

2017-18 School Parental and Family Engagement Policy/Plan
School: West Oaks Elementary **LEA:** Orange

In support of strengthening student academic achievement, each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a written policy that contains information required by section 1118(b)(1) of the Elementary and Secondary Education Act (ESEA). The policy establishes the expectations for parent engagement and describes how the school will implement a number of specific parent engagement activities, and is incorporated into the schoolwide Title I / School Improvement Plan submitted to the Florida Department of Education (FDOE) as required in Section 1114(b)(2) of ESEA.

Assurances

West Oaks Elementary agrees to:

- ☐ 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(a)(3)(B)];
- ☐ 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)];
- ☐ 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)];
- ☐ 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)(2)(E)];
- ☐ Inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Centers (PIRC) in Florida, i.e., PIRC of Family Network on Disabilities in Florida (FND) and PIRC at University of South Florida (USF) [Section 1118(g)];
- ☐ 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

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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, as described in Section 1111(h)(6)(A) [Section 1111(h)(6)(A)].

Parental Mission Statement

West Oaks is committed to our students and families. Our goal is to build better families by equipping parents with the resources available to increase participation in their child's education. Staff members work diligently to identify individual student needs and foster relationships. Through the involvement of all primary stakeholders at West Oaks Elementary School, student achievement is expected to soar.

1. 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)]. 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)].

Title I will be discussed during monthly parent committee meetings – SAC, PTA, PLC, and annual Title I meetings. West Oaks Elementary works diligently to involve parents in all aspects of its Title I programs. The SAC committee works to develop and implement school plans, reevaluating and adjusting accordingly throughout the year based on school needs. These include, but are not limited to, the SIP and PIP. Members of the SAC are representative of parents, West Oaks staff, and administration. Parents are given the opportunity for input involving all aspects of their child's education. Changes are made based on surveys. Use of funds are determined by the committee during development of the above mentioned plans.

2. 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)].

Program	Coordination
VPK	On a monthly basis, parents are provided academic guidance through a VPK newsletter. West Oaks and the VPK Program work together to assist with transition programs for parents and families of students entering a public school program.
Title I Tutoring	Academic Tutoring Services (ATS) will be provided for students using Title I funds. The ATS coordinator, will provide parents with awareness of tutoring available to their child(ren). Targeted students will be invited via written notification.

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3. 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 education 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)].

Activity/Task	Person Responsible	Timeline	Evidence of Effectiveness
Orientation date to be posted on school marquee	Administration	September 2017	Number of participants
Advertise the meeting through the School Messenger system	Administration	September 2017	copy of Notification, # of participants
Develop agenda, sign-in sheet, handout materials, flyers	Leadership Team	September 2017	Meeting sign in sheets
Maintain documentation	Leadership Team	September 2017	Title I Documentation kept in Parent Liaison's office in preparation for upload to the Title I Collaboration site. Monitored by Title I department.

4. 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)].

Days and times of parent involvement activities will vary to accommodate parents' schedules. PTA and SAC meetings will alternate days and vary in time. Parent conferences will be made available before school, during the day, and evening. Parent nights will be held on Tuesdays, Wednesdays, and Thursdays. Childcare will be provided for specific events held in the evening. Home visits will be conducted by administration and staff as needed. Transportation to the parent academy events will be provided periodically to encourage parent to attend the Saturday trainings.

5. 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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Content and Type of Activity	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Meet the Teacher	Administration, Leadership Team, and Teachers	Parents are given the opportunity to meet teachers, administration, and other staff prior to the start of the 2016-2017 school year. Expectations set and relationship built.	August 2017	Sign in sheets, School Messenger system, Marquee
Open House	Administration, Leadership Team, and Teachers	Reinforces grade level and school wide procedural expectations, provide information to parents on curriculum, state standards, and state and district testing schedules, and upcoming events.	September 2017	Sign in sheets, School Messenger system, Marquee, Weekly Preview, Flyer
Literacy Night	Reading Coach, CRT, Leadership Team, and Teachers	Content specific sessions for reading and writing designed to build parent capacity to understand state standards for reading and writing. Families will be shown how to implement strategies they can use at home that will increase student achievement and help students be successful in their Core subject areas.	October 2017	Sign in sheets, School Messenger system, Marquee, Weekly Preview, Flyer
Conference Nights	Administration, Leadership Team, and Teachers	Teachers will conduct individual conferences targeting the specific needs of students, outlining expectations and goals, while using data to drive discussions.	November 2017 and January 2018	Sign in sheets, School Messenger system, Marquee, Weekly Preview, individual appointments notices
Family STEM and Math Night	CRT and Math/Science Coaches	Builds parent capacity to understand state standards in math and science and how to implement strategies at home that will increase student achievement.	December 2017	Sign in sheets, School Messenger system, Marquee, Weekly Preview, Flyer
Assesment Night FSA/FCAT and other Locally Required Assessments	Administration, Leadership Team, and Teachers	Builds parent capacity to understand state standards in all academic areas. Parents will be aware of specific tests requirements and how to implement strategies at home that will increase student achievement.	January 2018	Sign in sheets, School Messenger, Weekly Preview, Flyer
Science Fair	Leadership Team, Science Coach and Teachers	Builds parent capacity to develop a deeper understanding of the Nature	May 2018	Sign in sheets, School Messenger system, Marquee,

