## WEST DEFUNIAK ELEMENTARY SCHOOL Title I, Part A Parent Involvement Plan

## 2019-2020

I, Darlene Paul, 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)].

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

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **Response:** West DeFuniak Elementary School's mission is to work with parents as partners to provide a positive, nurturing community in which children develop socially, emotionally, and intellectually and experience success that fosters lifelong learning. |

**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 [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

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| **Response:** West DeFuniak Elementary (WDE) believes in involving parents in all aspects of the Title I program. WDE’s SAC (School Advisory Council is composed as follows. The majority of the SAC members are not employed by the school district. The SAC is composed of an administrator, an education support employee, teachers, students (for middle and high schools only), parents, and other business and community members who are representative of the ethnic, racial, and economic community served by West DeFuniak Elementary. The SAC meets quarterly to coordinate and oversee the school improvement planning process throughout the school. The SAC has final approval over the content of the school improvement plan before they are submitted to the School Board and monitors the use of school improvement funds. This committee serves as our Parent Advisory Committee as well and develops the Parent Involvement Policy/Plan and the Student/Parent/Teacher Compact. The Title I Budget is reviewed at the Fall SAC meeting. Surveys are sent one section at a time to all parents with report cards asking for input on the school and the school's programs. These surveys are used in developing the Policy/Plan and Compact. Every effort is made to schedule the meetings so that all parents on the Council will be able to attend. Minutes are kept of these SAC meetings and filed by the Title I Contact. Parents also serve on the School Improvement Team (SIT). Minutes of the SIT meeting are kept and are filed by the Title I Contact. |

**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 | Individuals with Disabilities Education Act (IDEA) | Supplemental instructional support provided by Title I will be discussed with parents during the development of the students Individual Educational Plans (IEPs). |
| 2 | Even Start | Even Start Pre-kindergarten information will be provided by guidance personnel to parents. |
| 3 | ESE-PK | West DeFuniak Elementary and the Pre-K program will work together to coordinate transition programs for students entering the regular public school program. Activities may include scheduled meetings with parents, the PK teacher, and the kindergarten teacher to discuss the specific learning needs of students. A “transition to kindergarten” meeting will be held in the fall with all parents entering kindergarten students to discuss how to help their children in their transition. Additional information and materials will be provided to parents each year during kindergarten registration and can be found in guidance, on the school website, and at the School Parent Resource Center. |

**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 | Develop agenda, handouts, and presentation materials that address the required components | Principal and Title I Contact | Fall | Copies of PowerPoint presentation and handouts |
| 2 | Advertise/Publicize event | Title I Contact | Fall | Copies of school newsletter and posting on school web site |
| 3 | Prepare sign-in sheets | Title I Contact | Fall | Sign in sheets for meeting |
| 4 | Maintain Documentation | Title I Contact | Fall | Title I documentation box housed in Title I contact’s office. Title I documentation will be shared |

**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:** West DeFuniak Elementary will offer meetings and workshops at various times. Conference times vary to accommodate parent schedules. There are night meetings and workshops, conferences, and meetings during the school day and in the afternoons. Some examples are classroom data meetings with parents, conferences held in the late afternoon, Math/Science/Technology and Literacy nights, PTO meetings held after school and in the evenings, School Improvement Team and School Advisory Council meetings held during the day and after school, and Donuts with Dad/Bring Your Dad to School and Muffins with Mom in the morning. Child care is provided, as needed, for meetings and workshops held after the school day ends. Food is provided for some parent nights. |

**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 | Florida Standards hard copy dissemination of materials | Principal and Title I Contact | Parents will be provided with grade specific brochures outlining and identifying the NGSSS and FL Standards and strategies they can use to help their child at home. | August-September | Title I Parent Survey |
| 2 | Assessment Information and Individual Conferences | Principal and Teachers | Teachers will conduct classroom parent data meetings the first nine weeks and then an individual and a student led conference to discuss each child’s assessment results, expectations, and goals throughout the year in all grade levels. | August through May | Title I Survey and Parent Climate Survey |
| 3 | Reading/Writing, Math/Science/Technology Meetings | Principal and Teachers | Information will be provided for parents, including grade level proficiency, strategies parents can use at home and assessment methods during classroom data meetings, parent conferences, student-led conferences and academic parent nights scheduled throughout the year. | September through May | Title I Survey, Parent Evaluations |
| 4 | Community Resource Information | Title I Contact and Principal | Information will be provided to parents concerning beneficial services and resources to assist during difficult economic times. | August through May | Sign-in sheets, Title I Survey, Parent Climate Surveys |

