

## LEWIS ANNA WOODBURY ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Thaddeus L. Davis, 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)];
- 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)].

*Thaddeus Davis*

Signature of Principal or Designee

*10-4-11*

Date Signed

### Mission Statement

Parental Involvement Mission Statement (Optional)

**Response:** District and School-based Title I Parent Involvement Programs in Polk County will strive to BUILD RELATIONSHIPS to create real family engagement for every child, every family, every teacher, every day.

### 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:** Parents attended Parent Involvement Team meetings in March and May, 2011 to discuss, review, and revise our Parent Involvement Plan and Compact. At these meetings and through parent surveys, parents provided valuable feedback, including suggestions which have been incorporated into the Policy/Plan. The Compact and Plan were also reviewed by the School Advisory Council in May and September, 2011. Our SAC members are nominated by their peers and voted on by our PTO.

## 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 (Voluntary PreKindergarten)	Our two PreKindergarten teachers work with 18 students and their parents to provide a high quality educational experience to prepare our 4-year-olds for Kindergarten.
2	IDEA (Individuals with Disabilities Education Act)	Our Guidance Counselor is the facilitator for this program and works with a team to assist parents in working with their children at home.

## 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	Title 1 Program	Administration Team, Program Facilitator	September, 2011	Parent Evaluations
2	Rights of Parents	Administration Team	September, 2011	Parent Evaluations
3	SES	Program Facilitator, Classroom Teachers	September, 2011	Parent Evaluations
4	AYP	Administration Team	September, 2011	Parent Evaluations

## 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 meetings, in addition to the Annual Meeting, will be provided at varied times, to include morning and evening. Translation services will be available, as requested.

## 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	Reading, Math Parent Nights-An evening of information for parents focusing on reading or math skills and ways to help at home.	Teachers, Administration, Parent Involvement Facilitator	Increase the level of involvement of parents working with their children at home in reading and math.	October, 2011 – February, 2012	Sign-in Sheets and Parent Evaluations
2	Media Nights-An evening of interaction between parents and children with a focus on literacy and technology. Families can read books together, take Accelerated Reader quizzes and use the computer lab to access educational software.	Media Specialist, Administration	Increase the level of involvement of parents in the Accelerated Reader Program and computer programs used at school.	September, 2011 – February, 2012	Sign-in Sheets and Parent Evaluations

## 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	Book Study Parents and Teachers Working Together	Parent Involvement Facilitator and AIF	Build better relationships with parents.	November 2011-May 2012	Parent Conference Logs/Parent Surveys
2	Brochures: Steps in Conducting an Effective Conference	Parent Involvement Facilitator	Build better relationships with parents.	Fall 2011	Parent Conference Logs/Parent Surveys
3	Effective Parent/Teacher Conference Module	Administration/PD360	Build better relationships with parents.	Fall 2011	Parent Conference Logs/Parent Surveys

## 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:** Our school has a Parent Resource Center providing books, learning games, and other materials available for parent check-out. Our Parent Involvement Facilitator meets with parents to assist in finding the resources needed to meet their needs. Pamphlets are provided in main offices with topics relevant to parent and student needs in both English and Spanish.

## 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 schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will also submit the parents' comments on the plan that will be available to the local education agency [Section 1118(c)(5)].

**Response:** The School Parent Compact, the Parent Involvement Policy/Plan and Title 1 Program are explained in this Plan, at the Annual Parent Meeting, and at parent/teacher conferences.

District-wide Assessments, Progress Monitoring Assessments, Academic Testing Information for FCAT, SAT 10, SBAR, and information about Next Generation Sunshine State Standards is presented to parents at the Annual Parent Meeting, Fall/Winter 2011-2012 Parent Nights, and parent/teacher conferences. Explanation of Elegrade and procedures for checking child's progress online is explained at Orientation and Annual Parent Meeting.

Parents serve on the School Advisory Council and Parent Leadership Team to give input on the development of the Compact, Parent Involvement Policy/Plan, the expenditure of funds, and other pertinent decisions.

## 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 documents are translated into Spanish and ConnectEd messages are translated into Spanish. Interpreters are provided for those who cannot speak English. The school is wheelchair accessible. Our ELL teacher holds monthly meetings with a Parent Leadership Council, which consists of a majority of Spanish-speaking parents.

## 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	Correlation to 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)];	Parent meetings held at flexible times.	Principal	Strategies to assist parents in helping their children at home.	October - March 2012

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## **Upload Evidence of Input from Parents**

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

Uploaded Document

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## **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

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## **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

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## Evaluation of the 2010-2011 Parental Involvement Plan

### Building Capacity Summary

Provide a summary of activities provided during the 2010-2011 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	Correlation to Student Achievement
1	Reading, Math Parent Nights-An evening of information for parents focusing on reading or math skills and ways to help at home.	2	174	Increase the level of involvement of parents working with their children at home in reading and math.
2	Media Nights-An evening of interaction between parents and children with a focus on literacy and technology. Families can read books together, take Accelerated Reader quizzes and use the computer lab to access educational software.	2	308	Increase the level of involvement of parents in the Accelerated Reader Program and computer programs used at school.
3	Annual Parent Meeting	1	278	Increase parent knowledge of programs and resources available to help their children.

### Staff Training Summary

Provide a summary of the professional development activities provided by the school during the 2010-2011 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	Correlation to Student Achievement
1	Parent Conferences 101	1	62	Build better relationships with parents.
2	Effective Communication for Office Staff	1	4	Make parents feel more welcome at our school.

### Barriers

Describe the barriers that hindered participation by parents during the 2010-2011 school year in parental involvement activities. Include the steps the school will take during the 2011-2012 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	Language/ESOL Parents	Machine to enable translation for parents
2	Parents not attending conferences and workshops/All groups	Staff training on effective parent/teacher conferences.
3	Parents don't value education.	Staff development: Parents and Teachers Working Together

### Best Practices (Optional)

Describe the parental involvement activity/strategy the school implemented during the 2010-2011 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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