

WILLIS PETERS EXCEPTIONAL CENTER Title I, Part A Parental Involvement Plan

I, Peggy Ferro , 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: To provide an education that prepares each student for life as a successful and responsible citizen by establishing partnerships with parents. Partnership opportunities will be comprehensive and coordinated, when appropriate, with other programs.

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: Selection of our SAC team occurred in September 2016-17. Parent interest in participating on the SAC team was elicited through flyers sent home. Ballots for approval of SAC team members were sent home and returned. At least fifty percent of SAC team members are non-staff. During a review of a SIP draft, our SAC team will

actively participate in reviewing the information and making recommendations that will then be implemented throughout the school year. Parent suggestions will be documented in the SAC minutes. The SAC team will make suggestions to aim portions of Parent Involvement funds toward providing support materials for selected activities. Delivery and participation in the selected activities will be monitored by the SAC team during the year. Documentation will be stored in the e-Box.

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 Language Learners (ELL)	Staff and/or bilingual Social Worker will inform parents about programs offered through the district as well as events and services in the community. Information may include how to receive translation services and how to schedule conferences with teachers or staff. Staff will translate documents, daily notes, and other forms of communication as needed.
2	Migrant Education	When migrant students enroll, the migrant staff will meet with parents to provide information about the program and services offered throughout the district, as well as services in the community.
3	Title I	The annual Title 1 meeting will be held and additional strategies and techniques specific to our population and the curriculums used will be presented at that time as well to promote consistency in all environments.

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	Maintain Documentation	Title 1 Liaison and Parent Involvement Team	August-June school year	Title 1 documentation box (TASK box)
2	Distribute Title I and District Parent Involvement Policy brochures to all families in attendance	Title 1 Liaison, Parent Involvement Team, and Teachers	October	Copies of comment portion of District PIP that are returned to school and to District PI office
3	Develop sign in sheets	Parent Involvement Team	October	Copies of sign in sheets
4	Develop and disseminate invitations to parents	Parent Involvement Team	October	Flyer with date of dissemination, post on school website and in monthly school newsletter
5	Develop agenda, handouts and/or presentation to address Title I requirements	Site Administrator and Parent Involvement Team	October	Copies of Agenda and handouts

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 problem-solving team, the Title I parent involvement contacts, and SAC will collaborate to make arrangements that will provide alternative meeting schedules for planned activities. Parents will be surveyed and results will be reviewed to determine the best times to hold meetings and events. Flexible meetings will be scheduled

and held at various times and days throughout the school year. Most of the meetings will be held in the afternoon and in the evening. Staff will be available to provide child care during parent meetings, as needed. A bilingual interpreter will be available, as requested. Staff is available to conduct meetings throughout the school day based on parental needs. Our ESE specialists, social worker and school psychologist are also available throughout the day to conduct home visits and work with parents.

- Conference Nights - beginning at 4:00 pm
- SAC meetings - Flexible meeting times to accommodate parents
- August-Meet the Teacher - 3:00-5:00pm
- October 15- Back to School Bash 10:00am-1:00pm
- October 18- Title I Annual Meeting 5:00
- December- Holiday Program and Parent Group Celebration
- January- Transition Meeting 5:00
- February- Walk-A-Thon 10:00-2:00
- March 2-12- Annual Parking Fundraiser (9:00 A.M.- 9:00 P.M.)
- April- Transition Parent Field Trip

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	Conference Nights	Classroom Teachers	Provide information to parents on their child's current level and discuss progress towards reaching their goals in order to make academic gains.	End of first, second and third quarters	Parent Input Forms and Sign-In sheets
2	Transition Services Meeting	Transition Specialist	Families will learn about community supports, transitional services, and agencies that will promote student learning	January 2017	Parent Participation
3	Annual Individual Educational Plan (IEP) Meetings	Case Manager	Provide information to parents on their child's current level and develop a plan to reach their goals in order to make academic gains.	Annually based on IEP	Parent Participation
4	Parent Connect Events	School Staff	Families will build a rapport with school staff that in turn impacts student learning	On-going	School Climate Survey
5	Informational Packets	School Staff	Families will be informed of ways to succeed and available community resources, in order to provide adequate services to their child.	On-going	School Climate Survey

