**WESTWARD ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan**

I, Bobbie Brooks, Jr. , 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)].

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| **Signature of Principal or Designee** | Date Signed |

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **Response:** |

**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:** At Westward Elementary we involve parents through welcoming open lines of communication. We send home newsletters, fliers,present information on the school's marquee as well as the school's edline and social media pages. Information is also disseminated via annual parent meeting, SAC and PTO meetings, as well as verbal invitations and call-outs. During our annual parent meeting we discussed the function of Title I, School/Parent Compact, Title I policy plan, Title I funding, and how Title I impacts student achievement. These items were presented via power point and brochures written in English, Spanish, and Creole to accommodate parents who speak other languages. When parents provide input, it will be documented by the minutes taken at the meeting (SAC, Title 1, etc.). |

**Coordination and Integration**

Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1118(e)(4)].

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| **count** | **Program** | **Coordination** |
| 1 | Student Reading Logs | Students can check out books from the media center or classroom library that they read at home with a parent and return a signed sheet from the parent. |
| 2 | Curriculum Nights | Parents are invited out to several breakout sessions to learn strategies in core content areas |
| 3 | Title 1 | Parents are invited to various sessions throughout the year that will help them learn how to assist their students academically throughout the school year (Muffins with Mom, Donuts with Dad). These meetings will have an academic focus and Title 1 funds will be used to help purchase academic items that parents can use at home with their students. |
| 4 | 21st Century | Parents are invited to montlhy meetings which focus on how they're able to assist their children with improving their academic skills. |

**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)].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Sent home fliers inviting parents to the Annual Meeting | Title I Contact | September 8, 2016 | Sign-in sheets, meeting minutes, end-of-meeting evaluation |
| 2 | Date and time of the Title 1 annual meeting was displayed on the Marquee 10 prior to meeting | Title I Contact and ITSA | September 5- 13, 2016 | Sign-in sheets, meeting minutes, end-of-meeting evaluation |
| 3 | Power Point Presentation | Principal, Title I Contact, CLFs | September 13, 2016 | Sign-in sheets, meeting minutes, end-of-meeting evaluation |
| 4 | Westward Parent-School-Parent Compact --Reviewed, Discussed, Revised | Principal, Title I Contact, CLFs, Parents | September 13, 2016 | Sign-in sheets, meeting minutes, end-of-meeting evaluation |
| 5 | Westward Family Involvement Policy/Plan --Reviewed, Discussed, Revised | Principal, Title I Contact, CLF, Parents | October 13, 2016 | Sign-in sheets, meeting minutes, end-of-meeting evaluation |
| 6 | Call-out reminder was done using Parentlink system | Title I Contact | September 7, 2016 | Sign-in sheets, meeting minutes, end-of-meeting evaluation |

**Flexible Parent Meetings**

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

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| **Response:** Meetings are scheduled at various times of day throughout the school year. These times include morning, afternoon, and evening sessions. To accommodate parents, teachers schedule parent conferences during the mornings, afternoons, evenings and/or planning periods. |

**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 | Westward Elementary Curriculum Night | Academic Coaches, Administrators, First Grade Team | Parents will be provided with academic data on their child(ren) and learn how to intepret the data in order to help their child improve their academic performance. | October 2016 and February 2017 | Sig-in Sheets and evaluations |
| 2 | Westward Elementary Parent & Vounteer Training | Magnet Coordinator, 5th Grade Teachers, Volunteers | Provide parents with a cumulative project, which highlights the IB Elements that the students have learned over the years as students in an IB school. | May 26, 2017 | Sign-in Sheets and evaluations |
| 3 | SAC meetings | Science Coach | Increase parent involvement participation, thereby improving their knowledge and capacity to increase their students' academics (science) | January 17, 2017 | Sign-in sheets and evaluation |
| 4 | PTO meetings | Math Coach | Increase parent involvement participation, thereby improving their knowledge and capacity to increase their students' academics (math) | March 10, 2017 | Sign-in sheets and evaluations |
| 5 | Parent Night (Report Card, Edline, iReady and TenMarks Overview) | Literacy Coach | Increase parent involvement participation, thereby improving their knowledge and capacity to increase their students' academics (literacy) | March 10, 2017 | Sign-in Sheet and evaluation |
| 6 | Literacy (FSA) Parent Night | Principal, Literacy Coach, Math Coach and Magnet Coordinator | Provide parents with information and tools to support and improve students' academic and achievement in all subject areas | November 18, 2016 | Sign-in sheets and evaluation |
| 7 | Math (FSA) Parent Night | PTO Committee | Increase parent involvement participation, thereby improving their knowledge and capacity to increase their students' academics (reading and math) | Oct 10, 2016 - May 26, 2017 | Sign-in sheets and evaluations |
| 8 | Science Parent Training | SAC Committee | Increase parent involvement participation, thereby improving their knowledge and capacity to increase their students' academics (literacy and math) | Oct 10, 2015 - May 26, 2017 | Sign-in sheets and evaluations |
| 9 | 5th Grade IB Exhibition Project | Parent/Volunteer Coordinator | Increase parent involvement participation, thereby improving their knowledge and capacity to increase their students' academics (literacy and math) | November 18, 2016 | Sign-in sheets and evaluations |
| 10 | Academic Parent-Teacher Teams (APTT) | Literacy and Math Coach | Providing parents with information and tools to support and improve students' academic achievement (literacy and math ability) | Sep 8, 2016 | Sign-in sheets and evaluations |
| 11 | Doughnuts With Dad (R=$300-$500) | Guidance Counselor and 3-5 Reading Coach | Providing parents with strategies and tips to use at home to assist their student prepare for the FSA. They will be provided with reading/math activities to work on at home w/their children. | March 16, 2017 | Sign-in sheets and evaluations |
| 12 | Muffins With Mom (R=$300-$500) | Guidance Counselor and Reading and Math Coaches | Providing parents with strategies and tips to use at home to assist their student prepare for the FSA. They will be provided with reading/math activities to work on at home w/their children. | May 25, 2017 | Sign-in sheets and evaluations |

