

2020-2021 TITLE I PART A PARENT & FAMILY ENGAGEMENT PLAN & POLICIES

CLAY COUNTY DISTRICT SCHOOLS



School Name: Wilkinson Elementary School

School-Wide Parent and Family Engagement Mission Statement

Our Mission Statement

At Wilkinson Elementary, we work collaboratively with all stakeholders to create a challenging learning environment that is rewarding to all students. We will increase student achievement by encouraging high expectations for success through research based and developmentally appropriate instruction that allows for individual differences and learning styles. We will ensure this learning environment by promoting a safe, orderly, caring and supportive community built on honesty, respect and integrity.

Our Vision Statement

Wilkinson Elementary exists to provide a safe, caring, and stimulating environment to prepare lifelong learners for success by assisting them in acquiring the necessary skills to achieve their fullest potential in a competitive global workplace.

Assurances

Assurance 9, Certification: The LEA will ensure that all teachers and paraprofessionals working in a program supported with funds under this part meet applicable state certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification. §1112(c)(6). The LEA will also ensure parents are notified appropriately according to the "Parents Right-To-Know" provision. §1112(e)(1)(A-B)

- At the start of each school year (in a timely manner), and LEA that receives Title I, Part A funds must inform/notify parents of each student attending a Title I school that they have the right to request information about their child's classroom teacher and, if applicable, the services provided by their paraprofessionals, as well as the paraprofessionals qualifications.
- When a child is taught for 4 or more consecutive weeks by a teacher who is non-state certified or state-certified, but teaching out-of-field, the LEA must provide written notification to each parent in a timely manner. This notification should be timely and in letter form on LEA or school letterhead. Newsletters are not always timely and bring about providing information about a teacher's qualification for a specific classroom or grade that does not affect all parents. Notification may be disseminated via student backpack, U.S. mail, and meeting with parents.

Assurance 11a, Parent Consultation: The LEA will ensure that in order to receive parent and family engagement funds under section 1116 the agency will conduct outreach to all parents and family members and implement programs, activities, and procedures for the involvement of parents and family members in programs assisted under this part consistent with section 1116. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Assurance 11b, School Parent and Family Engagement Policy: The LEA will ensure that all requirements outlined in section 1116(b)(1-4) are met.

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- Each school served under this part shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of section 1116 (c-f) and Assurance 11c-f. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- If the school has a parent and family engagement policy that applies to all parents and family members, such school may amend that policy, if necessary, to meet the requirements of this subsection.
- If the LEA involved has a school district-level parent and family engagement policy that applies to all parents and family members in all schools served by the LEA, such agency may amend that policy, if necessary, to meet the requirements of this subsection.
- If the plan under section 1112 is not satisfactory to the parents of participating children, the LEA shall submit any parent comments with such plan when such LEA submits the plan to the state.

Assurance 11c, Policy Involvement: The LEA will ensure that each school served under this part shall meet all the requirements outlined in section 1116(c)(1-5).

- Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved.
- Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement.
- 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 parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b) except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children.
- Provide parents of participating children — (A) timely information about programs under this part; (B) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of Florida's challenging academic standards; and (C) 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 respond to any such suggestions as soon as practicably possible.
- If the schoolwide program plan under section 1114(b) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the LEA.

Assurance 11d, Shared Responsibilities for High Student Academic Achievement: The LEA will ensure that all requirements outlined in section 1116(d)(1-2) are met.

- As a component of the school-level parent and family engagement policy developed under subsection (b), each school served under this part shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the Florida's challenging academic standards. Such compact shall — (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the Florida's challenging academic standards, and the ways in which each parent will be responsible for supporting their children's learning, volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum — (A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the individual child's achievement; (B) frequent reports to parents on their children's progress; (C) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and (D) ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

Assurance 11e, Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and LEA assisted under this part will meet the requirements outlined in section 1116(e)(1-14).

Assurance 11f, Accessibility: The LEA ensures in carrying out the parent and family engagement requirements of this part, LEAs and schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.

Carlynn Hayward

Administrative Signature of Assurances:

Involvement of Parents in the Decision-Making Process

The LEA will ensure that each school served under this part shall meet all the requirements outlined in section 1116(c)(1-5). 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 parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b) except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children.

