

## WESTSIDE ELEMENTARY SCHOOL Title I, Part A Parent Family Engagement Plan

I, Dennis Dotson, 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.

  
Signature of Principal or Designee

10/31/17  
Date Signed

### Mission Statement

#### Parental Involvement Mission Statement

**Response:** The Parent Involvement Plan at Westside Elementary encourages student achievement and strives to create and maintain a family friendly atmosphere where open communication is established and information for academic success is shared by all parents, students, teachers, and administrators.

The staff of Westside Elementary, in collaboration with parents and the community, establishes high expectations for all students by providing a safe, nurturing environment where students have the opportunity to become productive, knowledgeable, and 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 [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

**Response:** Parent Information and opportunities to become involved will be provided to all students throughout the school year. Westside Elementary will offer the following activities to all parents: Meet Your Teacher Day, Open House, Title 1 Annual Meeting, School Wide Parent- Teacher Conferences, Volunteer Orientation, Parent Workshops, SAC meetings, PTO meetings, and other school events.

Information concerning time, dates and activities will be available in newsletters, on the marquee, through take home flyers, on the website, and through automated school messenger call outs and text messages.

The School Advisory Council is the decision-making entity of the school that includes at least fifty-one percent parent members. Parents will be encouraged to join SAC and have the opportunity to participate in preparing, reviewing, and approving the Parent Involvement Plan and School Involvement Plan for Westside Elementary.

The SAC committee will review and report on parent attendance and evaluation for all activities at the SAC meetings.

As part of SAC/PTO, the use of parental Involvement funds will be discussed at SAC/PTO meetings. Parental input and suggestions on allocation of funds will be discussed and taken into consideration. Funding will also be discussed at the Annual Title 1 Meeting held no later than the first six weeks of school. Our documentation of parent participation in these events will include agendas, minutes of SAC/PTO meetings, surveys, and sign-in sheets.

## 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	Suwannee Valley 4 C's ,Head Start, Early Learning Coalition of Fl. Gateway, and community daycares.	Community preschool children and their parents will be invited to a school tour and kindergarten screenings. Agencies will be asked to post or disseminate flyers advertising this activity to community businesses, churches, daycares, and the Public Library.
2	Public Library Literacy Programs	The school will provide information to parents and parent organizations on literacy and parenting programs scheduled by the local library through backpack flyers and community postings.
3	VPK Program	VPK students and their parents will have the opportunity to participate in Family Night activities that model strategies that can be used to help their student at home.
4	Title II	The school will provide opportunities for professional development on increasing parent involvement activities that teach parents how to help their children at home.
5	Title III	ESOL: Title I collaborates with Title III to provide supports for non-English speaking children. IDEA: Title I collaborates with IDEA to provide supports for students with disabilities.

## 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	A flyer will be developed that addresses Title 1 requirements, Title II, Title VI and SIG grants.	Curriculum Resource Teacher	September 2017	Copies of information will be kept in the Title 1 Notebook, flyers will be sent home via backpack, activities posted on the web site, marquee and activities will be in the Westside Wildcat Roar.

2	Opportunity for parents to receive hard copy of Title 1 info	Curriculum Resource Teacher	September 2017	A request form, located in the Title 1 Notebook, located in the front office, will be used for parents interested in receiving information on the Title 1 Plan and various grants.
3	Hold Title 1 Annual Meeting; Powerpoint	Curriculum Resource Teacher	September 2017	Sign In Sheets, hard copy of powerpoint

### 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:

Westside will offer parent workshops and parent -teacher conferences at various times during the day. Volunteer Orientations will be held in the morning and in the afternoon, on different days, to allow for parents to attend either time. Title 1 funds will be allocated for funding of the above when necessary. When applicable, Westside Elementary will provide childcare for students during parent workshops. Westside will incorporate and provide "refreshments and/or incentives" for those attending and present at the workshops/events at various times, when applicable.

### Building Capacity

Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child's academic achievement [Section 1118(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Parent/Teacher Conferences -State and local assessments will be discussed during individual conferences held at least 2 times a year.	Curriculum Resource Teacher and All grade level Teachers	Increased student achievement and parent understanding of each child's progress.	Sept. 2017 - April. 2018	100% of parents will attend at least 2 parent conferences

2	Opportunities will be provided for parents to learn about grade level expectations, assessments, and strategies to use at home.	Grade level teams, Instructional Coach, Curriculum Resource Teacher	Increased parental understanding of strategies to use with their children at home.  *Sept. 2017-March 2018.	Sept. 2017-March 2018	Participation in Family Workshops focused on increasing parent understanding of grade level expectations will increase by at least 2%.
3	Kindergarten Orientation where parents are informed about the Kindergarten Curriculum.	Curriculum Resource Teacher, Kindergarten Teacher's, Assistant Principal, and Principal	Provide information to parents on what is expected and what is tested in Kindergarten.	Spring 2018	Sign-in sheets from K Round Up, flyers, and Kindergarten handbook given out at the program.
4	SAC Meetings where explanation of state and local assessment results are discussed, and input from parents is encouraged on issues such as: funding and school programs.	Teachers and staff, Principal, Curriculum Resource Teacher.	Improve the ability of parents and school staff to work effectively together.	Fall 2017-Spring 2018	Flyers, minutes, and sign-in sheets will show an overall increase in attendance.
5	Volunteer Orientations	Curriculum Resource Teacher	Provide information to parents on what they can do to assist the teacher in the classroom. Student achievement will be enhanced when additional support is available.	August/September 2017 and as needed throughout the 2017-2018 school year	Increase the number of volunteer hours in the classroom, indicated by sign-in sheets

