

WESTSIDE ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Kristina Stratton , 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 staff, parents, and teachers of Westside Elementary School believe that all children are special. All children can learn.

We will be successful due to our commitment to the school improvement process in meeting state and national educational goals.

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: The main method Westside Elementary uses to involve our parents in an organized, ongoing, and timely manner, to review, plan and assist in improving the Title I programs as well as being included in the involvement of decision-making concerning how our funds will be used is with our Title I Committee. This Committee, which may consist of an unlimited number of parents and/or guardians, the Title I Facilitator, administration, teachers and staff, are vital in sharing news about happenings at WES and Title I information. Parents are selected for this committee through staff nominations and parent interest forms completed at Open House. If parents were not able to attend the Open House an invitation will also be sent out via the classroom teachers. Grade level teacher representatives are also invited to become members of the Title I Committee. All interested school parents/guardians, staff, community, and business partners are accepted as members of the Title I Committee at WES. The administration will select and approve members of the Family Engagement Team (FET) to be notified by the Title I Facilitator. Title I Committee meetings are held monthly along with SAC Meetings. Invitations will be sent to remind members of meeting dates and times for the Title I Committee Meetings, as well as being posted on the school marquee and Blackboard Connect messages. An agenda will be provided at every meeting. Parents will be encouraged to offer suggestions and provide input concerning revisions of the required plans for WES as well as how the Title I funds may be spent. Suggestions or input will be documented through minutes taken at each of the Westside Elementary Title I Meetings. These then are dispersed out at the next meeting for any corrections to be made. There will be at least seven Title I Committee Meetings during the school year.

Evidence of parental and/or guardian input and involvement in the Title I Committee Meetings will be from meeting minutes, sign-in sheets, and agendas.

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	English Speakers of Other Languages (ESOL) and Title III	The Title I Facilitator works closely with the WES's ESOL paraprofessional to offer translation services (conferences, meetings, phone messages, or notes/letters sent home) that may be needed for parents of ELL students.
2	Boys and Girls Club of Hernando County	WES works with the Boys and Girls Club on various projects to support administration and the Title I Facilitator in family and parent events. The Boys and Girls Club's VPK program feeds into WES and the teachers collaborate with WES on curriculum and Kindergarten readiness skills to help parents help their children be ready for Kindergarten.
3	ESE Pre-K	WES has two ESE Pre-K classes for children who have been identified through FDLRS screening and the Child Find Network. Parents receive information about Kindergarten Round Up and assistance is provided in registering for Kindergarten. Hernando County offers a free Voluntary Pre-K program for eligible students to help children prepare for Kindergarten.

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	The Title I Committee will meet in September to provide input on the Title I Annual Meeting	Title I Facilitator	Within 1 month after school begins	Agenda, Sign-In Sheets, and Minutes of the Meeting
2	Inform the parents/guardians of the date and time of the Title I Annual Meeting	Title I Facilitator	2 weeks prior to the Annual Meeting date	Event added to the edLine calendar, Annual Meeting Invitation, Copy of Blackboard Connect script, photos of the school marquee
3	Annual Title I Meeting training for teachers	Title I Facilitator	At least 2 weeks prior to the Annual Meeting	Sign-In Sheets
4	Title I Annual Meeting Information Packets	Title I Facilitator	Ready within 1 week of the Annual Meeting date	Sample Information Packet
5	Title I Annual Meeting	Title I Facilitator	Within the month of October	Sign-In Sheets, Event Response Forms, photos from the event
6	Title I Annual Meeting Information Packet sent to families that did not attend the event	Title I Facilitator	Within the week following the Annual Meeting date	"Sorry we missed you" parent information signature receipt form

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: · Title I Committee Meetings, together with SAC Meetings, and will be held once a month at a time agreed upon by the committee. Childcare will be offered for every meeting.

· Open House will take place pre-school week according to the district set schedule.

· The Title I Annual Meeting will take place in the evening within the month of October, prior to the end of the 1st 9 weeks. Teachers will offer parent conferences time during the Title I Annual Meeting to discuss student data and sign the Title I Compact.

· The Family Engagement Team (FET) meets three times a year during the mid-morning. The FET participants from WES consist of Title I Staff and three to seven invited parents/guardians.

· WES Administration and the Title I Facilitator schedule parent workshops and family events alternating between Tuesdays and Thursdays, these are preferred days according to responses on a parent survey.

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	Trekking with the Tigers	Title I Staff and Administration	Increase parental involvement and awareness of resources available to families	September 2016	Sign-In Sheets, Event Response Forms
2	District Family Engagement Meetings	Title I Coordinator of Family Engagement and the Parent Academy Liaisons	Parents become more knowledgeable in ways to help their student at home; communication between home and school is more positive	3 meetings scheduled through the school year	Sign-In Sheets, Event Response Forms

3	Title I Committee Meetings	Title I Facilitator	Increase parental involvement in decision making along with increasing opportunities for parent leadership	Monthly 7 times per year	Sign-In Sheets, Event Response Forms
4	Tiger Tech Night	Title I Staff and CAPE Teachers	Increase parent knowledge of technology resources used by students	December 2016	Sign-In Sheets, Event Response Forms
5	Literacy Week Family Night	Literacy Committee and Title I Staff	Increase parent involvement in literacy activities , leading to increased motivation to independently read	January 2017	Sign-In Sheets, Event Response Forms
6	FSA Parent Workshop/Family Fun Night	Assessment Teacher, Title I Staff and Specials Teachers	Increase parent knowledge of Florida Standards Assessments	February 2017	Sign-In Sheets, Event Response Forms
7	Family Math Night at Publix	Title I Staff	Increase student achievement in math	Spring 2017	Sign-In Sheets, Event Response Forms
8	Earth Day Extravaganza Family Night	STEM Teacher and Title I Staff	Increase student achievement in science	April 2017	Sign-In Sheets, Event Response Forms
9	Content Specific Parent Workshops	Grade Level Teams	Increase parental involvement in academics, leading to increased student achievement	September 2016-April 2017	Sign-In Sheets, Event Response Forms