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	PLC Meetings	Site Administrator, ESE Specialist, and Teachers	Improve the ability of staff to work effectively with parents to increase academic achievement.	September-May	Logs and sign-in sheets
2	Faculty Meetings	Site Administrator, ESE Specialist, and Teachers	Increase communication between staff and parents; plan parent involvement activities and ways to obtain parental involvement and support.	September-May	Agenda and Sign-in Sheets
3	IEP Training for new teachers and updates	District Trainer and ESE Specialist	Staff will be trained on ways to include parents in IEP meetings to promote consistent application of strategies between home and school to support student progress	September-May	In-service Records for new teachers and Agenda and sign-in sheets from update meetings
4	Monthly Professional Development	Problem Solving Team	Increase skills of staff members to provide effective academic and behavioral strategies that support student growth and share those strategies with parents.	September-May	Agenda and sign-in sheets

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: A survey was previously distributed to determine areas of need and interest in order to provide relevant information. Results showed a need for information about how families can succeed and community resources. Parents also requested a monthly newsletter that highlights the various activities and accomplishments of both their students' classroom and the school as a whole. Parent trainings and exposure to curriculum, behavioral strategies, and community supports will be provided at conference nights. Parents will be encouraged throughout the year to attend school events and conference nights via home-school journals, website updates, and newsletters. ESE Specialist, School Social Worker, and School Psychologist will maintain informational packets and brochures in a parent resource area. Classroom teachers will inform parents about resources and events relevant to their students and maintain communication via home-school journals. A sign-in sheet will be placed in the Resource Center to track how many staff and parents visit the center and what type of materials they take and/or additional needs.

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: At the annual Title 1 meeting, parents will be informed about the program and how it impacts the education of their children. Daily communication with parents is encouraged in the form of daily notes and phone calls when needed. Student curriculum expectations and information will be presented to parents during conference

nights and Individual Educational Plan meetings. Parents are encouraged to visit their child's classroom to learn more about their curriculum and expectations for school and home. The school will monitor the information provided to parents through surveys, attendance records, and documentation of parent notification and will include it in the Title 1 TASK box. School newsletters will be used to inform parents of ongoing activities. These newsletters will also be included in the TASK box.

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: Our school will provide full opportunities for participation using multiple facets of communication. Required district forms and publications are provided in Spanish, to parents as needed. Newsletters, home-school journals, and information will be translated in to the student's native language as needed and available. Parents and guardians will be sent advanced notice to attend their child's Individual Educational Plan (IEP) meeting. Translators will be provided during IEP meetings and conferences, as needed. Access to the school is made available to individuals with disabilities through ramps and home visits on an as needed basis.

Discretionary Activities

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Maximizing parental involvement and 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)];	Surveys will be conducted to determine convenient times for meetings and activities. Meetings will be held at a variety of times and child care will be provided to students with special needs.	Site Administrator and Leadership Team	As parental involvement increases, student achievement will increase.	September-May
2	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Community members, businesses and other organizations will work collaboratively with staff and students to provide opportunities for students to generalize skills taught within the classroom setting.	Classroom Teachers	Improved relationships with these groups will lead to increased student achievement	September-May

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	Conference Nights	3	112	Reinforce the parent-teacher-student assessment partnership that will result in an increase in student achievement
2	Title 1 Annual Meeting	1	1	Build capacity of parents to foster a positive learning environment
3	Holiday Program/Celebration	1	62	Build positive rapport and relationships between school and home to foster a sense of accomplishment and achievement with families and increase support for student achievement
4	Transition Services Meeting	1	3	Families will learn about community supports, transitional services, and agencies that will promote student learning
5	Annual Parking Fundraiser	1	14	Yearly fundraiser that raises money to support extension of all learning activities in the classroom as well as community-based trips and experiences to increase students' exposure and abilities to make connections to academic content
6	Annual IEP Meetings	93	93	Provide information to parents on their child's current level and develop a plan to reach their goals in order to make academic gains

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	Teacher Meetings	20	18	Focused strategies to involve parents and increase communication between staff and parents; brainstorm ideas to increase parental involvement in various activities

2	Faculty Meetings	20	60	Improve the ability of staff to work effectively with parents to increase academic achievement
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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	Time of events and meetings (students with disabilities)	Meetings and events are held at a variety of dates and times so that parents are able to attend based on their schedule and availability. Notice of events and meetings are sent out to parents through a variety of sources including phone, newsletters, school website, invitations, notes through the student's agenda. Notice of events are sent in English and Spanish.
2	Childcare (students with disabilities)	Childcare is provided at the school site for all meetings on an as-needed basis. Childcare is provided by school personnel so as to be familiar with the various students and their needs.

Best Practices (Optional)

Describe the parental involvement activity/strategy the school implemented during the previous schoool 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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