**FORSYTH WOODS ELEMENTARY Title I, Part A Parental Involvement Plan**

I, James Leslie, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

**Assurances**

* The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
* Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
* Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)];
* Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
* Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school’s parental involvement policy [Section 1118(a)(E)];
* If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
* Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
* Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
* Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].

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

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

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| **Response:** The mission of Forsyth Woods Elementary (FWE) is to provide leadership that will promote parental and community involvement as a priority to ensure that our students become responsible citizens who excel in their academic achievement and develop appropriate social interaction. |

Involvement of Parents

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of the Title I programs including involvement in decisions regarding how funds for parental involvement will be used [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

Response: Forsyth Woods Elementary will have Parent Meetings to organize all of the stakeholders, in order to discuss current suggestions for our 2014-2015 meetings, review the Title I budget and set goals for the 2014-2015 school year. Involvement of parents will be documented through sign in sheets and minutes of meetings. First SAC meeting was held on 9/9/2014. The SAC has the responsibility for developing, implementing, and evaluating the various school level plans, including the School Improvement Plan (SIP) and the Parental Involvement Plan (PIP). For the PIP, all parents will be given surveys at the end of the school year seeking their input on activities, training, and materials they need to help their child. Results of parent surveys will be reviewed in a Parent Meeting to determine needed changes.

**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 | Title III | Multilingual Services coordinates with the ESOL CT to the ELL population of students and parents. |
| 2 | Title I | Title I coordinates efforts with the Principal and Title I Contact to provide opportunities for parent involvement. Additionally parent training opportunities are provided and funds available for parents to attend. |
| 3 | VPK | Coordinate transition meetings with parents. Parents, VPK and Kindergarten teachers will discuss specific learning needs of the students. |
| 4 | Title II | Funds will be used to provide substitutes for grade level PLC planning. |
| 5 | Title X | Provides support to economically challenged families. Parent resource guide has name and numbers of agencies available for homeless assistance. |

**Annual Parent Meeting**  
  
Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school’s Title I program, the nature of the Title I program (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Advertise event | Parent Involvement | September | Posting on Marquee/flyer |
| 2 | Develop agenda, handouts, and/or presentation materials | Principal | September 2014 | Copies of agenda, Power Point Presentation and handouts |
| 3 | Develop and disseminate information | Parental Involvement Contact | September 2014 | Communicate with parents to inform them about school activities, meetings, etc |
| 4 | Copies made for meeting | Secretary | Week of Meeting | Number of Participants |
| 5 | Develop Sign-in Sheets | CRT | September 2014 | Number of Participants |
| 6 | Translator will be present so presentation will be done in English and Spanish. | ESOL Compliance | September 2014 | sign-in sheets |
| 7 | Conduct Annual Meetings | Administration/Teachers | September 2014 | Copy of Agenda/Sign-in sheets |
| 8 | Maintain Documents | Resource Teachers | Ongoing | Copies of documentation |
| 9 | Maintain documentation | Parental Involvement Contact | Ongoing | Title I documentation Box housed in Parental Involvement Contact. Documentation will be shared with Title I office for monitoring purposes. |

**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:** The staff of Forsyth Woods Elementary will provide opportunities to encourage parent participation. Day and Evening conferences will be held to discuss student progress. Also, conferences will be held to discuss student progress. Parent teacher conferences will be scheduled to accommodate the schedule of parents that are not available during conference night. Programs such as parent teacher conferences/ Progress Report and Report Card Nights will be held twice a year. Report Card night conferences will be held between 8:00am and 7:15am. P.T.A meetings will be held once every other month, and SAC and Parent Leadership Council (P.L.C), school programs and community presentations, will be offered 4 times during the school year |

**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 | Report Card Conference Night | Principal, Assistant Principal, Faculty | Teachers will conduct conferences with parents to discuss the child’s academic progress. | October 29, 2014 and April 1, 2015 | Sign in Sheets Conference Night |
| 2 | Report card Conference Night | Principal, Assistant Principal, Faculty | Individual conferences allows parents to be informed about their child’s academic progress and behavior | October 29, 2014 and April 1, 2015 | Flyer, School Messenger, Newsletter |
| 3 | Parent Conference | Principal, Assistant Principal, Faculty | Parents receive individual attention about their child’s needs | ongoing | Survey |
| 4 | Reading Nights | Principal, Assistant Principal, Faculty | Provide parents with effective reading strategies to implement at home | January 15, 2014 | Sign-in sheets |
| 5 | Math Night | Principal, Assistant Principal, Faculty | Provide parents with effective math strategies to implement at home | January and February 2015 | Sign-in sheets |
| 6 | ELL Parents Night | Faculty | Provide parents with effective ESOL strategies to help their students study at home and make the transition to the English language. | October 14, 2014 | Sign-in sheets |
| 7 | Parent Collaboration | Faculty | Provide activities for parents | September 2014-May 2015 | Sign-in sheets |

**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 | Training in Value of Parental Involvement  Module 1 | Parental Involvement Contact | Improve the ability of staff to work effectively with parents providing examples of best practices for parental involvement | November 2014 | Sign in Sheets; handouts, agendas  Exit slips |
| 2 | Communicating and working with parents Training  Module 2 | Parental Involvement Contact | Improve the ability of staff to communicate effectively with the parents to promote better parental involvement. | February 2015 | Sign in sheets  Exit slips |
| 3 | Implementation and coordination of parental involvement Training  Module 3 | Parental Involvement Contact | Improve the ability of staff to work effectively with parents providing examples of best practices for parental involvement | January 2015 | Sign in Sheets  Exit slips |
| 4 | Building ties between home and school Training  Module 4 | Parental Involvement Contact | Improve the ability of staff to work effectively with parents providing examples of ways to build connections between home and school. | February 2015 | Sign in Sheets  Exit slips |

