

## WHEATLEY ELEMENTARY Title I, Part A Parental Involvement Plan

I, Dr. Linton Atkinson, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

### Assurances

- The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
- Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1118(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].

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Signature of Principal or Designee

Date Signed

### Mission Statement

Parental Involvement Mission Statement (Optional)

**Response:** The mission of Phillis Wheatley Elementary School is to lead our students to success with the support and involvement of our families and our community.

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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:** Parents will be encouraged/invited/recruited via flyers, newsletters, marquee and the school messenger phone system to attend/participate in the annual Parental Involvement Planning Meeting and subsequent meetings as well as monthly PTO, PLC and SAC meetings. The parents will be provided with an agenda prior to each meeting and encouraged to provide input. Parents who become members of SAC, per State SAC guidelines, will be responsible for planning, reviewing and improvement of the Title 1 program.

## 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	Title III	School communication is provided in English and Spanish and we provide interpreters if necessary to ensure that we are including all ELL parents.
2	Title I	Helps provide ATS (Academic Tutoring Services) to students, Staffing, Technology equipment, and other resources.
3	VPK	The VPK teacher at Phillis Wheatley in addition to the Title I office will provide parents with suggestions and materials to help their students at home. Parents will be invited to attend the yearly transition meeting with Kindergarten to address the academic expectation for the upcoming school year.
4	Title II	Provide Professional Development opportunities to teachers and staff members that help them grow as educators. The Admin team will collect data from collaborative walks and put together Professional Developments that will help increase teacher performance in areas that will help impact student achievement.
5	Migrant Education	Provide opportunities for migrant students to make sure that they are successful in their academics. Provide support services, interventions, remediation, and enrichment in areas that will help all students succeed.

## 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	Meeting announced on School Messenger Phone System	Administration	On-Going	Copy of call results and Flyer
2	Preparation of documents for Title I Meeting Presentation	Title 1 Designee	October 2016	Prepared Agenda, Flyers, Sign-in Sheets, Title I PPT, Compacts, Right to Know Letter and Parental Involvement Plan are in place and specified for Phillis Wheatley Elementary.
3	Annual Public Title 1 Meeting	Title 1 Designee/Principal	October 27, 2016	Agenda Notes, Sign-In Sheets and approvals of Parental Involvement Plans and School Compacts.

## 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:** We will hold our parent meetings on the second Tuesday of the month. We will have evening meetings at this time. If for some reason, we see that parents can't attend evening meetings, we will change to morning meetings. We will also combine our meetings such as PTA, MPLC and SAC to respect the time of our parents. The school will provide food and drinks for every meeting. If child care is needed the school will provide this service for the parents. Translators will be available per parent request for every meeting. Parent-Teacher conferences will be held at the end of each nine weeks when Report Cards are being dispersed. Additionally, parent conferences will be arranged with teachers, administrators, and staff members whenever it is needed at the time that best suits the parents and their schedules. Parents will have the opportunity to communicate and provide feedback with all stakeholders here at Phillis Wheatley Elementary.

## Building Capacity

Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child's academic achievement [Section 1118(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Meet Your Teacher	Principal, Classroom Teacher	Reduce student anxiety and allow teachers to set high expectations	August 2016	Sign-In Sheets, Flyers, Connect Ed, Marquee
2	Title I Annual Meeting	Assistant Principal	Increase parent involvement and understanding of the opportunities that are available to help their child learn	October 2016	Sign-In Sheets, Flyers, Connect Ed, Marquee
3	Open House	Principal, Assistant Principal, CRT	Develops stronger bond between school and home improving parent-school communication	September 2016	Sign-In Sheets, Flyers, Connect Ed, Marquee
4	Literacy Night	Principal, Assistant Principal, CRT, Coaches, Classroom Teachers	Provide resources for parents to use at home to help their child.	September 2016	Sign-In Sheets, Flyers, Connect Ed, Marquee
5	Math Night	Principal, Assistant Principal, CRT, Coaches, Classroom Teachers	Provide resources for parents to use at home to help their child	October 2016	Sign-In Sheets, Flyers, Connect Ed, Marquee
6	Report Card Conference Night	Admin. and School Leadership Team.	Allows parents the opportunity to communicate with classroom teacher	October 2016, March 2017	Parent attendance verified by sign in documentation

			about student's academic performance.		
7	Science Night	Principal, Assistant Principal, CRT, Coaches, Classroom Teachers	Provide resources for parents to use at home to help their child	December, 2016	Sign-In Sheets, Flyers, Connect Ed, Marquee

## 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	The value of parental involvement	Title I Designee, CRT and AP	Helping teachers work effectively with parents and provide best practices for parent involvement	Once every grading period	Sign-In sheets, handouts
2	How to communicate and work with parents	Title I Designee, AP & CRT	Helping teachers work effectively with parents and provide best practices for parent involvement	Once every grading period	Sign-In sheets, handouts
3	Cultural sensitivity	Title I Designee, AP & CRT	Helping teachers work effectively with parents from different backgrounds	Once every grading period	Sign-In sheets, handouts
4	Building connection between home and school	Title I Designee, AP & CRT	Helping teachers work effectively with parents from different backgrounds	Once every grading period	Sign-In sheets, handouts

## 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:** Curriculum Night- Each Grade level will host the parents and talk to them about the importance of math and reading. Teachers will give parents advice on the best ways to help their child improve their education. Handouts on FSA and FCAT 5th Assessment as well as reading, writing, math and science skills that must be mastered and essential reading vocabulary for each grade level.

