**2017-2018 WYOMINA PARK ELEMENTARY SCHOOL Title I, Part A Parent and Family Engagement Plan**

I, Joy Baxley, 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 parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA.

· Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent.

· Jointly develop/revise with parents the school parent and family engagement plan and distribute it to parents of participating children and make available the school plan to the local community.

· Involve parents and family members, in an organized, ongoing, and timely way, in the planning, review and improvement of the school parent and family engagement 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 plan.

· Provide each family with an individualized student report about the performance of their child(ren) on the State assessments. (ESEA Section 1116)

· Provide each family 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 completed the criteria for state level certification.

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

**Mission Statement**

Wyomina Park Elementary is always interesting in increasing family engagement. We understand the importance of valuing each family who allows us to educate their children. One of the things we concentrate on is creating successful students both during their time in elementary school and also as they strive for college and career.

We understand that parents who are actively engaged in school help the students to achieve, which in turn helps our school to increase its effectiveness. We strive for a safe learning environment through the PBS model, as well as offering many opportunities for our children to be recognized all while inviting the parents to share in the recognition activities. We are committed to the success of all the students at Wyomina Park Elementary. We will work together with the parents and community to ensure all students are provided an excellent education. All stakeholders within the school will support and promote this policy.

**Involvement of Parents**  
Our school has a School Advisory Council (SAC) and a Parent Teacher Organization (PTO) consisting of parents, community members, and school staff. All parents are encouraged to become members of the SAC and PTO. Information about these groups is sent out to families by School Newsletters, SkyLert phone messages, and other appropriate means. Members of the SAC will be determined by the balanced representation of the ethnic, racial, and economic community served at Wyomina Park Elementary School. More than 50% of the SAC are parent (non-employee) representatives.

The SAC meeting reviews and makes revisions to the School Improvement Plan, the Parent and Family Engagement Plan and the School Compact each year. SAC members will have input on how Title I and Parent Involvement funds should be used at Wyomina Park Elementary. All parental/family input is documented by SAC meeting minutes. These meeting minutes are uploaded to our school’s Title I jump drive and maintained for monitoring purposes.

The Local Education Agency (LEA) has a District Parent Involvement Review Committee. School Advisory Council (SAC) chairpersons from each of the Title I schools and other involved parents along with School Parent Liaisons, Community Leaders make up this committee. The DPIRC brings recommendations to our school to help in planning for meaningful family engagement and parent involvement opportunities.

**Coordination and Integration with Other Federal Programs**

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| Program | Coordination |
| Voluntary Pre-K/ESE Pre-K | Title I coordinates with the Early Learning Coalition, and schools in order to provide parents and caregivers helpful information and steps for enrolling their children in Florida’s Voluntary Pre-Kindergarten programs. VPK and (ESE)VPK classrooms are established in schools based on school and community needs |
| Title I Migrant Program | The Guidance Counselor will contact the Migrant Department of Grants & Federal Programs office. This office will provide academic support to the students and help families with resources they may need |
| Title X - Homeless | The administration will coordinate with our district Homeless Liaison who will provide the students and families the resources and support they need |
| Title III | The administration will coordinate with Grants & Federal Programs, ESOL Department to identify students. ESOL paraprofessionals are placed in our school to provide students with the appropriate academic support that they need to progress in learning a second language |
| HIPPY Program | Home Instruction for Parents of Preschool Youngsters (HIPPY) is a parent involvement and school readiness program. HIPPY offers free home-based early childhood education for three, four, and five-year-old children working with their parent(s) as their first teacher. The parent is provided with a set of developmentally appropriate materials, curriculum, and books designed to strengthen their children's cognitive skills, early literacy skills, social/emotional and physical development. Representatives from this program will hand out flyers at Open House and parent events and can be contacted by interested families in our school. |
| Individuals with Disabilities Education Act (IDEA) | Our school coordinates with the ESE, Student Services Department of MCPS. Supplemental instructional support is shared with parents as they are invited and attend their child's IEP meetings. Teachers and staff will follow the MTSS policies and processes |
| Title I Part A | Our school receives Title I funds based on a federal formula that determines the needs of our school. Title I Part A funds are used to provide supplemental instructional materials, equipment, and/or personnel to help students meet the rigorous state standard expectations. Staff development as well as Parental Involvement Trainings and Workshops will be coordinated with Title I, Part A. |
| Title II | Staff and faculty members participate in district professional development opportunities. |
| Federal Nutrition Program | Our guidance department identifies families in need and coordinates “Food 4 Kids”—a weekend food backpack program providing nutrition supplements. |

