## WARFIELD ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Ivy Menken, 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)].

Ivy Menken, Principal September 29, 2017

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| **Principal or Designee** | Date Signed |

**Mission Statement**  
Parental Involvement Mission Statement (Optional)

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| **Response:** We are dedicated and accountable to the children, parents and community. We work collaboratively to provide successful educational experiences so all students become productive and environmentally responsible citizens. |

**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:** The members of the School Advisory Committee, which includes parents and Warfield staff, will actively engage in planning and developing activities, programs and events for students and their families. Results of the stakeholder surveys as well as state, district and local assessment data are used to plan and determine what activities, programs and events will be implemented to meet the needs of our families. The School Advisory Council (SAC) helps school personnel in decision-making regarding calendar, budget, activities, programs and special events. |

**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 | Transition to KG Parent Orientation meeting | Families of all local PreK programs as well as those parents who do not have their child enrolled in a PreK program are invited to a PreK to KG Transition parent meeting in March. At this meeting, Warfield administration and KG teachers present information about the curriculum, school policies, PBIS expectations and activities, programs and events for students and their families. |
| 2 | Family Nights | School personnel collaborate with SAC members to plan and implement Family Nights focusing on the areas of reading, math, science and technology. |
| 3 | Intervention Camp KG - 3rd Grades & Camp Invention 2nd – 3rd Grades | The purpose of Intervention Camp is to explicitly address the needs of students who are being Promoted with Remediation in order to strengthen their academic skills in the areas of reading and math. Intervention Camp is held for 15 days in June. Camp Invention has been added to our summer program to enhance our students’ knowledge and application of science concepts. |
| 4 | PreK Transition to School Visits | The assistant principal arranges for all local PreK programs to visit the our campus at the end of the school year. Parents are invited to accompany the children on the tour and get more information about the school and it's programs. |
| 5 | Jumpstart to Kindergarten Summer Program | Jumpstart to Kindergarten Summer Program is held for 15 days in June. The purpose of this program is to transition incoming PreK students to the daily schedule, expectations and routines of school, as well as to begin KG readiness instruction. |
| 6 | Summer VPK | Warfield housed transitioning PreK to KG students who had not used their VPK funds during the regular school year. The students receive a robust curriculum as well as pre/post assessments to determine growth over the course of the 30 day program. |

**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 (school wide 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 | Meet the Teacher Day | Principal | August 2017 | Parent Attendance Records |
| 2 | KG- 4th Grade Open House Meetings | Grade Level Teachers | August 2017 | Parent Attendance Records |
| 3 | School Advisory Council Meetings | Principal | Sept. 2017-May 2018 | SAC Attendance Records |
| 4 | MTSS and IEP Meetings | MTSS Team | August 2017-May 2018 | MTSS and IEP Conference Notes |

**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:** Parent meetings are held at various times taking into consideration parents' work schedules, the availability of child care and transportation. Our School Advisory Council determined their meetings will be held at 4:30 p.m. The Shining STAR Shout Out recognition celebration is held monthly at 8:00 am. Parent/Teacher conferences are held twice a year from 5:00-8:00 pm. Teachers are also available to conference with parents before school starts, during the school day and after school. Warfield works collaboratively with South Fork High School personnel to provide a closer venue in Indiantown and laptop computers to host parent conferences in order to accommodate parents with transportation issues. Transportation services are regularly provided to parents to school conferences, medical and dental appointments and other family service agencies. Child care is provided at some events. |

