

**Westside K-8 Title I, Part A Parental Involvement Plan 2014-2015**

I, Ms. Nadia Winston, 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)];
- 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 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)

**Response:** To work closely with parents and develop effective strategies to provide a positive, nurturing community in which children develop emotionally and intellectually to foster success that outperforms all other schools in the State of Florida.

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## 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 primary goal of our Parent Involvement Plan is to build community. Our various parent involvement activities are designed to encourage parents to visit the school and engage in their child's education and with the school.

Parent representatives will participate on the school's School Advisory Council (SAC) which is the decision making entity of the school. More than 50% of the SAC members are parents. Parents will be notified of opportunities to participate on SAC and other various committees. The Council meets regularly on the second Tuesday of each month during the school year.

Each year, SAC will appoint a committee to work closely with administration to review and revise the Parent Involvement Plan (PIP) and School Improvement Plan (SIP) prior to submitting to SAC for approval. All SAC members are given the opportunity to participate on the committee and ultimately a good mix of both parents and staff are appointed. The committee also reaches out to any administrative staff and Deans that do not regularly attend SAC meetings as well as the Title I coordinator. These collaborative meetings are documented to provide evidence of parental involvement in the process and the progress of the committee is formally reported to SAC at each meeting. SAC will review the final proposals and approve both the SIP and PIP and submit appropriate paperwork in addition to the minutes of the SAC meeting in which the documents are approved.

The SAC will meet monthly to review and analyze relevant data pertinent to the PIP, SIP and performance of the school. All parents are invited to attend these meetings and sign-in sheets are retained as evidence of parental involvement.

SAC will be kept informed of proposed group parental involvement activities, at least 35 days in advance, and will discuss the use of Parental Involvement funds at these meetings.

The Parent Teacher Student Organization (PTSO) provides another opportunity for parents to become involved at the school.

Regularly scheduled fun and engaging parent involvement learning opportunities are held throughout the year. As well as providing learning opportunities these events are designed to encourage parents to come through our doors and

become engaged. The more parents we have through the door, the more likely we are to recruit volunteers to help in all aspects at the school.

Each year the Principal, in consultation with SAC, will identify the top three messages to be disseminated with parents such as the impact of diminished attendance, the importance of parental involvement and available on-line resources.

Parents are further encouraged to participate through the integration of our Positive Behavior Support (PBS) scheme and the provision of student rewards for attending parent involvement activities.

## 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	SAC, PTSO and the community	Parents, School Advisory Council (SAC), Parent Teachers Student Organization (PTSO), staff and community members work together to research and select and integrated activities that teach parents how to become more involved in their child's education.
2	Annual Title I Parent Night	Parents are invited to attend a conference and share information with all stakeholders. The event will be fun for parents who can attend various sessions including parenting tips and reading strategies. Mandatory information regarding the Title I program will be presented.
3	Voluntary Pre-K	Teachers provide parents with mini-workshops on pre-reading/pre-writing and are given handouts and learning activities to work with their children at home.
4	ESOL	English Speakers of Other Languages (ESOL) helps those students who need assistance transition into the English language.
5	Home School Connection Newsletter	Provide parent with these newsletters on a monthly basis with strategies that will help them with their children's reading, math, science and with their parenting skills.

## 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	Determine suitable date for Title I Annual Parent Meeting taking care to avoid conflict with any other advertised area events	Principal and Title I Coordinator	Early September 2014	
2	Develop and disseminate invitations to	Principal and	September 2014	Copies of invitation sent