**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 | Effective Parent/Teacher Conferences | Title I Contact | Promotion of parent-teacher communication to support student academic achievement. | August 2019-March 2020 | Workshop agenda and evaluations, Title I Parent/Teacher Survey results |
| 2 | Importance of Parent Involvement, Creating a Family Friendly School; Effective Parent-Teacher Communication; Developing a Culture of Participation-Strategies for Involving Parents | School staff, Title I Contact | Improve ability of staff to establish a friendly school atmosphere that recognizes parents as equal partners in the educational process in order to promote parent participation and improve student achievement. | August 2019-April 2020 | Sign-in logs, agendas, evaluations, Title I Parent/Teacher Survey results |
| 3 | Powerful Partnerships | Title I Contact | Strategies to improve partnerships with families and community will be shared with teachers throughout the year to assist parents and community members in supporting student academic acheivement | August 2019-April 2020 | Sign in logs, agendas, Title I Parent/Teacher Survey results |

**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:** Enhancement of the Parent Involvement Centers through the purchase of materials to add to the resources already available. This will be accomplished by the Title I Contact throughout the school year. An evaluation will be made by a review of inventory and addition of materials to the inventory as needed. Televisions with announcements and parent information scrolling has been added to the waiting area and near the lunchroom to keep parents abreast of announcements, upcoming events, student recognition, and community activities. |

**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)].

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| **Response:** The Annual Title I meeting is held in September in conjunction with classroom parent data meetings. A PowerPoint presentation is used to present information about Title I programs, the curriculum and academic assessments. Parents can learn about the school wide program, and opportunities for participation in decisions related to the education of their child at these meetings. They will be given a copy of the Parent Involvement Plan/Policy at this meeting and Title I handouts with pertinent information is sent home at the beginning of the school year. Visitation is held in August and Open House is held in September. This provides parents the opportunity to visit the classroom and receive information concerning their child. Flyers are sent home announcing each meeting with a parent response section attached. Sign-in sheets are provided for each activity. |

**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:** The Parent Involvement Plan and Compact will be distributed to parents and posted on the school web page in English and Spanish as needed. Written communication will be provided for parents in English and Spanish to the extent practical. The Parent Involvement Plan will be available in the School Parent Resource Center and in the front office. Translators will be provided at parent meetings and the Unicom system will be used to assist with translation. The Home Language Survey results are also used in planning for parent communication. Surveys and information sent by the school will be provided in both languages as needed. The school will ensure that it is in compliance with regulations regarding access for persons with disabilities. Due to student mobility issues WDE provides information to parents during the enrollment process regarding the availability of parent involvement opportunities and resources.   The LEA will ensure that the information is available to parents considering the fluctuating student populations by requesting data from the district MIS department every survey period. |

**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 | Classroom parent data meetings/Parent Nights | Principal, Title I Contact, Teachers/Staff | Information will be provided for parents, including grade level proficiency, strategies parents can use at home and assessment methods. | September 2019 -May 2020 |

**Upload Evidence of Input from Parents**

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

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| [Uploaded Document](file:///C:\Users\beckp\Desktop\fileUploads\660061_2016-2017_uploadEvidenceParentInput.doc) |

**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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| [Uploaded Document](file:///C:\Users\beckp\Desktop\fileUploads\660061_2016-2017_uploadCompact.doc) |

**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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| [Uploaded Document](file:///C:\Users\beckp\Desktop\fileUploads\660061_2016-2017_uploadCompactEvidence.doc) |

