

WOODLAND ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Shauntte Butcher, 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: Family involvement in education is a key ingredient to student success!

Review Rubric:

Mission statements are written concisely, free of jargon, and parent-friendly and inspire stakeholders to be involved and supportive of the program. Strong mission statements include:

- Explanation of the purpose of the parental involvement program;
- Description of what will be done; and
- Description of the beliefs or value of the LEA.

Review Status:**Review Comments:**

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: Parent / Caregiver input is gathered throughout the school year through meetings (SAC & PTA), as well as, through surveys distributed and collected after each family involvement activity. Input is documented through meeting minutes, and this input, combined with the various survey results, guides our Parent Involvement decisions at Woodland Elementary. The School Advisory Council is very active in the decision making process at Woodland Elementary, including how we can best meet the needs of our diversified parent group.

Review Rubric:

Strong responses include:

- Identification of the group responsible for the development, implementation and evaluation of the plans;
- Description of the procedures for selecting members of the group;
- Explanation of how the input from parents will be documented; and
- Description of the process and involvement of parents in the development of required plans; and
- 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)].

Review Status:**Review Comments:**

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	VPK / Headstart	The Pre K Teachers and Pre K Family Assistant will plan activities to promote family involvement throughout the year. They will also coordinate opportunities with Kindergarten Teachers to better prepare Pre K students who are entering Kindergarten next year.
2	Kindergarten Round UP	On our Kindergarten Registration Night (Annually the first Monday of May), the parents of incoming K students receive a bag full of resources, including detailed activities to complete with their child over the summer to better prepare him/her for school.
3	Grade Level Academic Standard Nights	Grade Level Teams coordinate grade specific events to educate parents on the specific grade level standards that their child will be expected to master

		throughout the year. These events include offering parents resources / educational ideas on how they can support this learning at home.
4	Quarterly Academic Nights	Quarterly Subject Specific Family Events will be hosted, which include hands-on activities to engage families in learning together.
5	AVID Parent Meetings	Grade 3-5 Teachers will coordinate grade specific events to educate parents of the AVID expectations for all grade 3-5 students.
6	Student Led Conferences	Grade Level Teams will coordinate a parent conference event each semester for students to communicate academic progress and goals with parents.
7	Open House	During first quarter, parents will visit their child's classroom; teachers will share expectations, procedures and important parent communication for the year.

Review Rubric:

Strong responses include:

- Identification of the specific federal programs; and
- Description of how the programs will be coordinated.

Review Status:

Review Comments:

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	Develop agenda, handouts, and presentation materials that address the required components	Principal	August	Copies of agendas, sign in sheets, powerpoint presentation, and handouts
2	Develop and disseminate invitations	Parent Involvement Assistant	August	Flyer with date of dissemination, posting on school website, article in school newsletter and picture of ad on marquee sign
3	Advertise/publicize event	Parent Involvement Assistant	August	Posting on school website and picture of advertisement on school marquee sign
4	Develop sign-in sheets	Parent Involvement Assistant	September	Sign in sheets for Title I Meeting
5	Maintain documentation	Parent Involvement Assistant	September	Title I documentation binder/box housed in the front office. Documentation will be shared with LEA Title I Office for monitoring purposes.

Review Rubric:

Strong responses include:

- Identification of specific activities or tasks;

- Identification of the person(s) responsible for completing the task;
- Reasonable and realistic timelines; and
- Description of the evidence the school will use to demonstrate the effectiveness and/or completion of the activity/task.

Review Status:

Review Comments:

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 school will provide flexible meeting and training times throughout the year by scheduling morning, evening, and afternoon meetings and workshops. Food and childcare (when needed) will be provided for family events. Additionally, the parent involvement assistant will work to establish a "Parent Center" in the school media center, and on a movable cart, to provide resources to parents, when needed. Woodland's Parent University Program will allow and promote a variety of Parent Involvement from caregivers, and will reward them for this participation in their child's education. Records of parent participation will be maintained and meeting schedules will be adjusted based on parent needs.

Review Rubric:

Strong responses include:

- Description of the process the school will use to ensure that workshops/meetings are offered at a flexible times; and
- Specific examples of the flexible schedule offered to parents.

Review Status:

Review Comments:

