

WYNDHAM LAKES ELEMENTARY Title I, Part A Parental Involvement Plan

I, Robert G. Shreffler, 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 school wide 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

Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: To create partnership amongst the school, families, and the community to help all students reach high levels of academic and social achievement.

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: The Principal, Assistant Principal, Parental Involvement Liaison and Title I committee which includes parents meet to plan, write, review and implement the Title I programs and the Parental Involvement Plan (PIP) at Wyndham Lakes Elementary. Parents are invited to join the committee and staff members are assigned to the committee. Minutes are recorded at each Title I meeting and shared with the public. A Title I open house is held early in the year to inform parents on how they can become involved in the development of the plan. Flyers, phone message and monthly newsletter articles are used to notify parents of activities in which they can participate throughout the year.

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	ESE Departments; IDEA: Individuals with Disabilities	Supplemental instructional support provided by Title I will be discussed with parents during the development of the students IEP.
2	McKinney Vento Program	The school counselor serves as an advocate for students experiencing homelessness, keep school informed about students status as well. The counselor assesses the needs and coordinates services, including free lunch and transportation for the identified homeless children at the school. The counselor also provides information and resources to homeless children parents about their rights.
3	Professional Development - Title II	The CRT, Reading Coaches and Administration will provide the school staff with professional development sessions on a Saturday regarding new State's standards and new core curriculum.
4	Academic Tutoring Services (ATS)	Two instructional staff members will coordinate the ATS program which will provide AM and PM tutoring services in the area of reading. Instructional staff members will provide the tutoring before and/or after school to students in grades 3, 4, and 5. Reading materials will be provided in order to meet the target students' needs.

Annual Parent Meeting

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

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop agenda, handouts, and the PowerPoint presentation that address the components	Assistant Principal/Parent Involvement Coordinator	August 2015	Copies of agendas, PowerPoint presentation and handouts.
2	Develop, advertise, and disseminate invitations	Principal/Assistant Principal	August 2015	Information posted in the Owls Observer (School's Monthly parent newsletter), weekly phone message recorded by the Principal, the school

				marquee, and the school website, Remind 101 text message system.
3	Develop sign in sheets	Assistant Principal/Parent Involvement Coordinator/Teachers	August 2015	Sign in sheets for the annual meeting and individual classrooms.
4	Maintain and submit documentation to Title I Department website	Assistant Principal/Parent Involvement Coordinator	August 2015 to June 2016	Title I documentation will be kept in the school's collaboration page. The Assistant Principal and School's Parental Involvement liaison will submit documentation to Title I website for monitoring purposes.
5	Present and discuss the new compact format to parents.	Parent Involvement Coordinator	August 2015	Survey

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: Parent conferences are scheduled early in the morning, during the day, after school or in the evening. Phone conferences are available to meet the needs of parents. When necessary phone conferences are scheduled.

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	Title I/PI Annual Meetings	Principal, Assistant Principal, Parent Involvement Coordinator	Information will be provided to parents on how they can help their children at home to improve student's achievement. Compacts will be discussed to help parents to understand the importance of their roles in their children's education. <i>(New compact format will be discussed)</i>	September 16, 2015	Parent survey results will be used to gauge effectiveness of the event.
2	KG – 2 nd Grades – Bring your Parent to School Day	PI Coordinator Reading/Math Coaches, Kg/1 st /2 nd Grade Levels' Teachers, Principal, Assistant Principal	Parents will be invited to attend to school to observe a lesson in the classroom and to participate from instructional activities with the purpose to help and support their children at home.	Kg – Sep. 22/24, 2015 1 st – Oct. 20/22, 2015 2 nd – Nov. 17/19, 2015	Parent survey results will be used to gauge effectiveness of the event.
3	3 rd Grade FSA/Parent	PI Coordinator, Reading/Math	FSA information and activities will be provided for parents to	October 13, 2015	Parent survey results will be

