**Willoughby Learning Center Title I, Part A Parent and Family Engagement Plan 2020-2021**

I, **Bryan L. Wilkins** , 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 projects, where prohibited.

## **Assurances:**

* The school will be governed by the statutory definition of family engagement, and will carry out programs, activities, and procedures in accordance with the definition outlined in section 1116 of the Every Student Succeeds Act (ESSA);
* Involve parents and family members of children served in Title I, Part A schools in decisions about how Title I, Part A funds reserved for family engagement are spent;
* Jointly develop/revise with parents and family members a written parent and family engagement policy and distribute it to parents and family members of participating children and make available the parent and family engagement plan to the local community;
* Involve parents and family, 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 parent and family engagement policy and the joint development of the school wide program plan;
* Use the findings of the parent and family engagement plan review to design strategies for more effective family engagement, and to revise, if necessary, the school’s parent and family engagement policy;
* If the plan for Title I, Part A, is not satisfactory to the parents and family of participating children, the school will submit parent and family comments with the plan when the school submits the plan to the local educational agency;
* Provide to each parent and family member an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading;
* 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 has not met applicable state certification and licensure standards; 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.

 Bryan L. Wilkins 08/01/2020

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

**FAMILY ENGAGEMENT**

Briefly 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 family engagement will be used. **(ESSA Section 1116)**

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| WLC will be hosting a parent and community sessions one evening per nine weeks. During these sessions, we will make presentations to our community and open the floor for question-answer. We seek to involve parents and the entire community in building a positive culture of learning and high expectations. We will also empower our students by forming a committee of student leaders who will model and communicate expectations and rationale for goals in terms of student culture.  We also intend to have parents of WLC and parents throughout the community (community leaders) participating as active members of our School Advisory Council (monthly meetings). Having their input and support will give our youth an opportunity to see a community advocating for their educational success in the classrooms.  Parents will also have access to our monthly newsletters, social media and school website to be cordially invited to a plethora of events. The events whether academic or athletics are opportunities to bond and establish a positive relationship with parents. Here at Willoughby the parents input matters a great deal. We are more than happy to have their support in whatever way possible.  |

Briefly describe how the school will jointly develop/revise with parents the school Parent and Family Engagement Plan, distribute the plan to parents and families of participating children, and make the Parent and Family Engagement Plan available to the local community.

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| Administration will continue to invite parents to participate in our School Advisory as well as District Advisory Council. The Family Engagement Plan will always be an agenda item where the parents will have discussions that will eventually help move Willoughby forward. The committees will also be connected to the PTO where we will form a Family Engagement Committee uniting parents and teachers. We believe this effort will strengthen our relationship with the community and be instrumental for Willoughby.  |

Briefly describe how the school will involve parents and families, in an organized, ongoing, and timely way, in the planning, review and improvement of programs under Title I Part A, including the planning, reviewing, and improvement of the school Parent and Family Engagement Plan and the joint development of the schoolwide program plan.

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| We will remain transparent and keep an open door policy to our parents and the community. Our family engagement committee will meet at least once a month through the School Advisory Council. Parent volunteers are encouraged at all times including parental representations on behalf of the school in various forums that require the input and suggestions from a parental standpoint. Parental leadership is desired here at Willoughby and our goal is to have a better turnout as parents being a positive voice of reason in aiding us to close those educational gaps. Our parents of Willoughby will be active participants of the School Advisory Council, Volunteering, Host a Parental Masters Class where parents are teaching parents on our campus. Towards the end of the year we will ask of parents to recap on the performance of the school based on safety, academic progress made, discipline and the education their child has received. The input of our parents will be used to determine what should be prioritized moving forward.  |

Briefly describe how the school will use the findings of the Parent and Family Engagement Plan review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school’s Parent and Family Engagement Plan?

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| Moving forward this year we will make this an agenda item on our School Advisory Council. We will review previous surveys and discuss a plan of action to resolve past issues that are ongoing including possible barriers to our vision and mission created. This document will be revised continuously and built by parental guidance, affiliation and input.  |

Briefly describe how the school will 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?

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| On the 4th week of the quarter parents will receive a progress report on their child and they will be informed if there has been a drop in academic performance ( report card every nine weeks). Furthermore, adhering to our student progression plan every student with a grade below average, parents should be contacted and informed of this academic matter. Reports of FSA results will be sent home and parents will have access to their child’s scores via Focus. If the parent does not have computer access, they are more than welcome to request a copy or schedule an appointment to discuss student performance.  |

Briefly describe how the school will provide each parent timely notice when their child has been assigned or has been taught for (4) or more consecutive weeks by a teacher who is not certified or licensed?