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
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1	Quarterly Academic Family Workshops	Parent Involvement Assistant and Content Area Specialists	Families will be actively involved in academic discoveries together at our Quarterly Academic Nights. Students' academic achievement will be impacted in a positive way in the areas of Reading, Writing, Math and Science.	Quarterly (August - May)	Parent Survey Results/Student Achievement in select Academic Areas
2	Monthly Parent Breakfasts (iMOM and All Pro Dad)	PTA	Families will receive meaningful ways to engage in conversations with their child(ren) focusing around Character Education. Student achievement will be impacted in a positive way due to the fact that a healthy home life equates to a more successful school experience.	Monthly (August - May)	Parent Survey Results
3	Parent Involvement University Program	Parent Involvement Assistant	Parents will receive guidance on the variety of ways they can get involved in their child's education. They earn "credits" for their work (that takes place at school and at home). Students' academic achievement will be impacted in a positive way because increased parent involvement in education directly correlates to greater student success in school.	On going (August - May)	Parent University Graduation Ceremony
4	Watch DOGS (Dads Of Great Students) Program	Parent Involvement Assistant	Father figures will spend time with students in need of quality role models.	On going (August - May)	Watch DOGS/Teacher Survey
5	Community Outreach	Parent Involvement Assistant/Principal	Students will receive added opportunities as a result of partnerships.	On-going (August - May)	Classroom Teacher Survey
6	Grade Level Parent Nights	Grade Level Teams	Parents will receive instruction on how to better support students' mastery of grade level standards.	Quarter 1	Increase in student achievement for those students who had parents in attendance

Review Rubric:

Strong responses include:

- Description of the content and type of activity including the following:
 - o The state's academic content standards and state student academic achievement standards, State and local assessments including alternative assessments, Parental involvement requirements of Section 1118, and How to monitor their child's progress and work with educators to improve the achievement of their child;
- Identification of the person(s) responsible;
- Correlation to student academic achievement;
- Reasonable and realistic timelines; and
- Description of the evidence the LEA will use to demonstrate the effectiveness and/or completion of the activity/task

Review Status:**Review Comments:**

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	Title I / Parent Involvement Training	School Administration	Educate staff on the unique needs of a Title I School and learn ideas on how Parent Involvement and Relationship Building can improve students' school success. Students will be positively impacted by teachers who have a greater understanding of their unique needs.	August and on going throughout the year, as needed.	Staff feedback, Staff Implementation of Ideas
2	Volunteer/Collaborative Business Partner Training	Parent Involvement Assistant	Train staff on the appropriate & effective use of volunteers & business partners. Students' Academic Achievement will be positively impacted by the positive partnerships and relationships established with volunteers and business partners.	August and on going throughout the year, as needed.	Volunteer / Business Partner Feedback
3	IRLA 101 Staff Training	Reading Resource Teacher	Train staff to communicate IRLA goals and strategies to parents.	September and on going through out the year.	Staff /Parent feedback

Review Rubric:

- Content and type of activity including the following:Valuefollowing:
 - Valuing of parental involvement,
 - Communicating and working with parents,
 - Implementation and coordination of parental involvement program,
 - Building ties between home and school,; and
 - Cultural sensitivity;
- Identification of person(s) responsible;
- Correlation to student academic achievement;
- Reasonable and realistic timelines; and
- Description of the evidence the LEA will use to demonstrate the effectiveness and/or completion of the activity/task.

Review Status:**Review Comments:**

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: Continue to improve upon the already established Parent Resource Center located in the media center and on a mobile cart. The goal is to get these tools in the hands of the parents/caregivers that need them most, by making them easy to access and easy to understand and implement. The Parent Involvement Assistant monitors the school Face Book account and sends out periodic emails to all parents to give notice of current school events. The Parent Involvement Assistant monitors the Parent Resource Center and adapts it to meet the many needs of our schools' families. Our Parent Involvement Assistant will continue to be a visible person at our school, during arrival and dismissal times, to promote relationship building with our families.

Review Rubric:

Strong responses include:

- Identification of the type of activity;
- Specific steps necessary to implement this activity;
- Person(s) responsible;
- Timeline; and
- Description of the evidence the school will use to demonstrate the effectiveness and/or completion of the activity/task.

Review Status:**Review Comments:**

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: During the Open House event held at the beginning of every school year, an informational Title I Meeting is conducted to inform parents of the Title I Programs available at our school. Information presented will include, but is not limited to: Home/School Compact, Parent Involvement Plan, Available Involvement Opportunities

(SAC/PTA/Volunteers/Parent Involvement University), and Home/School Communication. Sign in sheets will be collected and information will be made available for parents unable to attend the meeting.

Title I information is also shared at SAC meetings, held monthly at the school. Parent events will be held to explain curriculum and assessment such as IRLA and FSA. We will use a "Wrangler Wednesday Folder" to promote more effective and efficient home/school communication.

Review Rubric:

Strong responses include:

- Process for providing information to parents;
- Dissemination methods;
- Reasonable and realistic timelines for specific parent notifications; and
- Description of how the school will monitor that the information was provided.

Review Status:**Review Comments:**

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: The Parent Involvement Policy and Plan was provided to all parents in the 15-16 Registration Packets. Families needing information translated into another language, will receive the Parent Involvement Policy/Plan translated into the appropriate language, with the help of our ESOL Assistant.

The ESOL Assistant is available daily to assist with conferences and other parent involvement activities, when translating services are needed to improve the communication between the school and families.

The school will also provide special accommodations, as needed, for families/parents with disabilities, so that all WES families can participate in parent involvement activities.