6	Annual Title 1 Meeting - discussion of Title 1 requirements and school activities that support the home school connection.	Curriculum Resource Teacher	Parents will gain knowledge and increase understanding of ways in which they can support their student's achievement through available Title 1 resources.	September 2017	The number of parents attending the Annual Title 1 meeting will increase by at least 2%. Samples of agendas, sign in sheets and printouts of information presented to parents
7	Open House - parents have the opportunity to receive information on grade level expectations, state and local assessments, and ways to become involved in their child's education	Teachers, Curriculum, Resource Teacher, Assistant Principal, Principal	Parent understanding of assessments will enhance student achievement.	September 2017	Increase in parental knowledge of grade level expectations; Samples of sign in sheets
8	Publish and distribute school newsletters which will increase parents' knowledge of the curriculum, instruction, and assessments used at school improve academic achievement.	Curriculum Resource Teacher	Enhanced student achievement as a result of providing specific strategies for parents such as homework strategies and reading/math strategies to use at home with their student.	Throughout the 2017-2018 year	At least 4 out of 8 newsletters will include information to parents on local and state assessments and strategies that parents can do at home with their children in reading and math.

9	Notify parents about school functions via automated phone system.	School personnel	Increase communication with parents: provide updates on school functions and reminders of upcoming events.	Throughout the 2017-2018 year	Increase participation of school functions as documented by log of calls from School Messenger callout system and Remind 101 texts/emails.
10	Maintenance of school web site with links to informative sites for parents and students.	Media, Technology Teacher	More informed parents should support student achievement.	Ongoing	Evidence of parental knowledge of available school resources will be noted in yearly Title 1 surveys.
11					

### 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	The importance of parent involvement.	Curriculum Resource Teacher	Increased student achievement and attendance at school.	Ongoing	Increased communication between parent and teachers as indicated by sign in sheets and parent conferences.
2	Building ties between home and school	Curriculum Resource Teacher	Increased student achievement and behavior at school.	Ongoing	Increased favorable responses to surveys indicating communication takes place.

3	Volunteer Coordination	Curriculum Resource Teacher	Increased student achievement and behavior at school.	Ongoing	Increase in volunteer hours, by at least 1%, as indicated by sign in sheet
4	Communicating and working with parents.	Curriculum Resource Teacher	Increased student achievement and behavior at school.	Ongoing	Increased communication between parent and teachers indicated by parent comments in Student Planners and on Title 1 Surveys.

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### 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:

Westside Elementary will implement the following activities:

Parent Resource Room will be open where parents may check out materials to be used at home in support of reading, math, science, and writing. Student packets will be available upon request for additional practice in math and reading.

Spring Fling -PTO will sponsor a springtime festival partnered with community and business members along with parents. The event invites families into the school to participate in fun activities and will foster a positive school to home connection.

Book Fairs- The Media Specialist will host Book Fairs for students, parents and teachers to attend. Each Book fair will include an after hours event for parents and students.

Family Reading Nights- the Media Specialist will hold Family Reading Nights to provide parents the opportunity to learn literacy strategies and read with their child. Students may take Accelerated Reader quizzes during this time. A computer will be available in the Media Center for parent use.

Literacy Week will support reading. Volunteers will be scheduled to come into the school to read to the students.

Newsletter - biweekly publications will be sent home to enhance communication between school and home, and to include tips for parents to use at home to help their children with reading and math.

School Website will be updated regularly for parents to access school events and important dates and to keep them informed on current reading, writing, math, and science standards.

Ongoing workshops/meetings will be held to address and discuss parent concerns, support reading and math, and answer any parent questions. These workshops will be based on parent input gathered from surveys given in the spring.

PTO Meetings- Parents will have the opportunity to participate in these monthly meetings where information is provided about activities that are occurring on campus and ways that parents can become more involved at school. The meetings also provide opportunities for parents to receive information and strategies on how to help their students at home with academics.



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## **Communication and Accessibility**

Describe how the school will provide full opportunities for participation in parental and family engagement 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 111f(f)].

### **Response:**

Information on Title 1 programs will be made available to parents at Open House and Annual Title 1 meetings which occur in the fall. The Annual Title 1 Meeting will be held at 3 varying times so that all parents have an increased opportunity to attend.

Information will be made available throughout the year via the school website and newsletters which are distributed twice each month.

A description of the curriculum, assessments and grade level expectations that are used to measure student progress and proficiency levels will be made available in the District Pupil Progression Plan.

Student and school assessment results will be shared at conferences. Student Compacts will be signed and used as a means to aide in understanding of student achievement and enhance parent teacher communication. Student Compacts will include comparison graphs which will help parents understand their child's progress and proficiency in reading and math (Performance Matter and iReady).