	parents, nearby restaurants and hotels. Translate in Spanish.	Title I Coordinator		home, number of participants compared to last year
3	Advertise Title I Annual Parent Meeting on website	Title I Coordinator	Early September 2014	Number of participants / sign-in sheet
4	Advertise Title I Annual Parent Meeting will be posted on our electronic marquee	Title I Coordinator	Throughout the two weeks before and the week of the meeting	Number of participants / sign-in sheet
5	Reminder Meeting Flyer will be sent home to encourage parent participation.	Title I Coordinator	Six days prior to the meeting	Number of participants / sign-in sheet
6	I.R.I.S. Telephone Call home to parents reminding them of meeting.	Title I Coordinator	Two days prior to meeting	Number of participants / sign-in sheet
7	FabContact email distribution to all registered parents.	Title I Coordinator	Six days prior and on the day	Automated statistics
8	Prepare/develop agenda, handouts, and presentation materials	Principal and Title I Coordinator	September 2014	Number of participants compared to previous year
9	Prepare and print sign-in sheets	Title I Coordinator	September 2014	Number of participants
10	Make copies of all handouts for parents (include PIP)	Title I Coordinator	September 2014	Number of participants
11	Gather door prizes and place an order for pizza and soda for parents and student using Title I funds	Title I Coordinator	Weeks prior to the meeting	Number of participants
12	Set up display to show PowerPoint slide created for meeting.	Title I Coordinator	3 <sup>rd</sup> October 2014	Number of participants
13	Set up some fun activities to engage the students and parents	Title I Coordinator	On the day	Number of participants
14	Hold the Parent Meeting to discuss requirements of Title I and rights of parents. Make sure that parents are aware of on-line resources.	Principal and Title I Coordinator	On the day	Number of participants and parent evaluation form responses
15	Hand out Warrior Dollars to those students in attendance.	Title I Coordinator	On the day	

PIP - Parent Involvement Plan

## 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:** During the first semester of school, evening parent conferences will be scheduled (with due consideration to any conflicting mainstream community events) to discuss student progress. To provide flexibility and ensure all parents are accommodated, conferences may also be scheduled before school or as needed throughout the year. Telephone conferences also provide flexible options. Title I funds will be used to provide educational incentives to students whose parents participate. During the first nine weeks, one week is designated for evening conferences. A variety of day and evening parent involvement opportunities will be provided throughout the 2014-2015 school year.

Day time and/or evening programs will be held to promote literacy, math,

science, technology, parent conferences, parenting presentations, Donuts with Dad, Muffins with Mom, and Read across America Day. The school will survey parents to determine need for alternative meeting times. Based on the survey, meetings will be scheduled. The district's social worker and school Parent Liaison will be utilized for services related to parental involvement such as transportation, child care, or home visits.

## 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	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
1	Family Literacy Day/Evening Events	Administration, Literacy Coach	Reading achievement is felt to be more dependent on learning activities in the home than either math or science. Success in reading appears to be the gateway to success in other academic areas such as math and science.	On-going quarterly throughout the year	Reading Benchmark Comparison, DRA Growth, FCAT comparison, parent sign-in sheets, parent evaluation/feedback forms
2	Math and Science Day/Evening Events	Administration, Math/Science Coach	Parents will have the opportunity to engage in hands on activities they can use with their children.	On-going quarterly throughout the year	Math Benchmark Comparison, FCAT Comparison, Parent sign-in sheets, parent evaluation/feedback forms
3	ELL Parent Information Session	ELL Compliance Specialist	Increased home involvement and understanding for parents.	Winter 2014	Parent sign-in sheets, Parent evaluation/feedback forms
4	Technology Information Session	Title I Coordinator	Students utilizing on-line resources at home will increase in academic achievement.	Winter 2014	Parent sign-in sheets, Parent evaluation/feedback forms
5	FCAT Parent Information Session	Administration/Title I Coordinator and Literacy Coach	Increase parental understanding of NGSSS. Provide parents with information regarding FCAT 2.0, 3rd grade retention and performance standards. Provide FCAT 2.0 tips and test-taking strategies for student success.	Spring 2015	FCAT Comparison from last year, Parent sign-in sheets, Parent evaluation/feedback forms
6	Annual Title I Meeting	Principal and Title I Coordinator	Increase awareness of how Title I funds are used to supplement and enhance student achievement.	October 2014	Number of participants, Parent sign-in sheets, Parent evaluation/feedback forms