Winter Programs- Each grade level will participate in a winter program, which will include the fine arts.

Fifth Grade Promotion Ceremony- This ceremony will celebrate fifth grade students that will transition from fifth grade to middle school.

Student Awards Breakfast- Students who receive outstanding grades and conduct will have breakfast with their parents and the Principal

Extended Media- Wheatley Elementary School is offering students an opportunity to access our school library before and after school. Morning hours: Monday, Tuesday, Wednesday, Thursday, and Friday we will be open from 7:30 a.m. until 8:00 a.m. Afternoon hours: Monday, Tuesday, and Thursday we will be open from 3:30 p.m. until 4:00 p.m. Students will have the opportunity to use all resources offered such as books, magazines, and computers. This offer is made available in an effort to provide a study environment to enhance learning.

Academic Tutoring Services (ATS) is additional academic instruction designed to increase students' academic achievement in reading, mathematics, writing and/or science. ATS will be held on Mondays, Tuesdays, and Thursdays from 3:45 until 5:00 p.m. Our focus will be on those students who need to increase their achievement levels according to district standards.

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## Communication

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

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

**Response:** Phillis Wheatley Elementary will provide timely information about Title 1 programs, school curriculum, academic assessments, and student progress weeks in advance by implementation of the following parent notification vehicles: school wide informational flyer distribution to all students, Connect Orange notification in English and Spanish (automated phone notification and school marquee display. Information will also be provided a day or two ahead of events using the same notification vehicles as a reminder of the upcoming events to increase attendance. We will facilitate monthly SAC/PLC meetings, where topics pertaining to curriculum, forms of academic assessment, assessment of student progress will be addressed. At each meeting and parent training, parents will have the opportunity to address their questions and concerns regarding any issue of an academic nature. The school administration also operates on an "open door policy" which is communicated to parents consistently-parents can meet with school administration, as well as submit a written concern to the school administration. Parents are also invited and encouraged to attend scheduled parent conferences, report card nights and all scheduled academic events

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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:** Phillis Wheatley Elementary School will provide opportunities for participation in parental activities for all parents by providing the following meeting opportunities: Open House, SAC/PTO/PLC monthly meetings, Report Card Conference Night, Science Night, Literacy Night, Math Night, FSA Informational Packets - FSA and FCAT informational, Parent Involvement Folders and Progress Reports/Report Cards.

A sign language interpreter will be provided as needed for our parents who exhibit the need. Our building is audio equipped for guest with auditory disabilities. Our facility is wheel chair accessible.

The Bilingual Paraprofessional will provide translated documents and flyers for all of our non-English speaking parents. She will also use the Connect Ed phone system to send information to ELL parents to keep them informed of upcoming events. The school will provide translators at every PTA and SAC meeting. The CCT will hold four meetings throughout the year for all ELL parents. These meetings will encourage our ELL parents to support the school and provide them the materials and resources to help their child succeed.

Title One Information will be posted on the school website for parents/guardians who are unable to come to school.

Title One topics that are discussed at SAC/PTA meetings will be written up in the monthly newsletter and sent home with the students.

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## Discretionary Activities

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	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)];	PTA/SAC/PLC Meetings	Leadership Team	Provides monthly updates for parents regarding school initiatives and procedures.	August 2016 - June 2017
2	Developing appropriate roles for community-based organizations and	Community work collaboratively with the district and school to	CAT team (Community	Improve student success	November 2016 - June 2017

	businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	increase student achievement. Review school performance data, and determine the cause for low performance.	Assessment Team)		
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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 previous year's Parental Involvement Plan

### Building Capacity Summary

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Meet Your Teacher	1	200	Reduce student anxiety and allow teachers to set high exceptions
2	Title I Annual Meeting	1	50	Increase parent involvement and understanding of the opportunities that are available to help their child learn
3	Open House	1	103	Develops stronger bond between school and home improving parent-school communication
4	Math Night	2	84	Provide resources for parents to use at home to help their child.
5	Reading Night	2	71	Provide resources for parents to use at home to help their child.
6	Science Night	2	86	Provide resources for parents to use at home to help their child.
7	Report Card Conference Night	2	215	Allows parents the opportunity to communicate with classroom teacher about student's academic performance
8	FCAT Writing Night	1	60	Provide resources for parents to use at home to help their child.

### Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118 (e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	The value of parental involvement	1	24	Helping teachers work effectively with parents and provide best practices for parent involvement
2	How to communicate and work with parents	1	24	Helping teachers work effectively with parents and provide best practices for parent involvement
3	How to implement and coordinate a parental Involvement program	1	24	Helping teachers work effectively with parents and provide best practices for parent involvement
4	Cultural sensitivity	1	24	Helping teachers work effectively with parents and provide best practices for parent involvement

### Barriers

Describe the barriers that hindered participation by parents during the previous school year in parental

involvement activities. Include the steps the school will take during the 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)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Not enough community involvement and interest (community stakeholders)	Different meeting times, offering evening vs morning meetings
2	Communication barriers (school and community stakeholders)	Attendees suggested recruiting additional Spanish speaking persons, so parents can better relate.
3	Lack of communication (school and community stakeholders)	Suggested that in the future send emails, use social media or post events on website.

### Best Practices (Optional)

Describe the parental involvement activity/strategy the school implemented during the previous school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

count	Content/Purpose	Description of the Activity
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