda item for the School Advisory Council meetings. Feedback will also be provided in the Spring using the Title I Surveys.

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	School to Home Newsletters/Planners	Teachers will send newsletters home or notes in student planners on a weekly/monthly basis. Valuable websites and resources will be shared with parents.
2	School Level Parent/Community Title 1 meetings	Parent Involvement Specialist will hold meetings throughout the year for targeted parents. Training for parents will occur at these meetings.
3	STEAM Night	School Administrators, Mosi, and the Science/Parent Night action team will plan and invite parents to participate in the hands-on science activities. Strategies for helping students at home will be given.
4	Leader in Me Parent Nights	The Lighthouse committee and administration will hold parent nights throughout the year educating parents on the 7 Habits of Highly Effective People.
5	School Facebook Page	The West administration uses Facebook to communicate upcoming school events to parents and to share academic resources and strategies.
6	Skylert phone calls/messages	Administration uses Skylert to communicate important events and/or activities to parents (as needed).
7	Back to School Fair	West participated in the Desoto County Back to School Fair in August. The administrators shared vital parent information and passed out

		needed school supplies. Health information and other parent resources were handed out at this event.
8	BooHoo Breakfast	The school academic coach hosted a BOOHOO breakfast on August 10th, 2016 for all new kindergarten parents. At the breakfast the coach provided food, shared coping strategies, and shared student success strategies.
9	Leader in Me Business Breakfast	The Lighthouse Committee will organize a student led Leader in Me breakfast to present on the 7 Habits. Business leaders/school parents will be invited to the breakfast to learn about the habits.
10	Scholastic Book Fair	The school media paraprofessional will host a Scholastic Book Fair that includes parental volunteering and a parent night to help parents pick appropriate books for their children.
11	Title I parent night	The school and district parental specialist will coordinate to host a parent Title I night on September 19th, 2016. Translation services will be provided for our Spanish speaking parents. Transportation will be provided as well (as needed).
12	Title I and Title III	Coordinated for parent meetings (translation services provided for ESOL families)
13	Title I and Title II	Coordinated to fulfill professional development needs- help the staff better partner with parents. The assistant principal works with the district PI specialists to provide needed training.
14	Title I A and Title I C	Coordinated to provide migrant parent nights (translation and transportation included)
15	Student led conferences	Students teach parents about academics, goals, and how to assist them better at home.
16	VPK collaborative meeting	Teachers from West met parents and students coming into kindergarten from local VPK/Daycare programs to share strategies on being successful in kindergarten.
17	Parent math nights	A survey of our parents indicated we need to hold a "parent math night" to train parents on how to help their student with math. These meetings will be planned throughout the year and by grade levels.
18	Literacy Night	The parent involvement action team is planning one literacy night to train students and parents on important literacy strategies for the students.

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	Use prepared PowerPoint presentation for Title One Meeting	Assistant Principal	September 19th, 2016	Copies of Hand-Outs and PowerPoint
2	Advertise/publicize meeting	Administration and public relations staff	September 2016	Memo sent home to parents, facebook post was made, meeting placed on sign outside of school
3	Develop sign-in sheets	Assistant Principal	September 19th, 2016	Sign-in sheets for meeting

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: The administration, faculty, and staff of West Elementary School understands and recognizes the importance of parental involvement. West offered transportation for parents to attend the Annual Title I meeting on September 19th, 2016.

Child care and food/snacks have been provided at all Leader in Me parent nights as well. In addition, a Spanish translator was and will continue to be available for Spanish speaking families.

Teachers are available upon parent request to meet as needed. In order too encourage more parents to attend, meetings are possible before school, during teacher planning time, and/or after school.

The migrant recruiter makes home visits in the community as needed with the Title I van.

We voted on what time worked best for parents at the first SAC/Boosters meeting. Parents decided 4:30 and 5:00pm worked best and that we would coordinate our parent nights with the SAC/BOOSTERS meetings as well. It is anticipated that this will increase parent involvement.

West also hosted a "boohoo" breakfast before school started on the first day of school for Kindergarten parents who needed additional support.

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	Individual parent/teacher conferences held after 1st grading period	Classroom teachers	Teachers will discuss the child's assessment results, grades, expectations, and goals for the year. Strategies to help students will be given, increasing student achievement.	Throughout the year	teacher conference logs and office sign-in sheets, i-ready scores
2	Parent involvement meetings for targeted groups	Parent Involvement Specialist	Parent involvement meetings will increase parent participation in their child's education, increasing student achievement.	Throughout the year	sign-in sheets, invitations, copy of materials used during meetings, i-ready and FSA scores.
3	STEAM Night	Mosi and the West parent involvement action team and administration	Parents will learn ways to help their student do Science activities at home, increasing Science scores.	TBD-after 1st semester	invitations, sign-in sheets, office sign, photographs, FCAT Science scores