**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:**   Parent Conferences are held to discuss the child's academic success and what the parent can do at home to help their child. Every parent is given a form to sign up for conferences giving a few choices of the dates and times they can attend. The teacher sends a written notice home indicating their assigned time. When parents arrive, each teacher keeps a sign in sheet to verify attendance of each parent. There will also tables with resources for parents to help their child at home.    We will have several activities that promote parental involvement in our school: Meet Your Teacher, Breakfast for Kindergarten Parents, PTA meetings, Grandparents Breakfast, Family Skating Nights, Fall Festival, Veteran's Day, Holiday Programs, Winter Concert & Dinner, Family Movie Nights Valentine's Dance, Spring Carnival, String Concerts, Variety Show, Extended Media Hours etc. All the activities are planned with the objective of involving the parents and the community in our school. We believe and it is proven that academic achievements improves with parental involvement. |

**Communication**  
  
Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

* Timely information about the Title I programs [Section 1118(c)(4)(A)];
* Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)];
* If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children[Section 1118(c)(4)(C)]; and
* If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents’ comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

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| **Response:** Our school will advertise all events in multiple formats, including flyers, marquee and school website. We will also communicate effectively with parents about curriculum, assessments, meetings, student progress, and Title I programs through the Annual Title I meeting, SAC Meetings, and PTA Meetings, newsletters, School Messenger, student planners, teacher conferences, progress book, and flyers. Parents are welcome to scheduled parent conferences. Whenever needed with their child's teacher to discuss any concerns. Parents are encouraged to become additions volunteers, as well as be full participants in the PTA, PLC, and SAC committees. By joining these committees, parents are well informed of the many events happening on campus. Copies of flyers sent home will be kept on file or electronically. Translation in Spanish will be available. |

**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:** To meet better the needs of our parents, the school provides translation during any school function or event. Staff members volunteer to translate and provide additional assistance to those parents who have limited vision and/or reading capabilities. The school is equipped with a working elevator, if needed. As well there are wheelchair accessible ramps located next to handicapped parking areas. |

**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 | Trainings on FCAT, Reading Nights, ELL Nights | Teachers, CRT, Principal, AP | Student Achievement is increased with parental involvement. | September 2014-May 2015 |
| 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)]; | Report Card/Conference Week | Classroom Teachers/ Principal | Student Achievement is increased with parental involvement. | October 29, 2014 and April 1, 2015 |

**Upload Evidence of Input from Parents**  
  
Upload evidence of parent input in the development of the plan.

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**Review Rubric:**

**Review Status:** Adequate   
  
**Review Comments:**

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**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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**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:** Adequate   
  
**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.

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**Review Rubric:**

**Review Status:** Adequate   
  
**Review Comments:**

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**Evaluation of the 2012-2013 Parental Involvement Plan**

**Building Capacity Summary**  
  
Provide a summary of activities provided during the 2012-2013 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 | Report Card Conference Night | 1 | 400 | Teachers will conduct conferences with parents to discuss the child’s academic progress. |
| 2 | Report card Conference Night | 1 | 400 | Individual conferences allows parents to be informed about their child’s academic progress and behavior |
| 3 | Parent Conference | 2 | 200 | Parents receive individual attention about their child’s needs |
| 4 | Reading Nights | 1 | 200 | Provide parents with effective reading strategies to implement at home |
| 5 | Math Night | 1 | 200 | Provide parents with effective math strategies to implement at home |
| 6 | ELL Parents Night | 2 | 75 | Provide parents with effective ESOL strategies to help their students study at home and make the transition to the English language. |

**Review Rubric:**

**Staff Training Summary**  
  
Provide a summary of the professional development activities provided by the school during the 2012-2013 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 | Communicating and working with parents Training | 1 | 20 | Improve the ability of staff to communicate effectively with the parents to promote better parental involvement. |
| 2 | Building ties between home and school Training | 1 | 20 | Improve the ability of staff to work effectively with parents providing examples of ways to build connections between home and school. |

**Barriers**  
  
Describe the barriers that hindered participation by parents during the 2012-2013 school year in parental involvement activities. Include the steps the school will take during the 2012-2013 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 | Language: ELL | Translation in Spanish |
| 2 | Working Parents: FRL | Meet with parents at a time that it does not conflict with their work schedule. |
| 3 | Parent attendance to activities: FRL | School will better advertise the activities; send home flyers, messages, marquee ahead of time. We will make it appealing to the parents so that they will want to come. Teachers will personally call parents to invite them to activities. |
| 4 | Lack of school personnel: FRL | Principal hired staff support and assigned the Parental Involvement responsibilities to that person to coordinate the activities. |
| 5 | Time: ESE, ELL | We will have flexible scheduling for those parents that work or cannot make it at a certain time can still be involved in their child’s education. |
| 6 | School is not visible from the main road. | Use newsletters, OCPS messenger service (i.e. phone call reminders, text message, email, etc.) to keep parents and community informed about upcoming events. |

**Best Practices (Optional)**

Describe the parental involvement activity/strategy the school implemented during the 2011-2012 school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice.

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| **count** | **Content/Purpose** | **Description of the Activity** |
| **1** | **Increasing Parent Involvement** | **Family Movie Night- Families of Forsyth students come out to school to watch a movie. Enjoy snacks like popcorn and other activities.** |
| **2** | **Increasing Parent Involvement** | **Recognizing student achievement through Student of the Month assembly** |