



2017-2018 Title I Parent and Family Engagement Plan

Clay County District Schools

School Name: Wilkinson Elementary School



Parent and Family Engagement Mission Statement

Our Mission Statement

Our mission is to 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.

Involvement of Parents in the Decision-Making Process

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)].

Describe how this plan is a shared responsibility and families give input to review and improve this plan. How often?

Wilkinson Elementary will involve parents and business partners in the Title I decision making process by inviting them to attend the WES Title I Annual Meeting, SAC and PAC committee meetings 3-4 times a year. The decision making process includes parental input in the development of the SIP plan as well as the discussion of the use of Title I funds. Ongoing communication is maintained through Facebook, the school's website and email.

What method of evaluation do you utilize to review and design more effective engagement strategies?

The method of evaluation to review and design more effective engagement strategies is primarily achieved through the use of EXIT Tickets which attendees complete after each parent involvement event. Attendees are given an opportunity to comment on the event, including, whether they enjoyed the experience

and suggestions are solicited for making the events better. Once the EXIT Tickets are compiled, this information is presented to SAC for input and suggestions on future engagement opportunities.

How will you involve parents/families in the decision making of how your Title I programs and how Title I funds will be used for Parent and Family Engagement activities?

Wilkinson Elementary ensures that 75% of its SAC committee is comprised of parents, this allows parents to have input in the decision making process of expending Title I funds.

What evidence do you have to document parent/family participation in the development of the Parent and Family Engagement Plan?

Final approval of the Parent and Family Engagement Plan is presented and voted on by SAC which is made up of a majority of Wilkinson Elementary School parents.

How will the school share the comments it receives from parents/families?

Comments received from parents/families will be shared through newsletters that can be posted online through the website.

How will be the plan be made available to the community?

There is a link available through the Wilkinson Elementary School website; in addition hard copies are available in guidance and the front desk upon request.

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)].

Program Parent Involvement Events	Coordination Presentations of these topics; communication, parenting, student learning, volunteering and collaborating with community is coordinated by the Title Team and maintained by the Sign-In sheets and exit surveys for parental feedback..
---	--

Mentor Program from our Guidance Department monitors the training, placement of students, and scheduling for mentors. Sign-In sheets for each mentor is kept in the Front Office and maintained by our Guidance Department. Our Volunteer Coordinator monitors the training, and scheduling of all volunteers. Sign-In sheets for each volunteer are kept in the Front Office.	Guidance Department monitors and maintains the training and placement of students as well as the scheduling of mentors. The Volunteer Coordinator monitors the training and scheduling of all volunteers.
Teacher/Parent Resource Room that the Volunteer Coordinator, Title Team, and the Media Tech encourages and provides parents with the opportunities to make learning activities for their children throughout the year with materials from the resource/media center/copy room.	The coordination is maintained by the volunteer coordinator, and Title Team to assist with the training on the utilization of equipment in this resource/media center/copy room.
Home School Connection Newsletter	Provides information to parents on these topics; communication, parenting, student learning, volunteering and collaborating with community.
SAC Members	Select group of parents from our school, community, staff members, administration that work together to form a School Improvement Plan for WES.
PAC Members	The District provides information on these areas to a select group of parents from our school; communication, parenting, student learning, volunteering and collaborating with community.
Wilkinson Bulletin provides information to parents/families about upcoming school events.	Provides information on these topics; communication, parenting, student learning, volunteering and collaborating with community.

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. [Section 1118(c)(1)].

Date and time of Title I Annual Parent Meeting	Friday, August 11, 2017, 5:00pm – 6:30pm
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
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	Title I Program information is provided to parents via a PowerPoint presentation at the Annual Parent Meeting as well as by the distribution of the Title I 2017-2018 information calendar. Included in the calendar, is the Right to Know Policy. This policy states that parents have the <i>Right to Know</i> about the

-Notification of Teacher(s) who are out for more than 4 consecutive weeks -Ways Families Can Offer Suggestions/Feedback	<p>certification of their child's teacher and particularly what degree and/or advanced 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.</p> <p>If teachers are out for more than 4 consecutive weeks, parents are notified by a parent letter sent home by the principal.</p> <p>Families can offer suggestions/feedback by a phone call, Facebook, email as well as hand-written correspondence.</p>
How did you determine the effectiveness of the Title I Annual Parent Meeting?	<p>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.</p>

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)].