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	Teacher Training-Title I Annual Meeting	Title I Facilitator	Teachers will conduct effective conferences with parents and use a variety of ways to communicate with parents	At least 2 weeks prior to the Title I Annual Meeting	Sign-In Sheets, teacher documentation of parent conferences and signed Title I Compacts
2	Parent Academy Teacher Training	Parent Academy	Increase student achievement as a result of increased parental involvement	November 7, 2016	Sign-In Sheets, Teacher Survey

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 Family Resource Center is the hub for planning all Title I sponsored parent activities at Westside. Students can check out materials for home use when they visit the Family Resource Center during the school day. Families feel welcome to come and visit the Family Resource Center, ask questions about school related problems, and receive information about academic materials. The Family Resource Center is open one night a month to accommodate working parents. The Family Resource Center houses school supplies donated by business/community partners, these resources are available to both teachers and students. The Title I Facilitator also offers a networking place for parents who may want to discuss questions they have about the various aspects of Title I. This more intimate setting offers an opportunity to learn ways to help their child and not have to discuss it in a large group.

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:

• The Title I Annual Meeting/Conference Night will be held with the first quarter of the school year. All grade levels will participate in this event, and parents will be given handouts concerning Title I at the Annual Meeting to look over at home.

• Title I Committee Meetings, scheduled with SAC Meetings, monthly at least seven times during the school year.

• Family Engagement Meetings three times a year at the District Office

• School web page utilized to post all school information

• All school events and info posted on the school marquee

• Flyers sent home with students, notes in student planners or folders, neon stickers on special notes to alert parents of special information and events

• Blackboard Connect System used to do callouts, texts, and emails to the whole school, specific grade levels, classes or groups of students.

Parents will receive information in the following ways:

- School marquee
- Local newspapers
- Posters displayed throughout the school and at the car pick up line
- Parent/teacher conferences
- Edline,
- School website
- Social media pages
- Family learning nights
- Report cards
- Student agendas
- SAC meetings
- Email

WES will provide a Title I Annual Meeting/Parent Conference Night within the first quarter of the school year. Parents/guardians will have the opportunity to sign up for a conference time with their child's teacher. The Title I Annual Meeting information will be presented continuously in a main area and conferences will be held at the scheduled time in the classrooms. If a parent/guardian is unable to attend, information is sent home and a conference is scheduled at a convenient time. The goal is to do all that is possible to meet the needs, academically & behaviorally, to enable students to learn & reach their potential. In the meetings or conferences, teachers encourage the student's parent to inform the teacher of any specific methods that may assist in the learning process. Phone conferences may also be used for this specific purpose and need.

All unsatisfactory comments concerning the school wide program made by parents who are not satisfied for any reason, are reported to WES administration. Administration will then attempt to address the concerns of the parents as well as relay this information to the Local Education Agency (LEA).

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: Westside Elementary staff will provide full opportunities for participation in parental involvement activities using the following methods: 1. Notes or neon stickers in planners or folders; 2. Notes in the communicator folder; 3. Website; 4. School marquee; 5. Blackboard Connect System; 6. Flyers sent home with students; 7. Spanish translations of information sent home; 8. Phone calls by our ESOL paraprofessional or ESOL teacher to parents who are Spanish speaking in order to be sure communication is made so that these parents feel as welcome as all parents; 9. WES will provide any ADA accommodations needed for parents attending parental involvement activities.

Westside Elementary School is fully compliant with provisions of the Americans with Disabilities Act in terms of physical accessibility to all areas on the campus. Just as important to WES is the availability of these accommodations to our parents/guardians who may have specific physical needs, so they too feel welcome at all school functions. Parents or guardians requiring additional assistance may call the school at 797-7080.

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	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	District Family Engagement Team	Coordinator of Family Engagement for Title I and Title I school staff	Provide parent leadership training by promoting parent involvement at the school level, as well as provide information to parents on how to help their children at home with academics.	Three times a year

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	Knowledge of School/Open House	1	418	Increase Parent Involvement
2	Title I Information/Title I Annual Meeting	1	297	Increase student achievement , knowledge of Title I and resources available
3	Title I Information/ Title I Committee Meeting	7	4	Increase parent involvement and knowledge of Title I
4	Student Achievement-Trekking with the Tigers, Earth Day Extravaganza	3	152	Increase students' reading, writing, math and science skills
5	Reading-Literacy Week Family Night	1	84	Increase students' reading and writing skills
6	Florida Standards- FSA/Family Fun Night	1	27	Increase parents' understanding of FL Standards and Assessments
7	Technology-Tiger Tech Night	1	31	Increase parent involvement

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	Increase parental involvement	1	34	Increase student achievement and parental involvement
2	The Millennial Parent Training	1	12	Teachers learned strategies to increase parent involvement and new ways to communicate 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	Lack of parent interest in attending school workshops and meetings.	Combine academic workshops with fun family events. Events will be offered on varying days according to information received from parent surveys. Child care will be offered when possible.
2	Lack of teacher interest to facilitate a parent workshop.	Teachers will be offered compensation to facilitate workshops for parents that will increase their knowledge of academic content and ways to assist their child with schoolwork and homework.

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
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