



## 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 Committee.

This policy/plan was adopted by the school on 9/16/14 and will be in effect for a period of 1 year. The school will distribute this policy to all parents of participating Title I, Part A children on or before October 15, 2014.

Lynn Thompson

(Signature of Authorized Representative)

9/16/14

(Date)

Provide evidence that this policy/plan has been developed with the input from parents and based on the review of the 2013-14 PIP.

## WEST OAKS ELEMENTARY Title I, Part A Parental Involvement Plan

I, Cherie L. Thompson, 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)].



Signature of Principal or Designee

10-10-2014

Date Signed

### Mission Statement

#### Parental Involvement Mission Statement (Optional)

**Response:** 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 stake holders at West Oaks, student achievement is expected to soar.

### 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:** Title I will be discussed during monthly parent committee meetings - SAC, PTO, 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

## 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	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 as students are entering a public school program.
2	ATS	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.

## 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	Develop Agenda, handout, materials, all targeting required components to conduct meeting	Parent Liaison	September 2014	Copies of all
2	Create and distribute invitation flyer	Parent Liaison	September 2014	copies of Flyers
3	Create sign in sheets	CRT	September 2014	Meeting sign in sheets
4	Advertise	Assistant Principal	September 2014	pictures of Marquee, copies of Connect Orange
5	Maintain Documentation	Parent Liaison	September 2014	Title I Documentation kept in Parent Liaison's office in preparation for upload to Collaboration site. Monitored by Title I department

Tuesday, May 20, 2014

[illegible]

## 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:** Days and times of parent involvement activities will vary to accommodate parents' schedules. PTO and SAC meetings will alternate from Tuesday and Thursday and vary in time. Parent conferences will be made available before school, during the day, and evening. Parent nights will be held on Tuesday, Wednesday and Thursday alternating. Childcare will be provided for specific events held in the evening. Home visits will be conducted by administration and staff as needed.

## 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	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 2013-2014 school year. Expectations set and relationship built.	August 2014	Sign in Sheets. Connect Orange, Marque
2	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 2014	Sign in Sheets, Connect Orange, Marque
3	Literacy Night FACT	Reading Coach, CRT, teachers	Content specific sessions will be given to the parents to assist in outlining strategies families can use in the home to help students be successful in their Core subject areas	October 2014	Participation, Sign in Sheets
4	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	Novemebr 2014, January 2015 and April 2015	Sign in sheets, Connect Orange, Marque
5	Math/Science Night	CRT/Math and Science	Builds parent capacity to understand state standards	January 2015	Sign in sheets

		Coaches	in math and science and how to implement strategies at home that will increase student achievement.		
6	Reading - AR Nights	Teachers	Students are able to read and take tests which helps improve comprehension	Tuesday/Thursday Nights Oct.thru May	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)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Parent Involvement 4 modules	Title I Contact, CRT	Providing teachers with the tools to improve parental communication and in turn student achievement	Fall	Parent/Teacher feedback/Title I survey

## 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:** · Provide parents frequent reports on their children's behavioral and academic progress

o Report Cards

o Bi-Weekly Progress Reports

o Mid-Quin Reports

· Take home Thursday packets

o Students take home each Thursday an envelope with the weeks completed and graded work along with any additional parent notification or important information

o Parents are kept current with student progress and homework hints

· School wide student agendas

o 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

o 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 and can monitor student achievement 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 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)].

**Response:** Information about Title I programs will be shared during regularly scheduled meetings such as SAC and PTO. Curriculum and assessment information will be shared on a regular basis through activities such as Open House, FCAT Reading, Math, and Science Nights. Parents will be notified of the meetings via Connect Orange and flyers.

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## 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)].

**Response:** 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 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. Connect Orange messages are also sent.

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## 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:

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)];	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, Faculty and Staff	Parents will learn how to implement strategies at home that will increase student achievement.	October 2014

	and				
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## Upload Evidence of Input from Parents

Upload evidence of parent input in the development of the plan.

Uploaded Document

## 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.

Uploaded Document

## 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.

Uploaded Document

## 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.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Literacy Night- Content specific sessions	1	132	increase student achievement by empowering parents to help their students at home
2	Conference Nights- Individual academic/behavior conferences	3	986	Parents are aware of the standards/skills students need to be successful
3	Math/Science Night- Center based activities	1	153	Make parents aware of critical content knowledge students need to know to increase student achievement
4	FCAT Night- Informational session	1	67	Parents are equipped with knowledge needed to perform on state tests
5	Open House- Informational sessions/introductions	1	315	Build home school connection/parent capacity

### 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	Parent Involvement Modules	4	50	Strategies to involve school staff in the process of increasing parental involvement

### 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 current 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	Non English speaking parents (ELL)	Multiple modes of communication are used to reach all parents. Connect Orange, translated notices, translation provided during on campus meetings
2	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.

## 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)

count	Content/Purpose	Description of the Activity
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