Wildwood Elementary School

2018 Title I Part A;

Parent and Family Engagement Plan

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# Attestation:

I, ­­­­­­­­­­­­­**John Temple**, 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 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 schoolwide 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)].

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

# Mission Statement

**Mission Statement**

**Wildwood Elementary School endeavors to provide an**

**academic, nurturing, and safe learning environment where diversity is respected and individuality is encouraged.**

**Children, our most valuable assets, are provided an opportunity to achieve academic excellence and interact through engaging and challenging experiences.**

**Faculty and staff members are dedicated professionals who promote shared accountability among the home, child, school, and community to develop responsible, knowledgeable, productive, and compassionate citizens committed to lifelong learning.**

# Involvement of Parents

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 [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

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| **Response:**  Wildwood Elementary will utilize its School Advisory Council (SAC), which meets four times per year, to involve and recruit parents in the planning, review, and improvement of Title I programs including deciding how and when to spend available Title I funds. Wildwood Elementary also has a Title I Committee made up of parents, teachers, and community members to help in the revision of Title I Plans. Feedback will also be obtained via event surveys, the annual Title I survey and Parent Advisory Council Meetings to revise and update the School-wide Parent Involvement and Title I Plan. |

In addition, communication is a vital tool in keeping parents informed and involved. By the use of parent link, mass emails and regular newsletter updates, parents will be made aware of all events and happenings in and around the school. This will also serve to assist parents in ways they can support their children at home.

# 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)].

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| --- | --- |
| **Program** | **Coordination** |
|  |  |
| Parent Orientation Night & Title I Annual Meeting | The Title I program and Home/School Learning Compact will be addressed during the Parent Orientation Night. This event will be provided as a dual schedule for those parents with more than one child in the school. Translation will be provided for those parents who need it. |
| Parent Conference Nights | Teachers will hold conferences with parents concerning academic progress. A translator will be available for assistance with Hispanic families. |
| Advertise on Calendar of Events website | A list of all upcoming activities and events will be posted on WWES School Website and will also be listed in our newsletters |
| District Parent Resource Center | District Liaison sends monthly updates on District Resource Center which is published in the monthly school newsletter. Information is published in English and Spanish. The parent resource center is located in the Sumter Professional Center and is open on Thursdays. |
| PTO meetings and events | Information concerning PTO is published in the monthly newsletter |
| AR Nights | Helps parents become familiar with the Accelerated Reader program. |
| Math/Fitness Nights | Modeling methods and real world applications in math that parents can use at home with their children. Students will also have opportunities to participate in physical fitness activities that also teach math skills. |
| Science Night/Science Fair | Review of science standards and academic curriculum. Parents are given suggestions of how they can support science at home. Parents are able to see science fair projects and gain an understanding of how to better help their children in this area. |
| AVID Nights | Parents of students in the AVID program will become more familiar with the expectations and learning structures implemented within the program. Parents will gain a better understanding how to help support organization and learning at home as well. |
| Literacy Nights | Parents will be invited to participate in literacy informational nights that will give detailed information about how to help students with reading at home. Parents will have a chance to ask questions and take home resources to help their child at home. |
| Adult Education Center and Sumter Community College | Advertise adult education courses. |
| Big Brothers/Big Sisters | Big Brothers/Big Sisters works with our school providing children facing adversity with strong and enduring, professionally supported one-to-one relationships that change their lives for the better, forever. |
| Tutors for Kids | This is a non-profit community based organization of volunteers who support the school, meeting with students regularly, working on their educational needs as determined by the teacher through suitable and trained volunteer tutors. |

# 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. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

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| **Activity/Task** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Parent Orientation Night & Title I Annual Meeting | Administration, teachers and Title I Coordinator | September 2017 | Brochure, Title I Agenda, and Student Learning Compact and Sign-in sheets |
| Notification published in monthly school newsletter | Newsletter Coordinator/Title I Coordinator | Ongoing | Newsletter-parent queries |
| Notification via school website | Website Coordinator/Title I Coordinator | Ongoing | Website-parent queries |
| Parent-Teacher Conferences | Administration, teachers | Ongoing | Conference Forms and Title I Compacts |
| Parent Advisory Meeting | District Title I Liasion, School-site Title I coordinator | Fall 2017 & Spring 2018 | Feedback from parents |
| School Advisory Meetings | Administration, Title I Coordinator | Quarterly | Feedback from parents |

**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)].

Wildwood Elementary School, by alternating days, will offer opportunities for parents to attend meetings in the morning, during the school day, and in the evening. Wildwood Elementary will provide child care services for those parents who wish to attend meetings/parent training offerings and are not able to acquire their own babysitter. Parent/teacher conferences will be completed by appointment at the convenience of the parent and the teacher. Materials from parent meetings will be sent home for those who cannot attend the events. The school newsletter, flyers, Parent Involvement Brochure, and mass call system are used to communication information to parents who are unable to attend events.

