



## Title I, Part A: Parent and Family Engagement Plan

School: West Navarre Intermediate School

I, Nadia Colin, 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 the appropriate state and federal staff. I further certify that all expenditures will be obligated only as appropriate to this project and will not be used for matching funds on this or any special project where prohibited.

### Assurances

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

Nadia Colin

Signature of Principal or Designee

7/31/20

Date signed

## **Mission Statement**

### **Parental Involvement Mission Statement**

#### **Response:**

WNIS Mission Statement: "We aim for excellence by navigating safely through each day by educating and supporting one another."

The mission of West Navarre Intermediate school is to work in partnership with students, families, and our community to educate the whole child. We will do this first by creating an environment where academic excellence is second to none. Once that foundation is established then it becomes paramount to extend beyond the traditional role of a public school and focus on creating productive and participating citizens. We do that by teaching the whole child, creating an environment where art, music, physical education, and community service are taught and celebrated side by side with the traditional program of reading, writing, science and mathematics.

## Engagement of Parents

Describe how the school will involve parents and families in an organized, ongoing, and timely matter in the planning, review, and improvement of Title I programs including involvement in decision making of how funds for Title I will be used. [ESEA Section 1116]

### Response:

West Navarre Intermediate School will include students (as appropriate), parents, school faculty, and community members as partners in planning, governance, and advocacy. We will encourage participation of all stakeholders. Parents and guardians will participate in decisions that relate to and affect their child's education. We will support this commitment by:

1. Conducting an annual meeting for parents. All parents will be invited and encouraged to attend. During this meeting, we will focus on explaining the requirements of Title I Program, the right of parents to be involved, Parent Compact, SPAR, Parent Involvement Plan, School Grade/AYP, and our School Climate Survey.
2. Offering a flexible number of meetings to accommodate the varying schedules of parents. Child care may be provided if applicable.
3. Establishing a parent involvement advisory committee (School Advisory Council) that includes faculty, staff, parents, business members, and community members. All parents are encouraged to attend/observe meetings. The Council is reflective of our school diversity. The School Advisory Council will provide input for our school, assess the effectiveness of the Parent Involvement Program, and make recommendations for positive changes regarding parent involvement. The Council shall serve in an advisory capacity to the school principal, to assist in the development of the educational program, and in the preparation and evaluation of the School Improvement Plan required pursuant to Section 230.23 (18), Florida Statutes.

## 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, Home Instruction Programs for Preschool Youngsters, Voluntary Pre-Kindergarten, Title I, Part C, Title II, Title III, Title IV, and Title VI [ESEA Section 1116]

### Response:

All parent involvement events include collaboration with parents/families in ways to support what their children are learning to do and expected to do at school. Due to COVID-19 many events will be held virtually for families. Events include, but are not limited to:

1. WNIS Volunteer- Orientation West Navarre Intermediate will host a Volunteer Orientation informational meeting at the beginning of the year to show appreciation to volunteers and to discuss rules, guidelines, and expectations. The orientation will allow parents to become more exposed to other ways to help become involved at their child's school. There will be two times for orientation to accommodate parent/family schedules (one in the day time and another in the evening for working parents). This will be held virtually.
2. Open House Nights- West Navarre Intermediate will offer a parent event in the evening for a meet and greet with parents to discover what their students have been learning since the start of school. This will be an opportunity to ask questions about curriculum. This will be held virtually.
3. 3rd Grade FSA Family Night - 3rd Grade families will be invited to rotate among a variety of stations to learn more about 3rd grade standards, the Florida Standards Assessment, and receive resources/make and take activities to help their child at home. We hope to host this in the spring once restrictions are lessened and/or provide it virtually and supply parents with make and take bags.
4. 4th Grade FSA Family Night - 4th Grade families will be invited to rotate among a variety of stations to learn more about 4th grade standards, the Florida Standards Assessment, and receive resources/make and take activities to help their child at home.
5. 5th Grade FSA Family Night - 5th Grade families will be invited to rotate among a variety of stations to learn more about 5th grade standards, the Florida Standards Assessment, and receive resources/make and take activities to help their child at home.
7. Literacy Night - West Navarre Intermediate will offer a Family Literacy Night coordinated by the Academic Intervention Specialist, Administration, and the Literacy Committee. During this night, the AIS will provide reading training for the parents of the children served through the EIP program, as well as a variety of activities and events that parents can participate in and take resources to help their child at home.
8. STEAM Family Night - West Navarre Intermediate will facilitate, plan, and implement a STEAM (Science, Technology, Engineering, Arts, and Mathematics) night for parents and families to attend. This will provide parents insight in relation to the implementation of STEAM activities that are occurring in their child's classroom and provide them ideas to incorporate STEAM activities at home.
9. Random Acts of Kindness PBIS Celebration Night - Students will be invited to participate in a PBIS initiative to complete 26 Random Acts of Kindness. Students that complete all acts will be invited with their family to a celebration where they will paint a ceiling tile to be hung in the hallways of WNIS for years to come.
10. Summer Brain Drain Workshop West Navarre Intermediate will offer a parent workshop to help prevent "summer brain drain." The AIS will provide parents with resources they can use over the summer to reinforce skills taught during the school year. A day time and evening event will be offered to accommodate working families and parent schedules.
11. Parent Resource Center - A Parent Resource Center is available during school hours for parents to utilize a computer and check out a variety of materials that will help their child at home.
12. Parent/Student Orientation & Meeting and Greet Event - West Navarre Intermediate will offer an orientation event during the school Orientation day at the beginning of the year to orient parents to rules, procedures and policies at WNIS.
13. Title I - Title I Parent Involvement Programs will be coordinated and integrated at West Navarre Intermediate through a joint effort of the school's administration, the PTO, the School Advisory Council, and the school guidance department. The principal and assistant principal will be responsible for scheduling and facilitating parent involvement meetings at which time ideas for parent involvement activities and a plan for implementation of each will be discussed and approved. The principal and assistant principal will also be responsible for monitoring parent involvement activities and ensuring they are taking place in a timely and appropriate manner