**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 | Annual Title One Meeting | Title One Parent Liaison | Increase parental involvement at school. | August 2017 | Parent attendance and participation logs. |
| 2 | Open House Nights | Grade Level Teams K-4 | Build parent awareness and understanding of school, grade level and teacher expectations for student learning. | August 17 and 29, 2017 | Parent attendance and participation logs. |
| 3 | Family Nights | Literacy Council, Math team, STEM teachers, DLT coordinator | Increase students' proficiency ELA, Math, STEM and Technology | 3x per year | Parent attendance and participation logs. |
| 4 | Shining STAR Student of the Month | Guidance Counselor and teachers | A celebration to formally acknowledge students who demonstrate good character each month. | Once per month | Parent attendance and participation logs. |
| 5 | Warfield Website | WES Webmaster(s) | Increase parental knowledge of how to help their children at home. | August 201 - May 2018 | Number of Website 'hits'. |
| 6 | Celebrations of Learning | Administration, teachers | Increase student motivation to learn by celebrating their academic success | October 2017 - May 2018 | Number of recognition certificates provided to students |
| 7 | Take Your Special Lady, Guy and Grandparent Days | PBIS Chairperson and team | Increase student confidence when parents are involved in their learning | Sept. 2017, Oct. 2017, May 2018 | Number of adult participants |
| 8 | Veterans' Day Program | Music teacher, student chorus, classroom teachers | Increase students' understanding and appreciation for the military's role in the U.S. | November 2017 | Number of adult participants |
| 9 | Holiday Show | Music teacher, student chorus, classroom teachers | Increase students' understanding and appreciation for various traditions and cultural celebrations | December 2017 | Number of adult participants |
| 10 | Earth Day Celebration & Green School Candidate Voting | Teachers, Music teacher, Green School Chairperson | Increase students' awareness and build respect for the environment | April 2017 | Number of adult participants |

**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 | Staff/Parent Involvement Training | Title One Parent Advocate | Provide teachers with strategies to more actively involve parents in their students’ school life. | August 2017 | Increased parental involvement |
| 2 | Marketing the Parent Resource Center | Parent Resource Center Staff | Increase parents' awareness of the PRC, available materials and training to support their children at home. | August - Sept. 2017 | Increased use of materials from the Parent Resource Center |
| 3 | Parent/Teacher Conference Nights | Teachers/Support Staff/Administration | Build parents' understanding of how to provide support for academics as well as providing resources for use at home | August 2017 - May 2018 | Conference Attendance Logs |
| 4 | Teacher Professional Learning Communities and Professional Development sessions | Instructional Personnel, Coaches, Administration, Paraprofessionals | To increase the capacity of instructional staff knowledge and expertise to directly impact student learning. | August 2017 - May 2018 | PLC/PD sign-in sheet, classroom observations |
| 5 | KG – 4th Grade Level Open Houses | Teachers/Administration | Build parents understanding of school and teacher curriculum, instructional practices, policies and procedures. | August 17th & 29th 2017 | Parent feedback, sign in logs |
| 6 | Meet the Teacher Day | Title One Parent Advocate, Administration | Inform parents about Warfield being a Title 1 school and the assurances that are provided to students and their families | August 14, 2017 | Parent feedback, sign in logs |

**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:** 1. Teachers will complete online prescriptions to the Parent Resource  Center focusing on academic content to remediate and enrich students.  2. Grade level Open Houses serve to provide parents with information and resources to support their child's learning at home.  3. Use of Connect 5 automated phone messaging (Eng. & Spanish) system to provide parents with information about school conferences, special activities, programs and events as well as to remind parents about school operating procedures and policies.   4. Warfield Elementary website is regularly updated with teacher links, helpful tips/strategies for parents, school events, activities and special programs.  5. Student celebrations: Shining STAR Student and celebrations of learning recognize students’ academic and character development monthly throughout the school year.  6. Warfield celebrations such as the Veterans' Day, Holiday Show, Earth Day program are planned throughout the year for students to apply their knowledge of Social Studies and Science content and enhance students' public speaking skills.  7. Family Nights focus on ELA, math, science and technology and actively engage students and their parents in fun, interactive, hands-on activities and lessons to increase parents' understanding and skills to support their children at home. |

**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 school wide 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:** Parents are notified of programs and events through the school website, notices, flyers and Connect 5 automated phone messaging system (in English & Spanish). The district sends parent informational flyers in English and Spanish on the Florida State Standards, standards-based grading system, iReady assessments and the Florida State Assessment. The school district's FOCUS grade book has a parent portal component so parents can monitor their child's academic progress throughout the year. Flyers and pamphlets outlining assessment information as well as proficiency levels are sent home in English and Spanish. (which are also provided at conferences and at the Annual Title One meeting). Parent input is solicited in a variety of ways through: surveys, personal contact, Title One Parent Liaison, counselors, administrators and SAC meetings. Parent input is also provided at family nights, morning events and conference nights. School staff is always available to conference with parents regarding the academic, behavioral, medical, and attendance of their children. Teachers provided important information at their Open House night at the beginning of the school year so parents clearly understand the academic, behavioral and attendance expectations as well as how their children's progress will be assessed and monitored throughout the year. |