# Building Capacity

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)].

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| **Content/Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
|  |  |  |  |  |
| Science Night- Evening Activity | K-5 teachers and administration | Science | May 2018 | Sign-in roster |
| Math - Math/Fitness Nights Evening Activity | K-5 teachers and Math Resource Teacher | Math | February 2017 | Sign-in roster |
| Reading - Accelerated Reader Nights Evening Activity | Media Specialist and Reading Coach | Reading including content area domains | Monthly | Sign-in roster |
| Volunteers | Assistant Principal | All subjects | Ongoing | Attendance reports, parent feedback, Title I Survey |
| Open House/Title I Annual meeting | Principal/Title I Coordinator | All Subjects | August 2017 | Sign-in sheet, Title I Parent Survey |
| Parent Teacher Conference Nights | Principal and teachers | All Subjects | October 2017 | Sign-in sheets, School Conference forms |
| County Title I Parent Advisory Council | Title I contact | All Subjects | Fall 2017/Spring 2018 | Sign in sheets, Title I Parent Survey |
| Title I Parent Advisory Council (School-Based) | Title I contact | All Subjects | Quarterly | Sign in sheets, Title I Parent Survey, Approval of Title I Plan, Input from council |
| Student Recognition Days/Events | Principal, Assistant Principal | All Subjects & Areas | Ongoing | Parent Attendance |
| Parental Involvement Newsletters | Title I Contact and Reading Coach | All Subjects | Ongoing | Parent Feedback |
| AVID Nights | All AVID teachers (grades 3-5); School-based AVID Coordinator and District AVID Coordinator | All Subjects | September 2017, February 2018, May 2018 | Sign-in roster and Parent Feedback Surveys |
| Dad's Take Your Child to School Day | Assistant Principal/Media Specialist | Reading | September 2017 | Sign-in Roster |

# Staff Training

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)].

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| **Content/Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
|  |  |  |  |  |
| Presentation of Parent Involvement Plan at Faculty Meeting | Principal, Assistant Principal, Title I Contact | Set clear goals of parent involvement | Fall 2017 | Faculty Sign-in Sheets |
| Ed Camp | Principal, Assistant Principal,  Various presenters | All subjects | Ongoing | Faculty Sign in Sheets and monitoring of student data |

# Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

Wildwood Elementary School will also use the following items to encourage and support parents participation in their child's education: Grades 3-5 student planners, homework folders, Accelerated Reader, homework, classroom newsletters, partnerships with community, online gradebook, BrainPop(instructional website),Think Central (instructional website), Connect Ed (instructional website),iStation, field trips,parent/teacher conference nights, PTO sponsored Chili Bingo Night,the school volunteer program, website links, Parent Resource Center at the Sumter Professional Center and the monthly parental involvement newsletters. Parents are invited to attend student celebrations including the fifth grade honors breakfast, AR celebrations, class awards, music programs and the kindergarten

# 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)].

**Response:**

Wildwood Elementary will continue to provide updated information monthly on the school and district website along with monthly school newsletters that contain updated Title I information. The Title I Annual Meeting will also inform parents about all Title I programs. These documents will be translated when needed. Copies of all of these will be maintained by the Title I contact and made available in the school office. Effectiveness will be based on the results of the annual Title I Parent Survey and Parent Feedback forms.  
  