Review Rubric:

Strong responses include:

- Process the school will use for translating information into a parent's native language;
- Description of how the school will ensure that parents with disabilities will have access to parental involvement activities and/or services;
- Description of how the school will ensure that information is available to parents considering the fluctuating student populations;
- Specific languages in which information will be provided; and

- Process the school will use to monitor that schools provide information to parents in a language they can understand, if feasible.

Review Status:

Review Comments:

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)];	School Social Worker will conduct home visits with those parents unable to travel to school for a meeting. Pre K teachers also conduct regular home visits to better build a school-home relationship.	Pre K Teachers and School Social Worker	Through the efforts of going "where the parents are," schools will better be able to build a relationship with the family and thus, better promote involvement in school.	Throughout the school year, as needed.
2	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Develop and maintain positive business relationships throughout the Zephyrhills' community.	Parent Involvement Assistant and School Administration	Through the efforts of maximizing resources through business partners, our Title I Students will have more educational opportunities.	Throughout the school year.

Review Rubric:

Strong responses include:

- Identification of the activity which may include the following:
 - Involving parents in the development of staff training, providing literacy training, paying reasonable and necessary expenses to conduct parental involvement activities, training parents to help other parents, adopting and implementing model parental involvement programs, organizing a local education agency parent advisory council, and/or developing roles for community organizations and/or business in parental involvement activities;
- Description of the implementation strategy;
- Identification of person(s) responsible;
- Correlation to student academic achievement; and
- Reasonable and realistic timelines.

Review Status:

Review Comments:

Upload Evidence of Input from Parents

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

[Uploaded Document](#)

Review Rubric:

Review Status:

Review Comments:

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](#)

Review Rubric:

School-Parent Compact must include the following components:

- Description of the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State's student academic achievement standards;
- Identification of ways parents will be responsible for supporting their children's learning (for example, monitoring attendance, homework completion, or television watching; volunteering in their child's classroom; and participating as appropriate in decisions relating to the education of their children and positive use of extracurricular time); and
- Highlight the importance of communication between teachers and parents on an ongoing basis through, at a minimum: parent-teacher conferences in elementary schools, at least annually, during which the compact will be discussed as it relates to the individual child's achievement; Frequent reports to parents on their child's progress; and Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
- Evidence that parents were involved in the development/revisions to the compact [Section 1118(d), ESEA].

Review Status:

Review Comments:

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](#)

Review Rubric:

Review Status:

Review Comments:

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	Open House/Title 1 Information Night	1	211	Increase in student achievement: homework support, reading logs, AR points, FSA learner expectations.
2	Academic/FSA Nights	2	167	Increase student achievement by communicating and providing activities/examples of expectations for students at each grade level.
3	School Advisory Council Meetings	9	25	Increase parent/community input and awareness of school events/data and goals; so they can communicate goals to other parents.
4	All Pro Dad	4	40	Increase student/family engagement with topics regarding social, emotional and academic growth.
5	iMom	4	60	Increase student/family engagement with topics regarding social, emotional and academic growth.
6	Watch Dogs	2	12	Increase volunteerism for fathers and increase student engagement on campus in classroom and hallways
7	PTA Meetings/Events	8	15	Increase family participation and engagement through fundraisers, volunteering, events, and family input at meetings.
8	Parent Involvement University	5	200	Ongoing parent training, providing volunteer opportunities and tracking volunteer minutes.

Review Rubric:

Strong responses include the content and type of activity, number of activities, number of participants, and the correlation to student achievement.

Review Status:

Review Comments:

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	School Advisory Council	1	25	Report out and share parent involvement information from surveys, articles, etc, with SAC members.

2	Faculty Meeting	1	65	Train school staff to communicate with parents for effectively, and to promote volunteerism in the school.
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Review Rubric:

Strong responses include the content and type of activity, number of activities, number of participants, and the correlation to student achievement.

Review Status:

Review Comments:

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	Limited English Proficiency	Parent Involvement Aid is bilingual; and spoken and written materials available in Spanish.
2	Economically Disadvantaged	School will provide free childcare for events/meetings as needed.
3	Economically Disadvantaged	School Nurse on Campus
4	Economically Disadvantaged	School Social Worker on Campus
5	Economically Disadvantaged	Parent use of media/technology on campus when needed.
6	Economically Disadvantaged	Flexible conference hours and modes of communication: written, phone, email, Skype, face-to-face.
7	All Parents	Daily Planner communication
8	All Parents	Communication through Tweets, Facebook, and School Website
9	Economically Disadvantaged	Thomas Promise weekly food bags, referrals to community agencies.

Review Rubric:

Strong responses include:

- Identification of barrier which hindered participation by parents in parental involvement activities (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); and
- Description of how the LEA will use the information gathered from the evaluation to design strategies for more effective parental involvement policies described in Section 1118.

Review Status:

Review Comments:

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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Review Rubric:

Activities described in this section should be correlated to student achievement and include sufficient detail that another LEA or school could use the information to develop a similar program.

Review Status:

Review Comments:
