

West Pensacola Elementary Title I, Part A Parental and Family Engagement Plan

Involvement of Parents

Describe how the school will involve parents and families 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 {ESEA Section 1116}.

Administration at West Pensacola Elementary (WPE) will provide training for all parents and staff at the beginning of each school year and throughout the year as needed on the school's Title I status and programs. Parents will be informed by newsletters, school messenger call outs, and the school web site of the School Advisory Council meeting that will be held in April to discuss budgetary decisions. All council meetings are advertised to all parents and open to the public.

Coordination and Integration with Other Federal Programs

Describe how the school will coordinate and integrate parent and family engagement programs and activities that teach parents how to help their children at home {ESEA Section 1116}.

#	Program	Coordination
1	VPK	Dynita Bufford

Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents and families 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, and the rights of parents are covered at the annual meeting.

#	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop meeting materials	Principal/Assistant Principal and /or Leadership Team	Sept 2017	Agenda, handouts, etc.
2	Advertise/publicize event	Principal/Assistant Principal	Sept 2017	Flyer/invitation and Sign-In sheet
3	Title I Parent Meeting	Principal/Assistant Principal	Sept 2017	Sign-In sheet
4	Maintain documentation	Principal/Assistant Principal	Sept 2017	Sign-In sheets/Parent Input/Agenda/Meeting 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 parental engagement {ESEA Section 1116}.

During the 2017 - 2018 school year, West Pensacola Elementary School will conduct meetings during the day and evening. Parents are given a choice of attending conferences and/or workshops.

Teachers will make home visits as needed. The School Social Worker will also make home visits concerning any school related issues. WPE will also use the assistance of FRAME, as needed, to help with child care needs during some activities during the year.

Building Capacity

Describe how the school will implement activities that will build the capacity for meaningful parent/family involvement, and building relationships with the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help parents assist parents/families to work with their child. Include information on how the school will provide other reasonable support for parent/family engagement activities under {ESEA Section 1116}.

#	Building Capacity Activity for Families	Person Responsible	Materials/Training Provided to Parents/Families	Timeline	Evidence of Effectiveness
1	Florida Standards Training	Principal, Assistant Principal, Curriculum Coordinator, Teachers	Copy of FSA practice materials and FSA website	On-Going	Sign-in Sheet, Climate Surveys
2	Assessment-Individual Conferences, Progress Reports, Report Cards	Principal, Assistant Principal, Curriculum Coordinator, Teachers	Report cards, websites for extra practice and log in information, flash cards, progress monitoring reports	On-Going	Progress Reports, Report Cards, Conferences
3	Title One program-Open House-Family Compact Letters	Principal, Assistant Principal, Teachers	Copy of compact, input form for budget, input form for compact	Sept 2017	Sign-in Sheets, Signed Family Compacts
4	Progress Monitoring-Individual Conferences	Teachers, rti team	websites for extra practice and log in information, flash cards, progress monitoring reports	On-going	FSA, Star 360, Progress Reports, Report Cards
5	Strategies for working with the school volunteer training for parents	Curriculum Coordinator, Parent Educator	Volunteer handbook, online volunteer website, training in appropriate communication with students, copy machine	Fall 2016	Sign-in sheets
6	Parenting-Flyers to advertise parenting programs and activities	Guidance Counselor	Flyers	On-going	Climate Surveys
7	Parent Conferences	Classroom Teachers	Report cards, websites for extra practice and log in information, flash cards, progress monitoring reports	On-going	Sign-in sheets
8	Mentoring/Volunteer opportunities	Curriculum Coordinator	Volunteer handbook, online volunteer website, training in appropriate communication with students, copy machine	Sept 2017-May 2018	Volunteer hours Sign in sheets
9	Florida Standards Assessment Informational Meeting	Principal, Assistant Principal, Curriculum Coordinator, Classroom Teachers	Copy of FSA practice materials and FSA website	Spring 2018, before state assessments begin	Sign-in sheets

10	Mom, Dad, Grandparents Day/Lunch	Principal, Assistant Principal, Curriculum Coordinator, Classroom Teachers	Ideas for positive praise	Various dates	Sign-in sheets
----	-------------------------------------	--	---------------------------	------------------	----------------

Staff Development

Describe the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents/families, and in how to implement and coordinate parent/family programs, and build ties between parents/families and schools {ESEA Section 1116}.