	University	Coaches, Principal, Assistant Principal, Curriculum Resource Teacher, Third grade team	better understand the State's expectations and for them to be able to help their children at home.		used to gauge effectiveness of the event.
4	iReady Training for Parents	PI Coordinator, Reading/Math Coaches, CRT, Principal, Assistant Principal	Parents will be invited to learn about iReady, the program that students use to apply reading and math skills throughout the school year. Parents will learn about a variety of educational resources and reports that they can use from home to easily identify their children needs in both academic areas.	October 27, 2015	Parent survey results will be used to gauge effectiveness of the event.
5	Parent/Teacher Conferences	PI Coordinator, Grade Level Teams, Principal, Assistant Principal	Parents will meet with teachers to discuss their children's academics and to review compacts with the purpose of taking appropriate actions to support or help their children at home.	Oct 26 – 30, 2015 Jan 19 – 22, 2016	Teachers will record notes of the meetings.
6	Math Night	PI Coordinator, Math Coach, Kg - 5th Grade Teachers, Principal, Assistant Principal	Math strategies will be taught to parents in correlation with new Florida State' Standards via hands on activities in order for parents to assist their children with math at home.	November 10, 2014	Parent and teacher survey results will be used to gauge effectiveness of the event.
7	4 th /5th Grade FSA/Parent University	PI Coordinator, Reading/Math Coaches, Principal, Assistant Principal, Curriculum Resource Teacher, 4 th and 5 th grade team	FSA information and activities will be provided for parents to better understand the State's expectations and for them to be able to help their children at home.	November 17, 2015	Parent survey results will be used to gauge effectiveness of the event.
8	Building Better Readers Night (Reading Night)	PI Coordinator, Reading Coaches & Literacy Leadership Team, Principal, Assistant Principal	Reading strategies will be taught to parents in correlation with Florida Standards in order for parents to assist their children with reading at home.	January 26, 2016	Parent survey results will be used to gauge effectiveness of the event.
9	Specials at the Lakes Night	Pi Coordinator, Specials' Team, Principal, Assistant Principal, K-5 Teams	Hands-on activities from different special areas will be offered for parents to do with their children. Information about ways to expand and develop arts and physical education skills will be provided.	February 23, 2016 Or April 26	Parent survey results will be used to gauge effectiveness of the event.

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	Title I Teacher Orientation	Admin & Parental Involvement Liaison	Information and tips about the importance of parent involvement, communication and partnerships for increased student achievement will be shared with teachers.	August 2015	Evidenced by communication from teachers to parents; newsletters, letters, emails.
2	Discussion Forums	Admin & Parental Involvement Liaison	Teachers can share strategies with each other about how to improve parent involvement in classrooms.	August 2015-June 2016	The school's intranet site tracks volume of online participation.
3	Online professional development resource	Teacher driven	Teachers can access online courses related to parental involvement in order to increase achievement.	August 2015-June 2016	Online certificate of completion for the course will be provided.
4	Title I Parental Involvement Modules	All Instructional Staff	Teachers can access modules on SharePoint.	October 2015 – April 2016	Sign-in Sheet and Reflection Logs

Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

Response: The Media Center is open to parents all school year before and after school for extended hours for parents to access resources and computers. Children's' books in Spanish are available for checkout. The Media Specialist will be available for assistance. A sign in sheet will track the frequency of parent visits.

Communication

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

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

Response: Numerous methods are used to communicate with parents about Title I programs, curriculum and student programs. Monthly parent newsletters are sent home and kept at the school for reference. A weekly phone message is delivered with reminders and events. This message is recorded by the principal. The school website has grade level information including an annual curriculum timeline. Progress reports and report cards are sent home four times per year. The school marquee is updated on a regular basis to notify parents of activities. Remind 101 - It is a text message system which will keep parents informed of different events throughout the school year. Sign me up Genius – this an on-line method for parents to sign up for different activities offered throughout the school year. **School Informational Cheat Sheet – This document will contain information about school procedures, academic resources, schedules, events**

and transportation that will be provided throughout the school year. Especially for parents who register students late in the school year. Car tags will also contain a PI calendar with the activities that the school will offer during the 2015-16 school year on the back side.