**Annual Parent Meeting:**

Describe the specific steps the school will take to conduct the annual meeting to inform parents and families of participating children about the school's Title I program, the nature of the program, and a description of how the meeting will cover adequate yearly progress (AYP), SCHOOL choice, and the rights of parents.

**Response:**

Annual Title I Meeting - Hosted by Principal & Asst. Principal - We completed virtually at the end of the prior school year to prepare for the upcoming school year. We hold another meeting in August and invite all new families that may have enrolled over the summer. Teachers discuss with parents and families the Title I compact agreement and obtain signatures on this document, while explaining what Title I means at WNIS. The parent sign-in sheets will indicate the number of people in attendance at each of the meetings. We host multiple meetings to accommodate schedules for parents and families.

### **Flexible Parent Meetings**

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and how the school will provide, with Title I funds, transportation, child care, or home visits, as such services relate to parent and family engagement [Section 1116]

#### **Response:**

West Navarre Intermediate School will schedule parent involvement activities and meetings both during school and in the evening, so parents will be able to coordinate with their work schedules. Meetings will also be scheduled in conjunction with other scheduled events in an effort to increase parent attendance and participation. The principal, assistant principal, Academic Intervention Specialist (AIS), and Guidance Counselors will all be in attendance whenever possible. Administration, guidance counselors, and school social worker will make home visits as needed to reach parents.

## Building Capacity

Describe how the school will implement activities building the capacity for meaningful parent/family involvement, relationships with the community to improve student achievement, materials and trainings to assist parents/families to work with their children, and any other reasonable support for parent/family engagement activities [ESEA Section 1116]

### Response:

1. WNIS Volunteer Orientation Events (2- Virtual)- Hosted by Volunteer Coordinator, Nadia Colin. Volunteers will be trained on school policies and procedures to increase their effectiveness which should allow teachers more time to spend working with students which should positively impact student achievement.
2. Open House (Virtual)- Hosted by Administration- Student participation will increase achievement and incorporate more parent involvement. Parents will receive instruction and guidance on how to help their child at home as well.
3. 3rd Grade FSA Family Night - Teachers Increase parent awareness in relation to the Florida Standards Assessment. Student participation will increase achievement and incorporate more parent involvement. Parents will receive instruction and guidance on how to help their child at home as well.
4. 4th Grade FSA Family Night - Increase parent awareness in relation to the Florida Standards Assessment. Student participation will increase achievement and incorporate more parent involvement. Parents will receive instruction and guidance on how to help their child at home as well.
5. 5th Grade FSA Family Night - Increase parent awareness in relation to the Florida Standards Assessment. Student participation will increase achievement and incorporate more parent involvement. Parents will receive instruction and guidance on how to help their child at home as well.
6. Literacy Night - Student participation will increase achievement and allow parents to receive reading training for those in the EIP Program.
7. STEAM Family Night - Student participation will increase achievement and incorporate more parent involvement. Parents will receive instruction and guidance on how to help their child at home as well.
8. Random Acts of Kindness PBIS Celebration Night - Student participation will increase achievement and incorporate more parent involvement as well as create more buy in for our PBIS program with parents and families.
9. Summer Brain Drain Workshops (2)- Increase parent awareness of resources to prevent summer brain drain.
10. Parent/Student Orientation & Meeting and Greet Event - Student participation will increase achievement and incorporate more parent involvement. Parents will receive instruction and guidance on how to help their child at home as well.
11. Title I Annual Meetings (multiple)- Parent/student participation will increase achievement and incorporate more parent involvement. Parents will receive instruction and guidance on how to help their child at home as well.
12. School Advisory Council Meeting - SAC Committee will discuss School Improvement Plan, Parent Involvement Plan, and other activities throughout the school. Parents will receive instruction and guidance on how to help their child at home as well.
13. PTO Meetings - PTO plans, implements, and facilitates many wonderful educational experiences for our students and allows WNIS to increase parent involvement. Parents will receive instruction and guidance on how to help their child at home as well. Childcare is available so parents are able to attend.