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| Willoughby parents have the right to know if their child has been assigned or are taught for four or more consecutive weeks by a teacher who does not meet the Federal requirements of “Highly Qualified.” According to ESSA (Every Student Succeed Act) here are the following requirements:· Has obtained a Bachelor’s degree or higher,· Has demonstrated competency in the subject area assigned to teach, and· Has obtained full State certification.Parents will receive a letter signed by administration informing them of their child’s teachers current professional status as an Educator. Teachers will be required to remain ongoing with their professional development until all requirements are fulfilled to be Highly Qualified.  |

Briefly describe how the school will provide each parent timely notice information regarding their right to request information on the professional qualifications of the student’s classroom teachers and paraprofessionals?

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| A school that receives Title I funds must provide to each individual parent: Information on the level of achievement and academic growth of the child, if applicable and available, has made on each of the State academic assessments required under this part; and timely notice that the parent’s child has been assigned or taught for 4 or more consecutive weeks by a teacher who does not meet the applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned. Willoughby will disseminate information monthly to parents informing them of their rights to know and request information on their child’s teacher. This will be done on a monthly basis through SAC/PTO meetings, Family Engagement Meetings and WLC Summits. |

**COORDINATION AND INTEGRATION**

Describe how the school will coordinate and integrate family engagement 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. **(ESSA Section 1116)**

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| **Program** | **Coordination** |
| Open House  | Parents will be provided with information of students' expectations and school curriculum by allowing them to meet with their individual teachers during the Open House Night at the beginning of the school year.  |
| Tykes and Teens  | Representatives from Tykes and Teens will be invited to participate in parent involvement meetings/events to provide information about their services to families in regards to Mental Health. |
| Volunteer Program | School staff through participation and recruitment, measurement by total hours. |
| Exceptional Student Education | The ESE chairperson will coordinate with the Parent Involvement Contact to personally invite parents of ESE students who may directly benefit from academic or behavioral workshops offered at the school. Willoughby Middle School will hold at least two ELL (English Language Learners) events to ensure that parents/families |
| WLC Summit | Administration meets with the parents to build positive relationships.  |
| Curriculum Night | Four nights: Math, Literacy, Writing, Science will provide parents information on the shifts in curriculum to meet the rigor of FSA.  |

**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, Adequate Yearly Progress, and school choice.

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| **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Plan and Schedule Meeting  | Principal  | September 2020 | Meeting agenda and sign in sheet  |
| Advertising including flyers  | Principal  | August/September 2020 | Copy of notice sent to parents in Title I audit box, also posted on remind, school website, and on social media  |
| Annual Title I Meeting  | Principal | September 2020 | Evaluations, sign-in sheets, agenda, powerpoint, handouts, and minutes  |
| Spanish Translation  | ESOL Para  | September 2020 | Inclusion of ELL Parents  |
| Agenda Handouts, and presentation materials  | Principal  | September 2020 | Evaluations, sign-in sheets, agenda, Title I Presentation, handouts and minutes |

**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 family engagement. **(ESSA Section 1116)**

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| Willoughby Middle School​ will offer multiple opportunities to accommodate parents and remove any barriers to family participation. At the first meeting parents will be asked what time period works best for them. Support will be provided to teachers in the classroom so that they can schedule conferences as needed by the families. In addition, child care will be provided for those families that may not afford child care while participating in the meetings. PTO and SAC will be scheduled each month and refreshments, child care and other items will be available at all events to increase parent participation. Spanish translation will be provided for each activity.  |

**BUILDING CAPACITY**

* Describe how the school will implement activities that will build the capacity for meaningful parent and family engagement.
* Describe how the school will implement activities that will build relationships with the community to improve student academic achievement.
* Describe the actions the school will take to provide materials and training to help parents work with their child(ren).
* Include information on how the school will provide other reasonable support for parent and family engagement activities as parents and families may request. **[ESSA Section 1116]**