How will your school involve parents/families in the decision-making process of your Title I program?	Wilkinson Elementary School will involve parents in our school community in the Title I decision making process by inviting them to attend the Title I Annual Meeting, As well as quarterly SAC meetings. Our decision making process includes parental input in the development of the SIP, PFEP as well as the discussion of the use of Title I funds Through SAC, parent conference nights held each semester, and the information obtained in parent exit surveys at PFE events. Ongoing communication is maintained through Facebook, WES school website, RoboCalls and email.
How Title I funds will be used for parent/family engagement activities and policies at your school?	Title I funds will be used for parent events that are designed to give parents materials and strategies to work with their students at home as an extension of school and to keep parents informed of current school standards, assessments and curriculum
How will your school ensure adequate representation of parents of participating children in the decision-making process?	Decisions on WES SIP, PFEP, and expenditure of Title I funds do not occur without parent representation and input. This is obtained by the WES SAC committee being composed of more than 50% parents. Information at parent teacher conferences and Title I survey
Describe how your school will involve parents (in an organized, ongoing and timely way) in planning, reviewing and the improvement of programs and policies?	Our decision making process includes parental input in the development of the SIP, PFEP as well as the discussion of the use of Title I funds Through SAC, parent conference nights held each semester, and the information obtained in parent exit surveys at PFE events

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If requested by parents, how will your school respond to opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible?	Parents requests for regular meetings are met by quarterly SAC meetings of which all are parents invited. Title I annual meeting, and scheduled parent / teacher conference nights. individual requests are addressed in a timely fashion as they occur
What method of evaluation do you utilize to review and design more effective parent/family engagement strategies and policies?	Information is obtained to review and design future PFE events through parents feedback via PFE exit survey data, SAC input, parent teacher conference nights, and Title I parent survey
How will the plan be made available to the community?	There is a link made available through the Wilkinson Elementary School website and school Facebook page and notifications via students take home folders. in addition, hard copies are available in guidance, library and the front desk upon request

*If any part of this policy or plan is not satisfactory to the parents, please note within the plan and submit to the district-level Title I representative.

Coordination and Integration

1. 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)].
2. Describe how the agency will involve parents and family members in jointly developing the LEA plan under section 1112, and the development of support and improvement plans under paragraphs (1-2) of section 1111(d). How will the schools (in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance) include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.

PROGRAM/COMMUNITY REPRESENTATIVE (WHO?)	COORDINATION (HOW WILL THEY BE INVOLVED?)
SAC (School Advisory Council) VPK	SAC members are selected through a volunteer process each year. In order to have the membership reflect our student demographics, the school

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Kids World Daycare	administration and SAC Chairperson invite parents directly and ask them to serve. Administration also contacts local business partners to serve as well. Invitations to meetings are via email, Facebook and administrative contact. Title III provides interpreters to daycares and VPK
Evangel Temple Church	Parent Involvement Events, After school clubs

Annual Parent Meeting

The LEA will ensure that each school served under this part shall meet all the requirements outlined in section 1116(c)(1-5). Describe the steps the LEA will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved.

Date and time of Title I Annual Parent Meeting	August 7th, 2020
Describe the Title I Annual Parent Meeting (Including how parents were notified in a timely manner and what materials were utilized.)	OneClay App, Facebook, Marquee, Parent Portal, WES website, Robo Calls
Describe how your meeting will communication information regarding: - The Title I Program (Benefits and how it affects your school) - Parents Right to Know - Qualifications of Teachers or Paraprofessionals - Notification of Teacher(s) who are out for more than 4 consecutive weeks - Ways Families Can Offer Suggestions/Feedback - How Parents Can Access Academic Achievement Results	Title I Program information is provided to parents via a PowerPoint presentation at the Annual Title I Parent Meeting as well as by the distribution of the Title 1 2019-2020 information packet sent home via student backpacks. Included in the 5-page Title I Information packet is the "Right to Know" Policy. This policy states that parents have the <i>RIGHT TO KNOW</i> about the certification of their child's teacher and particularly what degree they hold. All teachers at WES are Highly Qualified. All paraprofessionals are Highly Qualified to meet the <i>Every Student Succeeds Act</i> legal requirements. Academic achievement results are made available via parent portal If teachers are out more than 4 consecutive weeks, parents are notified by a parent letter sent home by the principal Families can offer suggestions/feedback by a phone call, Facebook, email as well as hand-written correspondence.
How will you determine the effectiveness of the Title I Annual Parent Meeting?	The effectiveness of the Title I Annual Parent Meeting was determined by the feedback from the Exit Surveys that parents completed as they were leaving the meeting.

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Flexible Parent Meetings

The LEA will ensure that each school served under this part shall meet all the requirements outlined in section 1116(c)(1-5). Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement.