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		of Science Standards and support students at home to increase student achievement.		Weekly Preview, Flyer
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6. Describe the training 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)].

Content and Type of Activity	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
Parent Involvement Training Modules	Parent Liaison , Leadership Team	Providing teachers with the tools to improve parental communication and in turn student achievement.	Sept. 2017 – May 2018	Parent/Teacher feedback/Title I survey, Module Exit Slips

7. 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 child [Section 1118 (e)(4)].

<ul style="list-style-type: none"> • Provide parents frequent reports on their children's behavioral and academic progress <ul style="list-style-type: none"> ○ Report Cards ○ Mid-Quin Reports ○ Report Card Conferences • Take home Thursday packets <ul style="list-style-type: none"> ○ Students take home each Thursday an envelope with the weeks completed and graded work along with any additional parent notification or important information ○ Parents are kept current with student progress and homework hints • School wide student agendas <ul style="list-style-type: none"> ○ The agenda is used as the main mode of communication between teacher and parents. The communication in the agenda allows parents to keep up with what is occurring in their child's classroom on a daily basis, both academically and behaviorally. • Weekly homework/curriculum guides <ul style="list-style-type: none"> ○ The Weekly Preview is sent home each Monday by each grade level. This is designed to provide parents with valuable information about the academic material that will be cover during that week. Parents can monitor student achievement at home. • Curriculum Nights such as Literacy, Math, Science and Assessment nights along with the schoolwide Science Fair.

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8. 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 also submit the parents' comments on the plan that will be available to the local education agency [Section 1118(c)(5)].

- **Parent Engagement Liason-** Duties will be associated with conducting home visits, delivering parent workshops, gathering and presenting detailed data pertaining to parent engagement activities, participating in parent/school leadership councils, establishing communication with all parents, creating engagement opportunities for all parents. Participates in creating school Title I Parent Involvement Policy/Plan and support the distribution of district and school plans. Maintains daily log on parent engagement initiatives and submit monthly. Hosts at least one Virtual Parent Academy in collaboration with the district Parent Academy team.
- Information about Title I programs will be shared during regularly scheduled meetings such as SAC and PTA. Curriculum and assessment information will be shared on a regular basis through these meetings as well as through activities such as Open House, Literacy Night, Math, Science, and other Curriculum Nights. Parents will be notified of the meetings via the School Messenger system, school Marquee, Weekly Preview, and flyers.

9. 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)].

Written information regarding meetings and evening events are sent home to parents in English, Spanish, and Creole. The material will be provided in additional languages as needed. Translators and Sign Language interpreters are provided as availability permits. Parents with physical limitations have access to handicapped parking and use of the elevator. When expecting a large number of guests on campus, school staff park at the church next door in order to allow parents/guardians access to the parking lot. School Messenger notifications are also sent.

Discretionary School Level Parental Involvement Policy Components

☐ Check here if the school does not plan to implement the discretionary activities.

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Check all activities the school plans to implement:

- ☐ Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];
- ☐ Providing necessary literacy training for parents from Title I, Part A funds, if the school has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)];
- ☐ Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions [Section 1118(e)(8)];
- ☐ Training parents to enhance the involvement of other parents [Section 1118(e)(9)] ;
- ☐ 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)];
- ☐ Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and
- ☐ Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].

10. Describe how each discretionary activity checked above will be implemented.

Activity	Description of Implementation Strategy	Person Responsible	Correlation to Student Achievement	Timeline
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)]	The activity will help to build parents' capacity to understand the state's reading standards. Parents will learn how to implement strategies at home that will increase student achievement. Refreshments will be served.	Administration, Leadership Team, and Teachers	Parents will learn how to implement strategies at home that will increase student achievement.	Sept. 2017 – May 2018
Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and	Transportation will be available for parents attend selected Parent Academy events.	Parent Engagement Liaison, Leadership Team	Parents will be involved in skill-building workshops, specialized parental support, educational events, and activities for families. The information gained will provide parents with skills to assist students with academic support as well as other family needs.	Sept. 2017 – May 2018

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Provide evidence that this policy/plan has been developed with the input from parents and based on the review of the 2016-17 PIP.