Describe how you provide flexible dates and times for parent and family engagement activities, so that all parents may have an opportunity to attend.	<p>Input is solicited at Exit Tickets regarding appropriateness of time. Wilkinson makes sure it has multiple parent involvement activities at varying times throughout the year to ensure accessibility by all families.</p>
Describe what child care, home visits, transportation and/or varied language services are provided by your school.	<p>In planning parent involvement activities we are mindful of varying the times of the events, mornings, during the school day and evenings and child care limitations.</p>
Barriers: Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities.	<p>In planning parent involvement activities we are mindful of varying the 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.</p>
Barriers: What steps will the school take to overcome these barriers?	<p>To accommodate parents, we have offered our parent involvement activities with varied times of the events, mornings, during the school day and evenings.</p>
Evaluations: How will you obtain feedback regarding parent and family engagement activities?	<p>Feedback from our parent and family engagement activities are obtained by Exit Surveys and direct communication with the school.</p>

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)].	An interpreter can be provided upon request from the school to District Personnel. We provide parent communication via school newsletter, school website, Facebook, Friday Folders, Focus, and Parent Link and letters are available in other languages.
--	--

Building Capacity of Parents

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)].

Parent and Family Engagement Event/Topic	Impact of Academic Achievement	Timeline of Event (Tentative Date/Time)	Evaluation Method
Transition Activities (Kdg., HeadStart, Pre-K)	PreK and Kindergarten Readiness	May 2018	Kindergarten Screenings (letters, sounds, numbers, counting, writing name=100 points) HeadStart visits and coloring activities
Technology, Parent Portal Registration Opportunities	FOCUS Parent Portal Online Access and online Registration is available and recommended. Personal Portal access help is available at school.	May 2018	Monitoring of Parent Portal registration and enrollment. Teacher and staff assistance with registering parents who do not have a Portal account.
Supporting Learning at Home	Teachers and staff provide learning activities at home with predicted academic outcomes.	May 2018	Teachers review take-home work for specific strengths and weaknesses.
Community Building	Teachers, staff, community partnerships provide learning activities and incentives to encourage	May 2018	Parent feedback, Exit Surveys, Academic outcomes

	positive academic outcomes		
FSA - Spring 2018	FSA Scores	Spring 2018	Parent Feedback, FSA Scores
FSA Results, K-2 Foundational Skills, Science FCAT, Flickers, Clay Writes, I-Ready	FSA Scores, I-Ready	Spring 2018	Hard Copy Documentation
Title I Program-Annual Title I Parent Meeting	Informed Parents	August 2017	Sign-In sheets, Exit Surveys
Reading Newsletter-Wilkinson Bulletin, Home-School Connection Monthly Newsletter, Hands On Learning Events, I-Ready	FSA Scores, Increased AR participation	On-going 2017-2018 School Year	Climate Surveys, Friday Folders, Parent signature, sign-in sheets, exit surveys
Math Newsletter, Wilkinson Bulletin, Home-School Connection, FSA Prep, I-Ready	FSA Scores, increased parent participation	On-going 2017-2018 School Year	Climate Surveys, Friday Folders, Parent signature, sign-in sheets, exit surveys
Science Newsletter, Wilkinson Bulletin, Home-School Connection, Science Test Prep	FSA Scores	On-going 2017-2018 School Year	Climate surveys, Friday Folders, Parent Signatures, sign-in sheets, exit surveys
Writing Newsletter, Wilkinson Bulletin, Home-School Connection	FSA Scores	On-going 2017-2018 School Year	Climate surveys, Friday Folders, Parent Signatures, sign-in sheets, exit surveys

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 continuous professional development	-How to reach out, communicate with parent/families -The value of contributions of parents/families -How to coordinate parent/family programs	Weekly professional learning communities at approximately an hour per session.	Teachers building communication skills with parent/families	Ongoing... 2017-2018 School Year
--	---	--	---	----------------------------------

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)].