**Annual Parent Meeting**

Wyomina Park is a school-wide Title I recipient, funds are used to serve all children in order to raise academic achievement, and to provide supplemental assistance to students who experience difficulties learning. The meeting will take place Thursday, Sept 21 at 5:30 p.m. prior to Open House. The agenda will cover the following topics for the Annual Meeting:

* Vision and Mission
* School-Wide Title One School
* How Funds are Used
* Funds to Support the School Improvement Plan
* School Improvement Goals
* School Grade
* SPAR
* Parents Rights to participate in their Child’s Education
* Parent’s Right to Know
* Right to Participate in Decisions
  + SAC
  + School Improvement Plan
* District based Parent Resource Center

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| Activity/Task | Person Responsible | Timeline | Evidence of Effectiveness |
| Develop agenda, handouts and presentation materials that address the required components | Principal/APs | September 2017 | Agenda, handout, Speaker Notes |
| Develop and hand out invitations | Principal/Secretary | August/September 2017 | copy of flyer & online recorded Skylert message |
| Advertise event | Principal | August/September | Newsletter, Marquee, School Website, SkyLert Script |
| Develop sign in sheets | Secretary | September 2017 | Sign In sheets |
| Keep documentation | Principal/Secretary | September 2017 | Monitoring Documents uploaded to Jump Drive. Maintained for monitoring purposes. |
| Annual Title I Meeting | Principal/Assistant Principal | September 2017 | Sign In Sheets, Speaker Notes, Agenda |

**Flexible Parent Meetings**  
Wyomina Park Elementary teachers and administration will ensure that workshops and meetings are offered at flexible times for parents and families.

Examples of flexible meetings and trainings at our school are:

* The school's scheduled orientation, open house, and the Annual Title 1 Meeting are held in the evening.
* Training and workshop activities are presented in the evening and a meal is provided. This allows busy parents to attend without missing work or having to prepare a meal for the family before coming to a school event.
* SAC meetings are scheduled at a time convenient to the SAC members.
* The media center is open before and after school hours for parents to participate in the book fair and use the school computers, when needed.
* Pre-Kindergarten classes present parent programs during the school day and also in the evenings.
* Parent-Teacher conferences are scheduled at various times, convenient for parents and families as well as teachers.

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**Building Capacity**

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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Kindergarten Tool-Kit Night | Kindergarten Leader/Principal | Kindergarten students will make gains in reading as displayed in District Assessments, and LEOCEs | 9/28/17 | Agenda, parent sign-in sheet & parent evaluations |
| FSA Parent Night | Content Area Specialists/ Assistant Principal | Parents will gain knowledge of Florida State Standards in Reading, Writing and Mathematics. Parents/families will become more engaged with students’ school work. Scores on FSA will show an increased level. | 2/1/18 | Agenda, parent sign-in sheet & parent evaluations |
| Science Night | Content Area Specialist/Principal | Parents and families will learn about the scientific process and ways to integrate reading, science and math learning. Science scores on FSAs and Science LEOCEs will increase. | 10/19/18 | Agenda, parent sign-in sheet & parent evaluations |