Progress Reports are sent home the middle of each grading period. Report cards will be sent home at the end of each nine week grading period to inform parents of student's classroom grades, conduct, and work habitat.

SAC meetings will be held in which parents may participate in the decisions relating to the education of their children.

A Title 1 Notebook will be available in the school office. It will contain information on state standards, testing schedules, Title 1 requirements, Parents' Right to Know, The Complaint Process, Principal Attestation, and information on Title VI, Title II and the SIG Grants.

Informative handouts on the above will be available at the Annual Title 1 Meeting and Open House in the fall. Request for further information can be made via a parent request form contained in the Title I Notebook which will be located in the front office.

When applicable, all mailings, Title I information and school documents will be made available to parents in English. Other languages are available upon request. Parent conferences and meetings will be translated as needed. Family workshops will be translated as needed. The PFEP will be posted on the school's website. If needed, American Sign Language and Braille translations can be provided for those families who would benefit from the services.

Westside will provide opportunities both during and after school to encourage parent involvement. Activities will be advertised on the school marquee, school newsletter, automated callout system, Remind101, and through notes or flyers sent home with students. Remind101 and the automated school messenger phone call out system will be used to promote family involvement activities. A monthly newsletter is distributed to all parents. We also utilize the school agendas and take home folders in grades K-5 for announcements and parent communication.

Parents are also provided regular reports of academic progress through report cards, progress reports and weekly progress on completed assignments.

Invitations to school meetings and conferences go home by backpacks. If needed a Progress Monitoring Plan is developed between the teacher and parent. Regular meetings are encouraged as follow up to the



strategies outlined to check on progress. If an interpreter is required, assistance from the District will be requested.

## Discretionary Activities

### Discretionary School Level Parental and Family Engagement Policy Components

The school parent and family engagement policy may include additional discretionary activities that the school, in consultation with the parents, chooses to undertake to build parents' capacity for involvement in the school to support their children's academic achievement [Section 116(e)].

List 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	Meetings/ Workshops will be held at various times in the A.M. and/or P.M., based on parent input.	Curriculum Resource Teacher	Parent/Teacher meetings that are offered at various times will result in maximizing parent involvement as noted in yearly Title 1 surveys.	Throughout the year
2					
3					

## Supply Evidence of Input from Parents

*Upload evidence of parent input in the development of the plan in the FA399 folder.*

## Supply 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 in the FA399 folder.*

## Supply 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 in the FA399 folder.**

## **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.

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	Annual Title 1 Meeting	3	445	Increased awareness of expected outcomes.
2	Reading Nights/ AR afternoon	32	865	Increased opportunities for parents/ students to read together, receive reading strategies and folders, and take AR quizzes which enhance student achievement.
3	Comprehension- Literacy Night	1	75	Increased student achievement in comprehension in class and on assessments.
4	School Newsletter	16	5,220	Increased parent awareness of school opportunities to support student achievement Strategies included in newsletter used to enhance student achievement at school as measured by school assessments. .
5	Title 1 Brochure	2	850	Increase parent awareness of opportunities provided by school and the community.
6	Parent Teacher Conferences	1	750	Increase parent awareness and provide assessment results to all parents. Ways to help their child will be shared and implemented at school. These will support student achievement.
7	PTO Meetings	5	45	Increase parent awareness of school activities and ways that they can support their child's academic success.
8	SAC Meetings	4	60	Increase parent awareness of school activities and ways that they can support their child's academic success.
9	VPK, Graduation, Festivals	1	45	Increase parent awareness and build school ties.

### **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	Activity to educate staff on Parent Involvement	1	45	The staff learned ways to build communication with the home and parents through this training.

### **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	Working Parents	Offer parent activities at various times.
2	Parents do not always understand their child's homework.	Have similar homework across the grade level. Homework will be used as review of information previously covered in class. A family workshop is planned to inform parents on resources that are available to them via the computer. We will also have packets that are skill based available to parents as requested by the parent or teacher.
3	Knowledge of available resources	We will include tips in the newsletter of what is going on and available for parents. Identify Parent resource room and remind parents of what is available to them in resources.
4	Child care	We will offer child care when appropriate during family workshops.
5	Limited Proficiency	We will offer assistance when appropriate through the county to interpret for parents of limited English proficiency.
6	Economically Disadvantaged	We will increase the number of parent teacher conferences in order to reach all our parents at the most convenient time. When necessary, home visits will occur to reach out to those unable to make it to school.
7	Resources Room not used enough	Include Student Packets with supplemental practice sheets for at home practice in reading and math.

### **Best Practices**

Describe the parental involvement activity/strategy the school implemented during the previous school year that the school considers the most effective.

count	Content/Purpose	Description of the Activity
1	Comprehension-Parent Night	Parents came to the school for a 'Teach the Parent' Night on Comprehension strategies. The parents went to their child's grade level classrooms for a lesson on comprehension. The teachers taught the strategies and skills to the parents, so they were better able to assist their child at home. We had positive feedback after the event. Many parents were thankful for learning the comprehension skills to help their child.