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: Wyndham Lakes Elementary was built to comply with the Americans with Disabilities Act (ADA) so that people with disabilities can access our facility. Our building is wheelchair accessible, has an elevator and the classroom door signs include Braille. In addition, the doorway jams can be removed to allow for wider wheelchair access. Also, there are numerous handicap parking spots and many restrooms have the metal railing for support. The weekly phone message to parents is recorded and delivered in English and Spanish. The Principal's message in the school's monthly newsletter is offered in English and Spanish. Spanish translations of permission slips and letters from the school available. Spanish interpreters are provided as needed. OCPS interpreters for languages other than Spanish are used (if available).

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	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)];	To provide flexible meeting times and methods of communication with parents to include face to face conferences, phone conferences, and email correspondence.	Teachers, Administration	Student achievement will improve with increased parent participation in the child's education.	August 2015 to June 2016
2	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Teach-In 2015 - Parents of students volunteered in the classroom to share their expertise about their careers with students.	CRT and classroom teachers	We anticipate that students will be motivated to work harder on school work to achieve career goals.	November 19, 2015

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 2014-2015 Parental Involvement Plan

Building Capacity Summary

Provide a summary of activities provided during the 2014-2015 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	Building Better Readers Night	1	420	Reading strategies were taught to parents in correlation with Florida State Standards in order for parents to assist their children with reading at home.
2	STEM Night	1	252	Science strategies were taught to parents in correlation with Florida State Standards via hands on experiments in order for parents to assist their children with science at home. Math strategies were taught to parents in correlation with Florida State Standards via hands on activities in order for parents to assist their children with math at home.
3	Kg Parent University	1	31	Kg foundational skills, strategies, and activities were provided for parents to understand the importance of the application of phonemic awareness and phonics skills, and how to implement it in order to be able to help their children at home.
4	1 st Grade Parent University	1	15	Reading skills, strategies, and activities were provided for parents to better understand the State's expectations and for them to be able to help their children at home.
5	2 nd Grade Parent University	1	61	Reading skills, strategies, and activities in different areas such as comprehension, fluency, vocabulary, and writing were provided for parents to better understand the State's expectations and for them to be able to help their children at home.
6	3 rd Grade FSA/Parent University	1	119	FSA information was provided for parents. Also activities were offered for parents to better understand the State's expectations and for them to be able to help their children at home.
7	4 th /5 th FSA/Parent University	1	75	FSA information was provided for parents. Also activities were offered for parents to better understand the State's expectations and for them to be able to help their children at home.
5	Title I Annual Meeting	1	402	Information was provided to parents on how they can help their children at home to improve students' achievement.

Staff Training Summary

Provide a summary of the professional development activities provided by the school during the 2014-2015 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	Title I Teacher Orientation	1	60	Information and tips about the importance of parent involvement, communication and partnerships for increased

				student achievement will be shared with teachers.
2	Discussion Forums	1	60	Teachers shared strategies with each other about how to improve parent involvement in classrooms.
3	Title I Parental Involvement Modules for new teachers: Parental Involvement Staff Training, Building Ties between Home and School, Implementation and Coordination of parental Involvement Programs, and Communicating and Working with Parents	1	5	Teacher accessed modules on SharePoint and completed a reflection log.
4	Parent Involvement Training Refresher for Experienced Title I Staff Members	1	60	Experienced teachers from our school completed and exit slip or reflection log about the Title I program in our school.

Barriers

Describe the barriers that hindered participation by parents during the 2014-2015 school year in parental involvement activities. Include the steps the school will take during the 2015-2016 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	Job Schedules	The school will provide flexible schedule for conferences and meetings with teachers, providing morning and evening sessions. Also, the school will continue encouraging meetings through phone calls for parents who cannot attend conferences.
2	Language Limitation	Wyndham lakes will continue offering information in English and Spanish through the school newspaper and weekly phone calls. Also, the school will facilitate other language than Spanish documentation (when available), provided by the District or State so parents who speak a different language may have full understanding of the content. OCPS interpreters for languages other than Spanish will be used (if available).

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. (Optional)

count	Content/Purpose	Description of the Activity
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