4	Leader in Me Parent Nights	Lucretia Gilmore	The more involved the parents are in school activities the more student achievement will increase. The 7 Habits program has research based evidence that parental involvement increases student achievement.	Once a semester	invitations, sign-in sheets, office sign, photographs, parent surveys
5	Lighthouse Committee Parent and student Representatives	Lucretia Gilmore	The more involved the parents and students are in school activities the more student achievement will increase. The 7 Habits program has research based evidence that parental involvement increases student achievement.	Once a month	invitations, sign-in sheets, office sign, photographs, parent and student surveys
6	Skyward parent access	District Office/WES employees/parent volunteers	Parents can check grades, assignments, absences, and discipline comments through Skyward parent access. This allows parents to support student achievement and behavior at home as well.	Weekly/Monthly	Parent contact, conference notes, and parent volunteer hours.
7	Class DOJO	Individual participating teachers	Parents can see daily notes on classroom behavior through classroom DOJO. Parents can reinforce proper behavior at home which will help student success at school.	Daily	Parent contact and conference notes
8	Student led conferences	Students	Students will track their goals and progress and share with their parents, increasing involvement at home.	Once a semester	Parent surveys, teacher observation, student surveys, i-ready scores
9	Parent Math night	Grade level teams and administration	By showing parents how to help their students in math, math scores should increase.	Once a year, at least	Math i-ready scores, class observations
10	Parent Literacy Night	Administration and the West parent involvement action team and administration	By showing parents how to help their students in reading, reading scores should increase.	Once a year, at least	Reading i-ready scores, class observations
11	Parent i-Ready reports	Academic Coach	By giving the parents detailed reports on their child's achievement and how to help them at home, parents can be involved in their child's education and student	Three times a year	I-ready scores

			achievement should increase.		
--	--	--	------------------------------	--	--

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	New Teacher Mentor Program	Assistant Principal	Mentor provides examples, materials, and knowledge of how to communicate and work with parents, increasing student achievement.	Once a week	New Teacher Mentor meeting notes and i-ready scores.
2	Staff Learning Meetings	Principal	Provides information on effective communication with parents, increasing student achievement.	Throughout year	i-ready scores, surveys
3	Individual Teacher Meetings with Administration	Principal and Assistant Principal	Ensures teacher is aware of the importance of effective parent communication and best practices in the classroom.	Throughout year	sign-in sheets, meeting notes, and i-ready scores.
4	Lighthouse Training	Facilitator - Lucretia Gilmore	The 7 Habits of Successful families will encourage open communication with parents and more student support at home.	Throughout year	sign in and agenda sheets
5	Student led conferences/data notebooks	Principal and Lighthouse team	Students will track their progress and goals and communicate this with their parents, increasing involvement at home, increasing student achievement.	Once a semester	Parent surveys, student surveys, teacher observations, i-ready scores
6	Rigor, Relevance, and Relationships	Principal	Teachers, parents, and students will have better relationships, encouraging students to engage in more rigorous instruction, raising student achievement.	Throughout the year	Walk-throughs, observations, and i-Ready scores.
7	RTI/MTSS training	Guidance Counselor	The counselor will review the RTI/MTSS process with teachers so they can more effectively intervene in the classroom. All parents are invited to attend RTI meetings so they can also learn strategies to help their child at home.	TBD	Number of referrals for ESE testing
8	New teacher technology training	Kristie Joens	Teachers are trained in how to read, analyze, and use data in the classroom. Student needs should be better met and student achievement should increase. Teachers can better communicate to parents how to use technology to improve student achievement.	Once monthly	Walk-throughs, observations, and i-Ready scores.

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: West Elementary School is committed to serving our parents in a friendly and professional manner. Our front desk personnel is aware of the importance of making our parents feel welcome when visiting our school. A Spanish speaking employee is stationed at the front desk for our Spanish speaking parents in the morning and afternoon. West has a migrant recruiter that goes into the community to communicate and work with migrant families. All parents have access to Skyward so they can review their child's grades, attendance, and discipline. A parent resource was created in the front office, offering a computer and books/resources for parents to use with their child/ren at home. All parents are invited to the student led conferences where students share their current data and tell their parents how to help them better at home.

Parents can also use our school website and Facebook page to gain valuable information regarding school activities.

Student led award ceremonies will be held after quarters 1, 2, 3 and 4 and all parents/guardians are invited to attend.

Volunteer forms are completed by parents and community members so they can interact with and help students on school campus.

The school nurse collaborates with the community and parents by providing free dental care on school campus. Participating students may see the dentist when he is on campus, which is once a week. Teachers also send home weekly/ biweekly/ or monthly newsletters to communicate with parents on how to help their child at home and about events occurring at school.

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: West Elementary School will host an annual meeting on September 19th, 2016 where information regarding the Title One Programs will be presented to parents. The meeting was advertised via Skylert phone calls, the school marquee, the school Facebook page, and notices sent home. At this meeting, assessment data will also be presented.

In addition to this meeting, there was an Open House on August 8th, 2016 where parents received bus, lunch, and dress code information. Parents met with their child's teacher and received information on parent/teacher conferences, the class curriculum, assessment plans, and strategies parents can use to help their child at home. The same information was placed in a packet and sent home for those parents who could not attend Open House. Sign in sheets were used to document this activity. Teachers also outlined student expectations, parent expectations, and teacher expectations during

open house.