#	Building Capacity Activity for Staff	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Value of Parental Involvement	Principal, Curriculum Coordinator,	Increased attendance, increased participation in tutoring opportunities, increased test scores	Sept 2017	EOY Climate Survey
2	Communicating and Working with Parents	Principal, Assistant Principal, Curriculum Coordinator, Guidance Counselor, and Teachers	Increased attendance, increased participation in tutoring opportunities, increased test scores	Ongoing	EOY Climate Survey
3	Building Ties Between Home and School	Principal, Assistant Principal, Curriculum Coordinator, Guidance Counselor, and Teachers	Increased attendance, increased participation in tutoring opportunities, increased test scores, decrease behavior referrals	Ongoing	EOY Climate Survey
4	Cultural Sensitivity	Guidance Counselor	Increased attendance, increased participation in tutoring opportunities, increased test scores, community building, decrease behavior referrals	Ongoing	EOY Climate Survey
5	Capturing Kids' Hearts	Principal, Assistant Principal, Curriculum Coordinator, Guidance Counselor, and Teachers	Increased attendance, increased participation in tutoring opportunities, increased test scores, decrease behavior referrals	Ongoing.	EOY Climate Survey

Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their children {ESEA Section 1116}.

West Pensacola has created a link on the school web site for the District Title 1 office. The school will offer a variety of different parental trainings with a focus on how to help their children at home.

Additional parental involvement activities will take place during the day to foster a home and school connection, which is essential to building trust.

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 achievement levels students are expected to obtain;
- If requested by parents, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children and
- If the school wide program plan is not satisfactory to the parents of participating children, the school will submit the parents' comments with the plan that will be made available to the local education agency {ESEA Section 1116}.

Timely information will be sent home by book bag, posted on the school website, sent in monthly newsletters, and shared in school messenger call outs. Before the end of November, classroom teachers will have completed their initial parent/teacher conferences. During the parent/teacher conferences, academic progress with suggestions to help students at home and school will be shared. Parents can schedule parent/teacher conferences as needed throughout the school year. During the fall, parents will be invited to the Annual Title One Meeting and to Open House. As other activities become available throughout the year, parents will be notified by newsletter, website, school messenger phone calls, teacher's written communication, and/or phone contacts.

Accessibility

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents. Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable, uniform format and in a language that parents/families can understand.

At WPE, all necessary accommodations are made for parents and students with disabilities and those with limited English proficiency. District interpreters and translated documents in the primary household language are available for parental involvement activities.

Discretionary Activities

Activities that are not required, but will be paid for through Title I. Part A funding (for example, home visits, transportation for meetings, activities related to parent/family engagement, etc.)

#	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;	Schedule meetings at various times	Principal, Assistant Principal, and Teachers	SIP Goals	Ongoing

Barriers

Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are disabled, have limited English proficiency, and parents/families of migratory children) {ESEA Section 1116}.

#	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Parents attending	offer activities during multiple sessions at different times on different days
2	Parents are unable to read the materials	offer assistance with the reading materials
3	Parents don't have access to technology to view students' grades, etc	offer Tech Times weekly

Assurances about the Parent and Family Engagement Plan

I, **Christine Baker**, 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

- Describe how the school will carry out the 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 are spent;
- Plan was jointly developed/revised with parents and distributed to our families and the local community;
- Involve parents and families in the planning, review, and improvement of the school wide program plan;
- Use the findings of the parent and family engagement plan review to design strategies for more effective parental involvement, and to review, if necessary, the school's parent and family engagement plan;
- Provide to each parent an individual student report about the performance of their child on the state assessment {ESEA Section 1116};
- 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 out of field;
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.

Signature of Principal or Designee

Christine Baker

Date Signed (2017/18)

10/27/2017

(typed signature denotes approval of PFEP)