**Woodward Avenue Elementary Title I, Part A Parent & Family Engagement Plan previously known Parental Involvement Plan.**

I, Kate Godbee-Farley, 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 1116 (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 1116 (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 1116(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 1116(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 1116(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)].

 Kate Godbee-Farley 9/22/2017

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

# Mission Statement

Parental Involvement Mission Statement

We believe that each child is special. We guide our students to love learning, cooperate with each other and respect themselves.

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 [Sections1116(c)(3), 1114(b)(2), and 1116(a)(2)(B)].

**Response:** Parents are involved in Title I Planning Process through the School Advisory Council (SAC). The SAC is responsible for the planning, review, and improvement of the Title I Programs. SAC membership is decided through a voting process in which members are elected to a one or two-year term. SAC meetings are held monthly. Members of the SAC vote on the development of the Title I Parent & Family Engagement Plan. Input of meeting proceedings are documented through recorded minutes which are approved by the SAC membership. All meeting proceedings are subject to the Sunshine Law.

# 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 1116(e)(4)].

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| **count** | **Program** | **Coordination** |
| 1 | Supplemental Academic Instruction (SAI) | Provide remedial instructional resources to students who fail to meet performance levels. School utilizes these resources through before, during, and after school tutoring.  |
| 2 | VPK | VPK works with our school staff to coordinate transition plans for students entering Kindergarten.  |
| 3 | Title I, Part A | Supplemental Tutoring before or after school. Supplemental materials and supplies needed to close the achievement gap. Supplemental funds for on-going staff development as determined by the results of district data.  |
| 4 | IDEA | Supplemental instruction support provided by the school will be discussed with parents during the development of the students’ IEP. |
| 5 | Title X, Homeless | Title X Coordinator provides services to families to ensure that students have school supplies, community resources, and transportation.  |
| 6 | Title I, Part C | Parent support is offered through migrant services such as translation and food assistance programs. Academic assistance through credit accrual/recovery, tutoring, and summer school. Parental support through parent/kid activity nights and workshops on school success.  |
| 7 | Title III | Additional support and resources provided by the school will be discussed with parents during LEP committee meeting. The District ESOL Coordinator and Staff provide ongoing support and Professional Development to teachers to ensure instructional best practices are utilized. Teachers consistently progress monitor the ELL students to identify specific needs, target interventions/enrichments to ensure the appropriate pathway toward graduation.  |

# 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 1116(c)(1)].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Title I Annual Meeting dates and activities | Principal and SAC | Sept. 25, 2017 | Dates set reflected on school calendar |
| 2 | Prepare agenda for Title I Annual Meeting  | Principal | August 2017 | Agenda |
| 3 | Gather information from Title I, Single Gender, PTA, such as brochures for parents to select  | Principal, SAC | August 2017 | Information prepared for distribution |
| 4 | Train teachers for Title I Annual Meetings plans/goals and procedures | Principal and Assistant Principal | September 2017 | Faculty meeting minutes and comments |
| 5 | Advertise Title I Annual Meeting  | Principal, Teachers | August - September 2017 | Number of attendees, survey, newsletter, flyer, website, connect 5 message |
| 6 | Hold Annual Title 1 Meetings | Principal | August 17, 2017 & Sept. 25, 2017 | Agenda, supporting documents, survey |

# 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 1116(c)(2)].

**Response:** Woodward Avenue Elementary will schedule meetings at various times during the day or evening to better accommodate parents. Teachers will hold conferences with parents of children in their classrooms as needed. Woodward Avenue Elementary will also host a variety of academic trainings and events where the entire family will be welcomed such as but not limited to: Reading Night, Science Night, and Math and Technology Night. There will also be a Snow Day in which families are invited to attend.

# 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 1116(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 1116(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1116 as parents may request [Section 1116(e)(14)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Classroom Websites - for parents | Select Teachers | This will help build rapport between families and their child's teacher improving academic success.  | On-going | Parent Feedback |
| 2 | Meet the Teacher - Introductions of students and families to the faculty and staff.  | Administration, Faculty, and Staff | This will help build rapport between the families and school personnel improving academic success.  | August 2017 | Sign-in Sheets; Climate Surveys |
| 3 | Open House - Introduce the families to school and classroom policies and provide time for faculty and staff to share goals for the year.  | Administration, Faculty, and Staff | This will help build rapport between the families and school personnel improving academic success.  | September 2017 | Sign-in Sheets; Climate Surveys; Agenda |
| 4 | Boo-Hoo Breakfast - This is a breakfast for parents of kindergarten students. It is an opportunity for parents to network with each other.  | Administration, staff | This is an opportunity for parents to network with each other. It is also an opportunity to recruit members for PTA and SAC. These activities all contribute to improved academic success. | August 2017 | Sign-in Sheets; Climate Survey, PTA and SAC Minutes |
| 5 | Parents to Kids Workshops | Academic Coach | These workshops assist families with literacy and. improving academic success. | January 2018 | Sign-in Sheets; Parent Feedback/Surveys |
| 6 | Family Nights (Science, Math, and Reading)- These provide an opportunity for families to be involved in activities that will enhance their child’s learning.  | Administration, Faculty and Staff | The activities provide opportunities for the parents to get involved with curriculum and improving academic success.  | On-going | Sign-in Sheets; Parent Feedback and Surveys |
| 7 | SAC Training | SAC Chair | This activity will increase parent knowledge of academic expectations and foster parent/school partnerships improving academic success.  | Fall 2017 | Sign-in sheet,  |
| 8 | Parents and Lunch | Administration, Faculty, and Staff | This will help build rapport between the families and school personnel and provide time for families to interact with their child during the school day improving academic success.  | On-going | Sign in Sheets; Parent Feedback |
| 9 | Kindergarten Orientation | Administration, Faculty, and Staff | This will help build rapport between the families and school personnel.  | End of School Year | Sign-in Sheets; Parent Feedback |
| 10 | Snow Day at the Wood | Administration, Faculty, and PTA | This activity will help build rapport not only between the child and their family and the school but, will also help build rapport between families and improve academic success.  | Winter 2018 | Sign-in Sheets; Parent Feedback |
| 11 | Manipulative Baggies | School Leadership Team | This activity will help build rapport not only between the child and their family and the school but, will also help build rapport between families and improve academic success. | September-October 2017 | Parent Conference minutes |