**Staff Training**

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| Content and Type of Activity | Person Responsible | Anticipated Impact on Student Achievement | Time line | Evidence of Effectiveness |
| MTSS | Assistant Principal/Student Services Managers/Guidance Counselor | Increase Reading, Mathematics, Science, and Writing Achievement | September, 2017 | Sign In Sheets and Notes |
| PBS | Student Services Manager | Increase Positive Behavior | August 3, 2017 | Sign In sheets/ODR data |
| Collaborative Teams | Principal/Assistant Principal/ 3/Content Area Specialist | Training for teachers on the instructional strategies will result in higher achievement and proficiency on the FSA tests in grades K-5th grade | Weekly 2017-2018 | sign-in sheets, lesson plans, assessment scores and meeting documentation |
| Parent Portal | Principal | Parent involvement will increase | September, 2017 | Sign in Sheets |
| Positive Family Communication | Principal/Assistant Principal/Student Services Manager | Student performance will increase on FSA, District Assessments, and LEOCEs. | Quarterly 2017-18 | Newsletters |
| Effective Conferences | Guidance Counselor/Student Services Manager | Student performance will increase on FSA, District Assessments, and LEOCEs | August 30, 2017 | Parent Conference Forms |

**Other Activities**

* A Parent-School Compact will be given out at conferences that will outline expectations for parents, teachers, and administrators. Teachers will use/review (revise if needed) this Compact in discussions with parents concerning their child's progress.
* District Parent Surveys dates will be advertised on our school's Marquee, website and by sending a note home in a timely manner. Parents will also receive information on the use of school computers if needed.
* Volunteer & Mentor Appreciation Program - At the beginning of the year {September} recruitment and training will be offered to potential volunteers and mentors. At the end of the year, April 18, 2017 a breakfast will be held by the administration team to celebrate their service and commitment.
* Teacher input surveys are collected in May to gauge the effectiveness of the program.
* The Title I Parent Resource Center Mobile Unit will visit the school campus 4 times during the school year. Notification of the date of the visit(s) of the Title I Resource Center Mobile Unit will be sent out via newsletter, Skylert calls, and noted on marquee/website for all parents/families.
* Parents and families will be encouraged to visit the District Title I Parent Resource Center and our teachers will utilize the Teacher Check Out program that the Center offers.
* Our school will hold several Orientation Days in September, 2017 to increase parent awareness of the school and teachers' goals and expectations.
* Our school will recruit additional SAC and PTO members to help research available resources, school needs, and establish a year-long plan.
* Our Annual Title One meeting will be held in September Thursday, August 21th at 5:30 p.m. before our Open House.

**Communication**

Teachers, counselors and other school personnel will maintain regular contact with parents through personal calls, phone texts, and emails in an attempt to reach parents who do not or cannot participate to seek input and increase involvement.

Home visits are provided by Social Services.

Parent Training and Family Engagement Workshop information will be distributed to parents via flyers, and by utilizing the SkyLert telephone calling system. Events will also be advertised on our school's marquee.

Each child will receive a planner that allows for written communication between the teacher(s) and parents. Planners will be updated daily with academic notifications and will require a parent signature.

Power-point presentations and You Tube videos will be available to parents/families who could not attend the District Trainings and Family Engagement Workshops. All school information is disseminated through a monthly newsletter, the schools SkyLert calling system, as well as mass parent letter mailings.

This is inclusive of those parents who did not attend planned events to ensure they receive all information. All school information is presented to families in a language that they may easily understand (free from jargon, educational acronyms) and translated to their native language.

The Parent and Family Engagement Plan will be summarized into a brochure that will be printed in English and Spanish and sent home with each student. In addition, hard copies will be available in the front office and the parent resource room. The complete plan will be posted on our website.

Written communication will be provided for parents in English and Spanish. Translators will be available at all parent meetings and parent activities to provide translation services to ensure that parents are able to fully participate. If other languages are needed, our local Title I office will be contacted to provide the translations. Monthly newsletters and other communication will be provided for ELL parents in English and Spanish.

**Accessibility**

The Guidance Department at Wyomina Park is available to provide assistance and /or locate resources for parents of exceptional or special needs students and parents with disabilities at our school. Wyomina Park Elementary is ADA accessible.

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