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?	We will notify families in writing, in a timely manner when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is out of field. Documentation of these letters and a list of the parents who receive the letter is kept on file in the school's office.
Describe how parents are informed of the curriculum, forms of assessment used to measure student progress and achievement expectations.	Parents are informed of the curriculum, forms of assessment used to measure student progress and achievement at their scheduled parent-teacher conferences. Parents have access to the FOCUS Parent Portal for explanation of grades, academic standards and expectations.
Describe how the school will provide each family an individualized report of their student(s) progress on the state assessment.	Hard copies and digital reports are available and distributed in the form of individualized reports pertaining to student progress on the state assessments.
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?	WES holds two parent-conference nights a year. Parent-Teacher conference forms are used to document the conferences with signatures required. If parents are unable to attend either of the conference nights, teachers will set up additional times to meet with parents as to accommodate parent schedules. Compacts are discussed and signed at the Title I Annual Parent Meeting and throughout the school year. To ensure that parent conferences are held and compacts signed, teachers turn in to the Title Team, proof of one completed

	conference form and a signed compact attached to their class list at the end of the school year.
--	--

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)].

An Interpreter can be provided upon request from the school to District Personnel. We provide parent communication via school newsletter, school website, Friday folders, Parent Portal, Parent Link and letters are available in other languages.
--

Evaluation of Previous Year's Parental Involvement Plan

Parent and Family Engagement Activity	Number of Participants	Anticipated Impact	Effectiveness
Title 1 Meeting-Open House August 12, 2016	680	Title I parents are invited and encouraged to locate classes, meet teachers, sign student compact, learn about PIP, "Right to Know" and WES's goals and expectations.	Title I parents came away feeling very prepared with the information and tools needed for their child/children to begin school at WES.
Volunteer Orientation September 15, 2016	47	Potential Parent Volunteers were told about the volunteer opportunities offered at WES.	Numerous potential volunteers signed up for opportunities to assist where needed at WES.
Freedom Family Fun Night September 29, 2016	860	Parents will gain an understanding why and how we have "freedom." Educational activities will be provided in reading, math, art and writing. Parents, students, and their families are invited to come and enjoy an All-American hotdog dinner, music, entertainment, the WES Book Fair, and fun.	This event was very successful with an huge crowd of enthusiastic parents and loved ones in attendance. Parents were impressed by the many varied talents of our very patriotic students. The numerous Exit Surveys reflected the positivity.
Veterans Day Breakfast	40	Veterans or active duty service	The invited Veterans were very

November 8, 2016		members from our WES community was invited to this event to honor our local heroes while serving them breakfast	"grateful to WES for the respect and acknowledgement for their service to our country" as stated by one of our attendees on their Exit Survey.
STEM Night December 6, 2016	70	Understanding the processes of science, technology, engineering and math using the scientific method.	An attendee loved "Building the Simple Machines and working together with groups and the snacks" as a parent responded on an Exit Survey
Parent Volunteer Breakfast December 4, 2016	40	WES, faculty, staff and students expressed their gratitude for all the volunteer needs you have enabled our school to meet thus far! A breakfast was provided.	Our volunteers are an important part to our school system of student and learning supports. They were very happy to be acknowledged.
P.R.O.W.L. Breakfast and Book FAIR May 11, 2017	72	Reading is the single most important skill necessary for a happy, productive, and successful life which will be promoted during the PROWL Breakfast and Book Fair. Parents were invited and participated.	Parents were given activity packets to take home and work on with their children to help build interest and their reading skills.
Summer Fun Kick-Off and Kindergarten Readiness Night May 23, 2017	400	Summer Fun Activities and packets including a Free book, Free math activities for all ages...Pre-K to 6 th grade. Parents will receive an overview of Kindergarten expectations (i.e. curriculum, standards, scheduling, volunteering needs, etc.)	Parents were very please with the opportunity to view the "next year" school curriculum and expectations. In addition parents were very happy to receive a free book and math flash cards.
Volunteer Breakfast May 30, 2017	48	Breakfast to honor the WES Parent Volunteers for their assistance in classrooms as well with campus activities.	Parent volunteers were grateful for the acknowledgement for their hard work for WES.