The following is a list of ways that we will inform parents of curriculum assessments, meetings, student progress, proficiency levels, and Title I programs:

Student Planners (grades 3-5) and Folders (grades K-2)  
Use of School and District Website  
Parent Gradebook Viewer: A link to the online Parent Gradebook viewer is available on the school website.   
Accelerated Reader Parent viewer: similar to Gradebook Viewer.  
Parents can check progress of student's comprehension practice and view the title of the last book that was read and tested on.  
Student expectation brochures are provided by the district.  
Home Connections Flyers and school-based notices (sent home in English and Spanish)  
  
The school's curriculum, academic assessments, and expected student proficiency levels will be presented in many ways. Promotion criteria will be communicated to parents during parent conferences and student handbooks. The parent/teacher conferences will provide an opportunity for parents to get further explanation of expectations. Parent teacher meetings to discuss Individualized Education Plans (IEP), and the needs of our English Language Learners (ELL) are additional means to communicate student progression to parents.   
  
Parent teacher conferences, MTSS meetings, grade level retention meetings, IEP meetings and staffings for Exception Student Education services are all person-to-person opportunities for parents to be a part of the educational decisions for their children. Parent surveys and evaluations provide an opportunity for parents to provide additional input. A parent or guardian may call or email teachers and administrators to request a parent teacher conference. The school is required to notify parents of all MTSS, staffing and IEP meetings.  
  
The school SAC provides a venue for parents to voice their opinions on any issue at the school including Title I programs. Parents can also attend Parent Teacher Organization (PTO) meetings, set an appointment with the school administration, or teachers, or contact the Sumter County district office to voice an opinion or concern. Students, parents and teachers have the opportunity to complete an anonymous climate survey annually. Survey results are utilized in the creation of each School Improvement Plan.

# 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)].

**Response:**

Parents will be able to call the school to elicit the assistance of the ESOL paraprofessional for translation and explanation of programs and/or school events. The school newsletter will have a section to explain how a parent may contact the school for additional assistance in understanding any communication. Along with the newsletter, notices are backpacked home to explain and inform parents of upcoming events. These materials will be translated into the home languages as needed. The ESOL aide is also included in meetings and events to assist with Spanish translation. The district-wide phone system will be utilized at least a week in advance to contact parents about upcoming events. The Title I compact will be available for review upon request. The school website also provides all needed information. The school-wide phone system will be utilized to inform a greater quantity of parents concerning upcoming events and important dates. There is also a Spanish Hotline for translation and Home School Liaison.

# Discretionary Activities Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

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| --- | --- | --- | --- | --- |
| **Content/Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
|  |  |  |  |  |
| Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and | Literacy workshops will be offered to all parents. Each workshop will focus on a different area in reading and writing. | Literacy Coach and Administration | Educate parents on how to help students with reading at home | Bi-anually |
| 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 [Section 1118(e)(10)]; | Scheduling consistent times | Administration | Flexible event times will result in increased parent attendance | Ongoing |
| Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | WWES implements Character Education assemblies (with a local church), SAC, Student Recognition Days, the All Pro Dads program, and I-Moms program. | Teachers/Administration | Support student awareness/recognition of individualism | On-going |

# Evaluation of the previous year's Parental Involvement Plan

## Building Capacity Summary

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| --- | --- | --- | --- |
| **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| Meet the Teacher PreK-5th | 1 | 395 | Parent Participation |
| PTO/Open House/Title I Annual Meeting | 1 | 147 | All Subjects |
| Donuts with Dad | 1 | 213 | ELA |
| Holiday Luncheon | 1 | 232 | Parent Participation |
| BFG Movie Night | 1 | 41 | ELA |
| Muffins with Mom | 1 | 199 | ELA |
| PE Fitness/Math Night | 1 | 50 | Math |

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

## Staff Training Summary Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118 (e)(3)].

|  |  |  |  |
| --- | --- | --- | --- |
| **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| Presentation of PIP at Faculty Meeting | 1 | All faculty & Staff | Assisted in setting clear goals of parent involvement. |
| AVID Summer Institute | 1 | 10 | Setting clear goals and involving parents in the program |
| Leader in Me book study | Multiple | All instructional staff | Setting clear goals and involving parents in the program |
|  |  |  |  |

## 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 economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(E)].

|  |  |
| --- | --- |
| **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| Conflicting schedules of parents | Scheduling events on different days/times |
| Majority of families ae economically disadvantaged | Combining events (multiple themes/goals) into one night. |
|  |  |
|  |  |

Best Practices (Optional)  
  
Describe the parental involvement activity/strategy the school implemented during the previous school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

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| --- | --- | --- | --- |
| **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Appendix A Evidence of Parents Input in Developing the Plan

# Appendix B Parent/School Compact

# Appendix C Evidence of Parent Input in Developing the Compact