## 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.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | NGSSS and FL Standards hard copy dissemination of materials | 1 | 775 | Parents will be provided with grade specific brochures outlining and identifying the NGSSS and FL standards and strategies they can use to help their child at home. |
| 2 | Assessment information,  Classroom data meetings and individual conferences | 3 | 750 | Teachers will conduct conferences to discuss each child's assessment results, expectations, and goals three times throughout the year. |
| 3 | Academic parent meetings, Bring Your Dad to School | 3 | 1362 | Information will be provided for parents, including grade level proficiency, strategies parents can use at home and assessment methods. |
| 4 | Community resource fair, face to face | 1 | 300 | Information will be provided to parents concerning beneficial services and resources to assist during difficulty times. Community resource fair was not held due to scheduling; but information and resources were made available in our parent resource center. |
| 5 | Orientation and Visitation Meetings | 3 | 713 | Orientation, student expectations, and parent resources shared. (K and 3rd Orientation) |
| 6 | Title I Annual Meeting, Parent Classroom Data Meetings | 1 | 378 | The meeting's purpose is to jointly identify barriers to home/school communication, discuss the value of parental involvement to the education of each student, identify barriers that prevent parents from becoming involved in their child's education and develop strategies to overcome barriers and increase student achievement. |
| 7 | School Advisory Council Meetings | 3 | 22 | Parent input toward making informed decisions concerning school improvement and student achievement. |
| 8 | Review of Title I Parent Involvement Surveys | 3 | 1186 | Parent input toward making informed decisions concerning school improvement and student achievement. |
| 9 | Individual Parent Conferences | 2 or more | 1000 | Parent/teacher individual conferences providing parent with individual student state and local assessment results, expectations and goals for the school year. Hard copies of results given to parents along with an explanation of how to interpret information. |

West DeFuniak Elementary

Family Engagement Plan Evaluation

2018-2019 School Year

West DeFuniak Elementary offered a variety of parent/family events and training opportunities throughout the 2018-2019 School Year. Academic nights (Reading/Writing and Math/Science) were well attended with an increase of 38% over the 2017-2018 school year. These activities were offered at night, after work hours, and dinner was provided for Math/Science Night Family Night held in February. When reviewing parent evaluations from academic nights, parents did not indicate that time or subject area impacted their attendance. Our Annual Title I Meeting was held in conjunction with Open House and Reading Night in September. There was a 26% increase in attendance as compared to the 2017-18 school year.

One of our school improvement family engagement strategies this year was a motivational night for parents presented by Blake Brandes. This training targeted motivational strategies for parents as well as strategies for them to implement with their students. Blake Brandes had presented to our students in the 2017-18 school year and parents were excited to attend based on comments from their students. We had a total of 47 parents in attendance at this training, a bit of a disappointment, but expected due to extremely bad weather. There was no way to reschedule, so we were pleased with the turn out even though we hoped for higher numbers. Families in attendance were so pleased with the presentation and several asked when Blake Brandes would be back!

WDE also offered opportunities for families to visit the classroom to participate in an activity with their child on Bring Your Dad to School Day/Donuts with Dad in September and Muffins with Mom in February. Our Bring Your Dad to School Day saw in increase of 17% in attendance over the 2017-18 School Year. Each of these events were held during the beginning of the school day and parents commented that it was easier to attend early in the day, before work, than evening opportunities that conflict with dinner, homework, and bedtime routines.

WDE attempts to deliver information and communicate with parents and families in a variety of methods including sending home monthly newsletters, flyers, grade level and teacher weekly newsletters, website and Facebook updates, announcements scrolling on a TV in our safe lobby and in the hall near our lunchroom and media center, and messages and information sent out via Remind 101 and Pikmykid apps. WDE sent three parent surveys during the 2018-2019 school year averaging 57% response from parents (Survey A: 54%, Survey B: 67%, and Survey C: 49%). The results of these surveys are shared with leadership teams, grade levels, School Advisory Council, and district personnel. Leadership teams, including School Improvement and School Advisory Council, use the feedback when creating school goals for the following school year.

The greatest barrier WDE faces with parent involvement is getting parents and families to attend parent training events held at night. WDE offers dinner to families for some training events and childcare is also provided depending on the type of event. Notices and reminders are sent home via backpacks and are also posted on our webpage/Facebook, referred to in newsletters and teacher webpages and newsletters. We are pleased with the increase in families participating in evening events as noted above, but we are continually seeking new ways to engage families in training to assist their students and well as fun times to participate in activities at school with them.

**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)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Effective Parent/Teacher Conferences | 1 | 3 | Teachers were trained in the promotion of parent-teacher communication to support student academic achievement. |

**Barriers**

Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(E)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Parents with limited English proficiency | WDE will make an effort to improve communication by providing translators at parent meetings and conferences whenever possible. Information that is sent home or posted on the webpage will be in English and Spanish as often as possible. |

**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)

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| **count** | **Content/Purpose** | **Description of the Activity** |