Skyward allows parents to check on grades, attendance, missing assignments, discipline, etc. through the computer.

Many teachers also send home folders and planners daily to keep parents informed regarding their child's academic progress.

Copies of important notes are sent home with students and some teachers send home weekly/ biweekly/ monthly newsletters.

The West School Improvement Plan (SIP) and Parent Involvement Plan (PIP) will be presented to the School Advisory Council (SAC) on September 12th, 2016. The data and plans will be reviewed throughout the school year as well. SAC and Booster meetings occur once a month.

West uses the Florida State Standards to teach and assess students. I-Ready is used in Math and Reading to track student progress and intervene where needed in grades K-5. The Florida Standards Assessment is given to children in grades 3-5 in both Reading and Math. Fifth grades also take the Florida Comprehensive Assessment Test in Science. A passing score for all of the tests is a "3."

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: West Elementary School will summarize our Parent Involvement Plan into a brochure that will be printed in English as well as Spanish. This brochure will outline the major components of our policy. A copy of the entire plan will be available upon request, but the plan will also be posted on the school website upon completion. The whole plan will also be printed and readily accessible in the school's front office.

All written communication will be provided in both English and Spanish. We will have interpreters available for all parent meetings, in the front office, and in parent conferences in order to ensure parents are able to completely understand all information given them.

The Skylert calls will also be sent to parents in English and Spanish.

Conferences will be held during the morning, teacher planning, and evening hours to ensure parents are able to attend.

Invitations are sent home in English and Spanish and phone calls are made to invite parents to attend meetings. West also uses the school website and a Facebook page to communicate with parents.

Transportation is available via our migrant secretary for all migrant families. Translation and interpretation services are also available throughout the day, including parent phone calls.

Parents with disabilities will be assisted as needed (visual, physical, deaf, etc.).

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	Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and	Parent literacy night	Administration and Parent Involvement action team	Increased i-ready scores	Once a year, after the first quarter
2	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Parent math nights	Grade level teams and administration	Increased i-ready scores	Once a year, after the first quarter
3	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)];	Morning/Evening Conferences	Principal	Student achievement is increased with more parental involvement	Throughout the year
4	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	Parent meetings with parents from all elementary schools to share parent involvement ideas	Parent Involvement Specialist	Student achievement is increased with more parent involvement	On-going

Upload Evidence of Input from Parents

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

[Uploaded Document](#)

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](#)

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	Title I parent Night	2	18	Parents know how to better meet the needs of their students
2	Parent/Teacher conferences	850	850	Parents know how to better meet the needs of their students. Teachers reviewed assessment data and best practices
3	Science Night/Parent Night	1	58	West combined Reading, Science, and the last 7 habits parent night together. Parents and students learned literacy/science strategies and games to use at home.
4	Leader in Me parent nights	2	103	Parents learned how to help their children at home with schoolwork and life skills, such as goal setting.
5	Skyward Parent Access-flyer	1	400	Parents access their student's grades, attendance, and discipline records online.
6	Class Dojo (training at SAC)	1	10	Various teachers use Dojo to communicate with parents about academics and behavior.
7	First Grade Parent Math Night	1	23	The teachers taught parents how to complete first grade math problems using the Florida Standards
8	Student Led Conferences	2	800	Student share their academic data and goals and parents learn how to better meet the needs of their child.
9	ELL parent night	2	16	ELL parents learned about the WIDA standards and how to help their children at home.
10	Class Dojo (training teachers)	1	8	Various teachers use Dojo to communicate with parents about academics 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	New teacher mentor programs	1	22	Mentor teachers met with new teachers at least once a week to discuss behavior strategies, grading, best practices, and school policies.
2	Individual teacher meetings with administration	2	112	Teachers/administration met to discuss student data and best practices to increase student achievement.
3	ICLE- Rigor, Relevance, Relationships	5	280	Teachers learned how to use relationships to increase student success.
4	Leader in Me	2	112	Teachers learned how to implement student led conferences and data notebooks into the

				classroom. Students share goals, data, and strategies on how to improve with their parents.
5	McKinney Vento/Homeless	1	56	Staff learned how to identify and work with homeless families.
6	Suicide Prevention	1	56	Staff learned how to identify and work with students and families with suicidal tendencies.
7	Class Dojo	1	8	Staff learned how to use dojo to effectively communicate and work with parents.
8	Parent Involvement	1	56	Staff learned strategies to communicate and work with parents,

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	Translators (Spanish speaking population)	Translators were used as much as possible in all meetings
2	Transportation (Migrant Families)	Migrant advocate will transport these families to and from events.
3	Dates and times of meetings	We offered various meeting dates and times to accommodate all parent schedules.

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
1	Increasing Parent Participation	We hosted student led conferences where the students shared their data, goals, and strategies to meet their goals. We had many parents attend the conferences and thank the school for involving them more.