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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** | **SIP Goal Alignment** |
| Title I Annual Meeting  | Principal | Student achievement improves when parents become involved in the school organization and understand theexpectations and standards that drive the curriculum and student success.  | Sep  | Improved attendance Teacher establishedpositive relationships with parents.  An increase in teacherdelivery of instructional best practices  Decrease in discipline from last year  | Forming a positive and interdependent relationship with parents and students.  |
| Math Escape Rm Curriculum Night  | Administration,School Staff,Instructional Coaches  | Parents will be able to assist students with theirwriting in preparation for FSA Mathematics. | TBD | Sign In/Surveys/State Assessment Data | To continue making progress in Math and to gain parental support to assure learning gains |
| Science Escape Rm Curriculum Night  | Administration,School Staff,Instructional Coaches  | Parents will be able to assist students with their writing in preparation for FSA test | TBD | Sign In/Surveys/State Assessment Data | To improve our proficiency in Science and gain parental support to help with this deficit |
| Literacy Night  | Administration,School Staff,Instructional Coaches  | Student achievement improves when parents become involved in the school organization and understand theexpectations and standards that drive the curriculum and student success.  | TBD | Sign In/Surveys/State Assessment Data | To improve our proficiency in literacy and gain parental support to help with this deficit. |
| Open House  | Principal/Teachers/Admin.School Staff  | Student achievement improves when parents become involved in the school organization and understand theexpectations and standards that drive the curriculum and student success.  | TBD | Sign In/Surveys/State Assessment Data | To establish positive relationships with parents to gain their support in carrying out the school’s vision |
| PTO Events  | PTO/Admin.Teachers/ School Staff  | Parental leadership will help build and promote Positive *Behavior throughout the school*  | TBD | Sign In/Surveys/State Assessment Data | To cultivate and foster parental leadership and decision making.  |

**STAFF DEVELOPMENT**

Describe the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, and other staff in how to reach out to, communicate with, and work with parents and families as equal partners, in the value and utility of contributions of parents and families, how to reach out to, communicate with, and work with parents/families as equal partners and how to implement and coordinate parent/family programs, and in building ties between parents/families and the school. **(ESSA Section 1116)**

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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** |   | **Timeline** | **Evidence of Effectiveness** |
| Importance of Family Engagement | Teachers, Administration and Instructional Coach | Increase parent support | TBD | DEC  | Parent participation inactivities and student performance |
| Reaching Out andCommunicating withParents | Administration and Instructional Coach | Increase parent involvement and support | TBD | OCT  | Improved communication between teachers and families |

**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. **(ESSA Section 1116)**

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| The Title 1 Parent Resource Wall in the front office of the school is available for all families to utilize. The resource wall contains materials for parents explaining all aspects of the Title 1 program as well as free resources provided by Mental Health agencies. Literature or materials are provided by the District Title 1 Office, the school and Tykes and Teens.  |

**COMMUNICATION**

Describe how the school will provide parents of participating children the following:

* Timely information about the Title I programs;
* 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;
* 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; and
* If the schoolwide program plan under 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. **(ESSA Section 1116)**

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| WLC will send newsletters home to ensure that information related to the school, parent programs, meetings, and other activities is sent to the parents of participating children in a timely manner, an understandable format, and to the extent practicable, in a language the parents can understand. Additionally, WLC will ensure that information regarding the parent involvement events is disseminated through various mediums, such as hard copies/flyers, school website, automated phone messages, and school marquees. Teacher conferences are available at the request of parents or as determined by the teacher for the success of the student. Translators will be available when requested. At the conferences, annual title I or summits parents will be informed on the process of progress monitoring. Parents will be guided on how to find information on curriculum and standards their child is required to learn. In addition to that, we communicate with parents on the 4 components used to ensure learning is taking place, and they are Conditions for learning, Standards Based, Authentic Learning and Collaborative Learning.  |

**ACCESSIBILITY**

Describe how the school will provide full opportunities for participation in family engagement 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.

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| In keeping with Florida’s Consent Decree, Willoughby Middle School will hold at least two ELL (English Language Learners) events to ensure that parents/families understand their rights to equal access to all education programs. Notification of these opportunities will be provided to families via automated calls, newsletters, flyers and personal contact. Meetings will be conducted and translated as needed. The Exceptional Student Education specialist is on site to answer parents’ questions of students that have special needs. The school counselors are available to assist with families who may be in need of a social worker or Migrant recruiter to ensure students’ needs are met.  |

**EVIDENCE OF PARENT AND FAMILY INPUT IN THE DEVELOPMENT OF THE PLAN**

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| Upload Parent-School Compact to your school [FE Folder](https://drive.google.com/drive/folders/1dPsTzGa6bdkTlFpBzICArpzUwNX6UKQL).  |
| Upload Evidence of Parent Involvement in Development of Parent-School Compact to your school [FE Folder.](https://drive.google.com/drive/folders/1dPsTzGa6bdkTlFpBzICArpzUwNX6UKQL)  |

* **Note:** As a component of the school-level family engagement 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.