**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:** Communication including the school website, notices and flyers are prepared and distributed in English and Spanish; generally in one document. Connect 5 automated phone call reminders (for special events, conference nights, etc.)are also sent out in English and Spanish. A bilingual Title One Parent Liaison is available full time to translate and provide information to families. Parents have access to the Parent Liaison by phone and/or in person (at school or in their home). Additional bilingual paraprofessionals and teachers are available to translate and provide information at parent conferences, meetings and events. The Parent Liaison translates at SAC meetings. Warfield's facility is ADA compliant and fully accessible to all stakeholders. |

**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 | Family literacy, math, science and technology nights. | School leadership team, instructional coaches and DL coordinator | Increase knowledge and proficiency in academic areas. | October 2017 - April 2018 |
| 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)]; | Arranging school meetings at a variety of times to accommodate parents work schedules. | Administration | Increase parental attendance at meetings and their involvement and support . | August 2017 - May 2018 |
| 3 | Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and | Establishing a Parent Advisory Committee and increase our School Advisory Council membership. | Title 1 Coordinator, Title One Parent Liaison, Principal, SAC members | Increase parental involvement and support. | September 2017 - May 2018 |

**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\menkeni\Downloads\fileUploads\430131_2016-2017_uploadEvidenceParentInput.docx) |

**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\menkeni\Downloads\fileUploads\430131_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\menkeni\Downloads\fileUploads\430131_2016-2017_uploadCompactEvidence.docx) |

## 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 | Annual Title One Meeting | 2 | 535 | Increase parental involvement at school. |
| 2 | KG – 4th Grade Level Open Houses | 2 | 377 | Build parental awareness and understanding of school, grade level and teacher expectations for student learning. |
| 3 | Family Nights – focused on ELA, Math and Science | 3 | 175 | Increase family involvement in academic knowledge and application, and use obtained resources to support students at home. |
| 4 | Shining STAR Student Recognition Program | 8 | 193 | Increase students' demonstration of appropriate behavior and work habits. |
| 5 | Bring your Special Person (guy, mother, grandparent) to School Day | 3 | 127 | Promote family involvement in students' school life. |
| 6 | Hispanic Family Heritage program | 1 | 71 | Celebrate and build an understanding of our students' heritage, culture, customs and traditions. |
| 7 | Veterans' Day program | 1 | 72 | Recognize and build an understanding for the role of the military on our lives. |
| 8 | Building Literacy program: Literacy on the Lawn, KG Readers/Writers celebration, 3rd grade Research projects | 5 | 199 | Promote family involvement in students' school life and build literacy skills |
| 9 | Family Fun Run | 1 | 47 | Increase awareness and promote healthy life styles. |
| 10 | PreK Parent Meeting and PreK Visits | 4 | 114 | Provide important information to parents for children entering kindergarten and to tour incoming PreK students transitioning to school. |
| 11 | Parent/Teacher Conference Nights | 2 | 883 | Communicate student academic, behavioral progress with parents and offer information and resources for how to help their children at home |
| 12 | Earth Day Program | 1 | 56 | Increase student understanding of environmental issues and building students’ citizenship skills |
| 13 | School Advisory Council meetings | 4 | 160 | Provide collaboration and gather parent input for addressing students' needs at school. |

**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 | Staff/Parent Involvement Training | 1 | 65 | Increased support of student learning and providing resources for parent to use with their children at home. |
| 2 | Teachers and paraprofessionals promoting visits to the Parent Resource Center | 5 | 79 | Promote parental use of the center and check out materials to use in teachers' classrooms. |
| 3 | Family Night Planning Meetings – focused on creating activities for parents in ELA, Math and Science | 3 | 35 | Increase family involvement in academic knowledge and application, and use obtained resources to support students at home. |
| 4 | Teaching with Poverty in Mind | 1 | 65 | Increase instructional personnel’s understanding of teaching and addressing the needs of students’ and families in poverty |
| 5 | WIDA – Building Understanding of Language Acquisition | 4 | 65 | Increase instructional personnel’s understanding of language development and instructional practices to support students with their language acquisition |

**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 | Parents and students lack of technology at home | Build parents awareness of the importance of having a computer, laptop or other tablet at home. |
| 2 | Parents lack of knowledge of how to help their children at home. | Continue to provide parents with knowledge, demonstrations and resources at Title 1 parent meeting, curriculum nights, family nights and other school events to support their child's learning. |

**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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