7	Grade Level Activity Nights	Administration, Grade Level Teams	Parental involvement increases student achievement.	Monthly by grade level	Number of participants, Parent sign-in sheets, Parent evaluation/feedback forms
8	Parent Teacher Meetings & Workshops	Staff & Administration	Parent's involvement in their child's education at home, their progress at school and how this can be developed jointly.	September Open House and as needed	Sign-in sheets, Student Progress Reports
9	Band/Activity Nights	Staff & Administration	Parent's attendance of fun school activities builds community involvement and student learning.	Throughout Year	Sign-in sheets
10	All parent communication translated as feasible. SAC, PTSO, PLC and ESE work together.	Principal, Staff & committee members	Multiple methods of parental communication in multiple languages to ensure maximum reach	Throughout Year	Sign-in sheets & attendance counts
11	Creation and development of after-school activities and clubs to encourage parental participation	Principal, Staff & committee members	Parental involvement increases student achievement.	Throughout Year	Attendance counts
12	School Website	IT Resource Specialist, Administration & Committees	Keep parents informed about upcoming activities and provide access to their student's grades, progress reports and completed assignments.	Throughout Year	Web log statistics
13	School Newsletter	Media Specialist, Staff & Administration	Improved communication with parents to offer opportunities of parental participation and keep the community informed.	Quarterly	Parental feedback and event sign-in sheets
14	Email communication sign-up laptops will be provided at all parent attended activities and parents will be reminded to subscribe	Event Coordinator	Improved communication with parents to offer opportunities of parental participation and keep the community informed.	At each event	Subscriber statistics
15	Grab a Coffee & Go	Reception Staff	Encourage parents to be welcome in the school building by providing coffee and light refreshments to go. Use as a tool to encourage deeper parental involvement.	Daily	Unit Counts
16	Media Center Mornings	Media Specialist	Parents learn to use computers in the Media Center with their kids prior to school.	Weekly	Attendance counts

SAC - School Advisory Council, PTSO – Parent Teacher Student Organization, PLC – Professional Learning Community, ESE – Exceptional Student Education, ELL – English Language Learners

## Staff Training

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)].

count	Content and Type of Activity	Person Responsible	Correlation to Student Achievement	Timeline	Evidence of Effectiveness
1	Presentation of Parent Involvement Plan.	Title I Coordinator	Set clear goals of parental involvement with faculty.	1 <sup>st</sup> Semester	Parent Feedback
2	Presentation of Home-School Compact in Conjunction with Parent Conferences	Title I Coordinator	Set clear goals and expectations of how home and school work together to increase student achievement.	1 <sup>st</sup> Semester 2014	Staff Sign In Sheets, Parent Feedback
3	Staff/Faculty meetings - How to Build a Better Parent/Teacher Relationships	Principal and Title I Coordinator	Better communication improves student achievement.	Ongoing throughout school year	Teacher Feedback
4	Specialist training on working with children with diverse/cultural needs.	Title I Coordinator	Improved understanding of cultures improves student achievement.	Winter 2014 and Spring 2015	Teacher and Parent Feedback
5	Translation services will be provided when requested.	Staff	Improved communication between staff, students and parents improves student achievement.	Ongoing throughout school year	Teacher and Parent Feedback
6	Staff will be educated as to how Warrior Rewards can be used to encourage participation	PBS Chair	Greater parental attendance and participation improves student achievement.	Ongoing throughout school year	Sign-in sheets
7	Staff are trained regarding Parent Conferences	Principal and Title I Coordinator	Improved communication with parents	Beginning of the year	Sign-in sheets

## 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 district has provided Title I Parent Liaison who comes out to our school every second and fourth Wednesday mornings to provide parents with resources such as Leap Frog, Lightspan and books to use at home. District Title I Staff provide this resource on-going throughout the year. This resource is publicized in the school newsletters and at parent conferences. Usage is measured through sign-in sheets and counts are reported to School Advisory Council (SAC).