Describe how you provide flexible dates and times for parent and family engagement activities, so that all parents may have an opportunity to attend.	input is solicited from parents using Exit Surveys regarding the appropriateness of time. Wilkinson Elementary makes sure that it has multiple parent involvement activities at varying times throughout the year to ensure accessibility by all families.
Describe what child care, home visits, transportation and/or varied language services are provided by your school.	In planning the parent involvement activities, we are mindful of varying times of the events, mornings, during the school day and evenings. We are also respectful of child care limitations. Any information is available in a family's home language upon request
Barriers: Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities.	In planning the parent involvement activities we are cognizant of varying times of the events, mornings, during the school day and evenings and child care limitations. Considerations are taken into account on the time of day as well as the day of the week.
Barriers: What steps will the school take to overcome these barriers?	to accommodate parents, we have offered our parents activities with varied times of the events, mornings, during the school day and evenings. Day care and special transportation can also be provided
Evaluations: How will you obtain feedback regarding parent and family engagement activities?	Feedback from our parent and family engagement activities are obtained by EXIT Surveys and direct communication with the school.
Accessibility: Describe how the school to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.	An interpreter will be provided upon request from the school to District Personnel. Wilkinson Elementary provides parent communication via principal/school newsletter, school website, Facebook, FOCUS, Parent Link, and Robo Calls. In addition, letters are available in other languages upon request.

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Building Capacity of Parents & Staff

Describe how the school will ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, each school and LEA assisted under this part will meet the requirements outlined in [section 1116\(e\)\(1-14\)](#).

*This section should align with your school's Comprehensive Needs Assessment.

Parent & Family Engagement Activity (Included anything your school will be using 6150 funds for.) (Include activities, trainings, staff, materials, programs)	Researched-Based Rationale (You may hyperlink the research.)	Timeline of Event (Tentative Date/Time)	Evaluation Method
WES Title I Annual Meeting	https://drive.google.com/open?id=1paCIsR6YVp2NU9_Yi0ZiC9qrv0_0s4i	August 7th 2020 / 5-7:00PM	Exit survey feedback , SAC input
Wilkinson Elementary American Writing Workshop	https://www.jjay.cuny.edu/how-use-writing-your-classes-improve-student-learning	November 5th, 2020 / 8:30 - 10:00AM	Exit survey feedback , SAC input
Family Literacy Night	https://www.ed.gov/family-and-community-engagement	January 28th, 2021 5:30 / 7:30	Exit survey feedback , SAC input
Summer Fun Kickoff	https://www.familiesandschools.org/blog/the-importance-of-parent-engagement/	May 27th, 2021 4:00 / 6:00	Eit survey feedback , SAC input

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Building Capacity of Teachers

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)].

Title	Purpose?	Training Format (Workshop, book study...) Presenter?	Intended Audience	Timeline
WILDCAT UNIVERSITY - "Wildcat U" is continuous (weekly) professional development	-How to reach out, communicate with parent/families -The value of contributions of parents/families -How to coordinate parent/family programs	Wildcat U is weekly professional development lasting an hour per session. There are varied presenters as well as small group work, established with a commonality of topics.	WES Faculty, Staff, and Administration	August 2020 - May 2021
Building a Data driven Culture	Train teachers in academic and social emotional data to foster a data driven culture and learning environment	Dr. Gloria Johnson	WES Faculty, Staff, and Administration	Ongoing 2020-21 school year

Communication

Assurance 9	How do you distribute the "Right-to-Know" policies?	Title I annual meeting, Student take home folders, School Website.
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Assurance 9	How do you notify each family, in a timely manner when their child has been assigned or taught for four or more consecutive weeks by a teacher out of field?	Letter via student take home folder, Letter posted on website and available in front office. Postage is also available to mail hard copies of school Out Of Field letter to parents
Assurance 11c	Describe how parents are informed of the curriculum, forms of assessment used to measure student progress and achievement expectations.	Title I annual meeting, Open House, Teacher conferences, SAC. Weekly use of student take home planners to increase and keep continuous communication between home and school.
Assurance 11d/f	Describe how the school will provide each family an individualized report of their student(s) progress on the state assessment.	Parents are notified via all parent communication platforms as too the availability of assessment results
Assurance 11d	How do you ensure that your school holds parent-teacher conferences, at least annually, of which the compact is discussed as it relates to student achievement?	Teachers are made aware at annual Title I Staff Training in early September
Assurance 11d/f	Describe how parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand.	all school documentation is available in parents natural language upon request
Assurance 11d	Describe how the plan/policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.	All school documents are reviewed and adjusted throughout the year. Community and parental input for this is obtained a through SAC, exit surveys and school / parent conferences

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