# 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 1116(e)(3)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Volunteer Training - Faculty, Staff, and SAC will be trained on working with parents and volunteers.  | Volunteer Coordinator | Using volunteers to enhance learning will have a positive impact on student achievement.  | October 2017 | Sign-in Sheet, Agenda |
| 2 | Family Friendly Schools | Volunteer Coordinator | Information on how to build rapport with families will positively impact student achievement. | October 2017 | Sign-in Sheet, Agenda |
| 3 | Business Partner Training | Administration | Teachers will gain knowledge in how to build ties between parents and schools using business partners to positively impact student achievement. | October 2017 | Sign-In Sheet, Agenda |

# 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 1116 (e)(4)].

**Response:** Woodward utilizes our School Leadership Team and Volunteer Coordinator to enhance our parental involvement. We house an extensive library with books and DVD's to encourage parental involvement within the school and activities, skills, and strategies families can implement at home. Parent participation is promoted at all events held at Woodward and throughout the school year. We collect food, shoes, clothes and school supplies to have on hand for families in need.

# Communication

Describe how the school will provide parents of participating children the following [Section 1116(c)(4)]:

* Timely information about the Title I programs [Section 1116(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 1116(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 1116(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 1116(c)(5)].

**Response:** Parents will be given timely information about Title I Programs through the use of weekly connect 5 messages, flyers, school website, marquee, parent/teacher conferences, planners, interim reports and report cards. Information is disseminated weekly, monthly, or as needed. Woodward Elementary will monitor the effectiveness of communication through climate surveys and parent feedback. The Parent & Family Engagement Plan will be posted on the school website and copies are available in the family center and through the front office.

# 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 1116(e)(5) and 1116(f)].

**Response:** Woodward Avenue Elementary provides access to all parents wishing to take part in school activities. We provide information in both English and Spanish and have translators on site. Extended office hours are offered during peak registration times to make our school more accessible for working parents. Woodward is a handicapped accessible facility. Information is provided through the website, and weekly connect 5 messages. The Parent & Family Engagement Plan and the Compact are made available to parents through the website, Volunteer Office, Front Office, and SAC meetings.

# 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 | Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and | Parents to Kids - Provides literacy training to parents to help their children learn to read.  | Academic Coach | Increase reading scores | Fall 2017 |
| 2 | 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)]; | Provide a variety of meeting times to allow flexibility for parental meetings and activities.  | Administration; Teachers | Increase all academic areas and parent participation | On-going |
| 3 | Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and | Family Resources - allows parents and families to use the resources as tools to help increase reading, writing, math, science, social studies, study habits, and behaviors.  | Administration, Volunteer Coordinator | Increase all academic areas and parent participation | Year Long |
| 4 | Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | Volunteer and Business Partner Training - this training allows for all involved to know and understand the rules and procedures when working with volunteers and business partners.  | Administration | Increase all academic areas and parent participation | Fall 2017 |

# Upload Evidence of Input from Parents

Evidence of parent input in the development of the plan has been uploaded into VCS Title 1 SharePoint site.

# 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 1116(d)].

Parent-School Compact has been uploaded into SharePoint.

# 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 1116(d)].

Evidence of parent involvement in the development of the Parent-School Compact has been upload into SharePoint.

## 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 1116 (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 | Annual Title 1 Meeting | 2 | 186 | Provide Title 1 funding information, to provide parents with the resources available in our school |
| 2 | Meet the Teacher | 1 | 369 | Help build rapport between families and school staff. |
| 3 | Open House | 1 | 449 | Help build rapport between families and teachers. |
| 4 | Boo Hoo Breakfast | 1 | 31 | Opportunity for parents of new kindergarten children to network and learn about the school. |
| 5 | Family Nights Literacy Night, Technology Night, Science Night | 3 | 626 | Provide curriculum information to parents. |

# 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 1116 (e)(3)].

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| --- | --- | --- | --- | --- |
| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Volunteer Training with faculty, staff, and SAC.  | 4 | 152 | Using volunteers to enhance learning will have a positive impact on student achievement. |
| 2 | Family Friendly Schools | 2 | 91 | Information on how to build rapport with families. |
| 3 | Business Partner Training | 3 | 69 | Teachers and staff will gain knowledge in how to build ties between parents and schools using business partners. |

# 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 1116(a)(E)].

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| --- | --- | --- |
| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School Will Take to Overcome** |
| 1 | Parent work schedule | provide meetings and activities at a variety of times to allow for more participation |
| 2 | Transportation | provide opportunities to meet with parents at drop-off or pickup when they are already on campus |

# 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)

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

Please return completed Parent & Family Engagement Plan to your Parent & Family Engagement Facilitator.