Review of 2016-17 School Parental Involvement Policy/Plan

1. Provide a summary of activities provided during the 2016-2017 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.

Content and Type of Activity	Number of Activities	Number of Participants	Correlation to Student Achievement
Literacy Night	1	60	Content specific sessions were presented to parents to provide strategies to implement at home to increase student achievement in reading.
Conference Night	2	300	Individual conferences with parents to review student data and identified areas of deficiency or enrichment. Specific strategies to bridge gaps or enrich were shared with parents.
Family Math Night		125	Center based activities that coorelated to science and math standards are used to involve parent and student participation.
FCAT/FSA Night	1	50	Informational session to inform parents of questions types, length of testing window, testing dates/times, and sample test items provided.
Open House	1	212	Introduction of staff and school vision, grade level presentations of curriculum and standards, classroom management procedures. Information of PTA/ SAC and College Readiness information.
Meet the Teacher	1	246	Introduction to the school and teacher will allow parents to feel welcome and comfortable at school. Parents are able to build knowledge of the school's procedures and expectation. This allows parents to develop confidence to ask questions or seek help, as needed, to better assist their student with academic achievement.

2. Provide a summary of the professional development activities provided by the school during the 2016-2017 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)].

Content and Type of Activity	Number of Activities	Number of Participants	Correlation to Student Achievement
Parent Involvement Modules	1	25	Strategies to involve school staff in the process of increasing parental involvement.

Review of 2016-17 School Parental Involvement Policy/Plan

3. Describe the barriers that hindered participation by parents during the 2016-2017 school year in parental involvement activities. Include the steps the school will take to during the 2017-2018 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)].

Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
Non English speaking parents /Sensory or Physically Impaired parents	Multiple modes of communication and accommodations are used to reach all parents. School Messenger and translated notices are provided. During on Campus meeting translation and interpreting services provided as needed and when available.
Limited Background knowledge in content areas	Students take home (parent/student friendly) Weekly Previews which includes skills, vocabulary, and homework for the week. To foster an understanding of content for both students and parents, definitions, examples, and sample problems are included.

4. Describe the parental involvement activity/strategy implemented during the 2016-2017 school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

Content/Purpose	Description of the Activity
Math / Science Night	Hands on interactive center based activities that coorelated to science and math standards were used to involve parent and student participation.
Meet the Teacher	Positive introduction to the school and teaches allowed parents to feel welcome and comfortable at school. Parents were able to build knowledge of the school's procedures and expectation. This allows parents to develop confidence to ask questions or seek help, as needed, to better assist their student with academic achievement.
Literacy Night	Along with the content specific sessions presented to parents designed to provide strategies that parents can implement at home to increase student achievement, the evening was presented as a fall festival. Fun literacy activities with a fall theme where available to the families, pumpkin face painting and a story teller were also among the activities offered.

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training sessions. [Section 1118(e)(8)]				
Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school. [Section 1118(e)(10)]	School meetings are arranged at a variety of times to make school personnel accessible to parents. Home conferences between educators and parents are conducted with parents who are unable to attend those conferences at school or as needed.	Parent Engagement Liason	Parents will be kept abreast of their students academeic progress in FSA, NGSS and Common Core Standards.	Sept. 2017 – May 2018

School-Parent Compact:

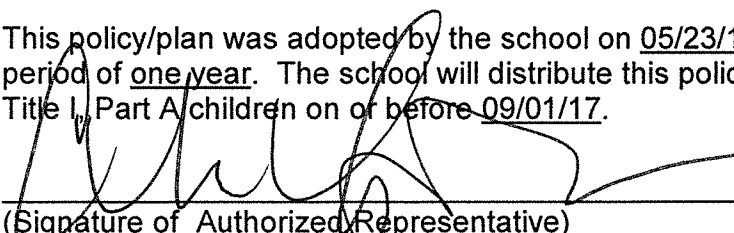
As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Provide a copy of the School-Parent Compact and evidence of parent input in the development of the compact.

Adoption

The parental involvement policy/plan has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by SAC Meeting.

This policy/plan was adopted by the school on 05/23/17 and will be in effect for the period of one year. The school will distribute this policy to all parents of participating Title I, Part A children on or before 09/01/17.


(Signature of Authorized Representative)

5/23/17
(Date)