**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 | Academic Parent-Teacher Teams (APTT) Professional Development | APTT School Contact(s) and Administration | Providing teachers with professional development on the APTT model, which will help them assist parents in leaning how to interpret academic data and use it to assist their child(ren) in improving their academic abilites. Teachers will also learn how to more effectively communicate academic data to parents. | July 2016 and continuous | Sign-in Sheets, evaluation |
| 2 | Family Involvment Power Point Presentation to staff | Principal | Providing teachers with academic data that will drive instruction. Providing teachers with enrichment and remediation strategies to improve and maintain child's academic success | October 28, 2016 | 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)].

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| **Response:** Our parent volunteer coordinator works closely with our Parent Teacher Organization(PTO)and School Advisory Council (SAC) to promote high student achievement and parent involvement. Our school also participates in the APTT (Academic Parent-Teacher Teams) program in order to encourage and support parents in fully participating in the education of their children. During SY17, grades K-3 will participate in APTT. Our school conducts monthly 21st Century Meetings to encourage parental involvement. Additionally, parent volunteer training is conducted annually. This training is conducted by administration and by the Volunteer Coordinator. The purpose of the meeting is to improve student achievement, attendance, and behavior. This training is tentatively scheduled for November 18, 2016. Sign-in sheets, evaluations, and an increase in the number of parent volunteers will be used to gauge the effectiveness of the training. |

**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:** Westward Elementary continuously communicates information to parents in the following ways: Student Agenda books used daily to send notices and or letters, teacher-parent dialogue, homework, and academic feedback. Newsletters are used to communicate units of inquiry students are studying, invite parents to get involved, and provide test taking tips, homework tips and other highlights. Edline and social media pages are used to keep parents informed of classroom and school news as well as diagnostic and state-wide assessment data used to monitor student achievement. Parents are informed of curriculum and standards through parent teacher conferences. Parents are informed of Title I programming through annual meetings, the policy plan and the SIP. Parent conferences are held and the parents are presented with their student's academic data (Reading Running Records, diagnostic scores, iReady data, etc.) to discuss areas of strengths and weaknesses. |

**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:** Westward Elementary provides communication in parents' native languages as well as providing Community Language Facilitators (CLF; Spanish and Haitian Creole) who are readily available to translate during parent conferences, meetings, and events. In addition we provide assistance to our hearing and language impaired parents by requesting assistance through the school district. We currently do not have any migrant students on our campus at this time. |

**Discretionary Activities**

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

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| **count** | **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| 1 | Maximizing parental involvement and participation in their children’s education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)]; | Conferences are scheduled at a variety of times to accommodate parents' needs/schedules. Home visits are conducted on an as-needed basis. | Administration, Guidance Counselor, ESE Contact | Parents will be informed of their child's academic and behavioral statuses. Students behavior and academic performance will improve due to parental/ school joint efforts. | August 2016 - June 2017 |
| 2 | Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and | APTT- Academic Parent-Teacher Team | Administration, K-3rd grade teachers, APTT Coordinator | Student academic performance will improve due to parents being trained how to read and interpret the academic data of their child. Parents will also be provided with at-home activities that will enhance and improve student academic performance. | September 2016, January 2017, and March 2017 |

**Upload Evidence of Input from Parents**

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

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| [Uploaded Document](file:///C:\Users\jelksj\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\TE5UB3QU\fileUploads\500351_2016-2017_uploadEvidenceParentInput.pdf) |

**Upload Parent-School Compact**

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].  
  
Upload an electronic version of the Parent-School Compact.

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| [Uploaded Document](file:///C:\Users\jelksj\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\TE5UB3QU\fileUploads\500351_2016-2017_uploadCompact.docx) |

**Upload Evidence of Parent Involvement in Development of Parent-School Compact**

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].  
  
Upload evidence of parent input in the development of the compact.

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| [Uploaded Document](file:///C:\Users\jelksj\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\TE5UB3QU\fileUploads\500351_2016-2017_uploadCompactEvidence.pdf) |

**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.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | FSA Parent Nights | 2 | 60 | Improve student achievement, attendance and behavior |
| 2 | Title 1 Annual Meeting | 1 | 10 | Improve student achievement, attendance and behavior |
| 3 | Muffins with Mom | 2 | 100 | Improve student achievement, attendance and behavior |
| 4 | Donuts with Dad | 2 | 130 | Improve student achievement, attendance and behavior |
| 5 | APTT | 4 | 40 | Improve student achievement, attendance 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)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Title I Faculty Presentation | 1 | 53 | Improve student achievement, attendance and behavior |
| 2 | Various Professional Development Activities | 6 | 53 | Improve student achievement, attendance and behavior |
| 3 | APTT Teacher Trainings | 6 | 30 | Improve student acheivement through parent collaboration and communication |

**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)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Time Constraints | Various meeting times |
| 2 | Childcare | Have a staff member or high schoolers from local education academy watch children |
| 3 | Transportation | Offer rides to parents if able |

**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)

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| **count** | **Content/Purpose** | **Description of the Activity** |