## **Staff Training**

Describe the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and staff with the assistance of parents/families in:

1. The value and utility of contributions of parents/families;
2. How to reach out to, communicate with, and work with parents/families as equal partners;
3. Implementing and coordinating parent/family programs and in building ties between parents/families and the school. [ESEA Section 1116]

### **Response:**

1. Staff training dedicated to increasing parent involvement and utilizing parent volunteers with an emphasis on strategies for establishing and maintaining good relationships with parents as well as community partners. Increase student achievement as evidenced by end of year assessments.
2. Professional Development Activities - Increase student achievement as evidenced by end of year assessments. During first 9 weeks of school, teachers will have the opportunity to participate in a full day of PD to focus on the MTSS process, PMPs, specialized instruction and development in ELA/Math, PBIS supports, analyzing student data, and collaborating with colleagues.
3. 90 Minute Reading Block/MTSS Training by AIS - Increase student achievement as evidenced by end of year assessments.
4. Ongoing Professional Development - Our focus is differentiating instruction. Our focus of PD this year will align to differentiating instruction to meet the needs of all learners - both remotely and in the brick and mortar setting.

All professional development activities tie in directly to our School Improvement Plan and are strategic to target specific areas/sub groups.



## **Communication**

Describe how the school will:

1. provide timely information about the Title I programs;
2. describe and explain the curriculum at the school, the forms of assessment used to measure student progress, and the achievement levels students are expected to obtain;
3. if requested by parents provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren);
4. submit parents/families' comments if the schoolwide plan is not satisfactory to them. [ESSEA Section 1116]

### **Response:**

West Navarre Intermediate families will be notified of the Title I Program and activities at the annual Title I Parent meeting held at the beginning of the school year. They will also be notified through the school handbook, school website, the School Messenger call out system, school Facebook page, school newsletters, Title I Parent Newsletter, Parent Right to Know Notice sent home and displayed in the Parent Resource Center, Parent Involvement Meetings, and other miscellaneous correspondence sent home from school. Our PTO plays a vital role in communicating and partnering with parents as well so this will be a standing agenda item at PTO meetings, as well as School Advisory Council Meetings.

## **Accessibility**

Describe how the school will:

1. provide full opportunities for participation in parent/family engagement activities for all parents/families;
2. share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format and in languages the parents can understand.

### **Response:**

All parents will be invited to participate in their child's education. Due to COVID-19 restrictions, this will look slightly different this year. Many opportunities will be provided for families virtually. Those families with limited English proficiency will receive notices in their language, or an interpreter will be provided to translate information so that the parents can understand the information. The ESOL resource teacher will also utilize the "Talking Points" app with parents/families and teachers of ESOL students to communicate to parents in their home language about upcoming school events or other school information. If families do not have access to a computer or device, we will make every effort to provide them with one to sign-out for virtual opportunities. The school handbook, written letters and notices from the school, and School Messenger call out messages will be sent to notify parents of opportunities for involvement at West Navarre Intermediate. Information will be translated either in written or verbal form as needed so that parents can understand the information from the school. School events and activities are also posted well in advance on our school website and our school Facebook page for families to look at and RSVP if they plan to attend.

**Barriers**

Describe the barriers that hindered parent participation in the previous school year. What steps will the school take during the upcoming school year to overcome the barriers (with attention paid to families who are disabled, have limited English proficiency, and parents/families of migratory children. [ESEA Section 116]

**Response:**

Barriers for parent participation this year will deal with COVID-19 restrictions. Due to limiting all parents on campus during the 1st semester, we will work to partner with parents in virtual capacities to support their child. This will include support for both brick and mortar parents, as well as parents of remote learners. Additionally, time constraints are a barrier, especially for working parents or parents with multiple children enrolled in multiple schools. We will work to schedule multiple sessions (day and evening) if possible to accommodate working parents and families. Additionally, we will provide information, photos, etc. from the event on our school Facebook page and social media to allow parents that were unable to attend to still receive important information from the specific event. We will ensure ample notice is given so parents are able to mark special events on their calendar to increase attendance.