## Communication

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

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

**Response:** At the beginning of the year, parents are invited to a Meet and Greet. During the Meet and Greet, parents will be given copies of the Student Handbook, which includes detailed information about the school-wide program, how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child. Parents are invited to visit the children's classrooms and meet the staff. During the visit, teachers will provide parents with additional information about the subjects they teach, the assessments, and how parents can help at home. The same information will be provided in a packet distributed to any parents who are unable to attend.

Timely information, providing at least one week's notice of any event, will be sent home by backpack, posted on the school website, FabContact parent e-mail group and delivered by an automated phone voice-cast. If the voice-cast contains multiple messages, priority will be given to the Title I event where possible. Multiple notifications may be issued as deemed necessary. Email messages will be sent with individual subject lines and not shared with any other announcements.

At the annual Title I Parent Meeting, information will be provided to the parents about the Title I programs, the curriculum, and academic assessments. Sign-in sheets for the meetings will be maintained. Information about Title I programs is distributed through the district composed letters sent home by students at the beginning of the year, this information is also available on the school web site.

The Parent Compact is reviewed by the School Advisory Council (SAC) and sent home via backpack at the beginning of the school year for middle school students.

Student progress is monitored through progress reports. School and District websites, parent meetings and conferences, school newsletters, district curriculum grade level expectation parent flyer, student data reports sent home quarterly to inform parents of student progress. Student progress is monitored through progress reports, quarterly report cards and Progress Monitoring Plans. Student data and computer-assisted instruction reports are also sent home quarterly. In addition, parents receive reports regarding their child's assessment results on the FAIR, Beginning of the Year and Benchmark Assessments as these assessments are completed throughout the year. Parent Internet Viewer is also available for parents in grades 2-8 to view their child's grades and monitor their progress on-line.

Parents will be informed of upcoming conferences and activities via the school newsletter, messages sent home in back-packs, I.R.I.S. automated call reminders and email bulletins. Upcoming events will also be displayed on the schools electronic sign display board.

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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:** All mailings, Title I information and school and school documents will be made available to parents in English and in Spanish. Assistance with translation to other languages, such as Arabic, is available upon request. Parent conferences and meetings will be translated as needed. Family workshops will be translated as needed. The Parent Involvement Plan (PIP) will be made available in both English and Spanish and posted on the school's website. If needed, American Sign Language and Braille translations can be provided for those families who would benefit from the services.

The school will have opportunities both during and after school to encourage parent involvement. Activities will be advertised in line with established communication policies.

Our Parent Liaison will work with our Families in Transition who live in various hotels and shelters in an effort to ensure that all parents are part of the Westside K-8 community.

The IRIS phone call out-dial system will be used to promote family involvement activities in both English and Spanish. A quarterly newsletter, the Westside K-8 Scout, is distributed to all parents and business partners. Parents are also encouraged to utilize the school website where activities and parental resources are available electronically.

All students will be provided with a boomerang folder for important information. Flyers for upcoming parent involvement events will be sent home in a boomerang folder with a dedicated section for sending home information to parents. Parents will regularly check this folder and respond as necessary.

The FabContact email system is used to send emails to parents who choose to subscribe to the service.

Parents are also provided regular reports of academic progress through report cards, progress reports and completed assignments. Invitations to school meetings and conferences go home in student agendas and are provided in both languages. If needed a Progress Monitoring Plan is developed between the teacher and parent. Regular meetings are encouraged as a follow up to the strategies outlined to check on progress. If an interpreter is required, several bi-lingual staff members are available to assist. The School Advisory Council (SAC) will receive data regarding the dissemination of this material and ensure that communications are coordinated, timely and culturally sensitive.