

## **SCHOOL Title I, Part A Parent and Family Engagement Plan (PFEP)**

I, Susan Nations, principal of Wilkinson Elementary School, 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 definition outlined in ESEA Section 8101;
- Involve the parents/families 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/families the school parent and family engagement plan and distribute it to parents of participating children and make available the parent and family engagement plan to the local community;
- Involve parents/families, in an organized, ongoing, and timely way, in the planning, review, and improvement of the schoolwide program plan;
- Use the findings of the parent and family engagement plan review to design strategies for more effective parent/family engagement, and to revise, if necessary, the school's parent and family engagement plan;
- Provide to each family an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading;
- 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; 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. [ESEA Section 1116].

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**Signature of Principal or Designee**

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**Date Signed**

## **Mission Statement**

*(Include: How parent and family engagement plan is shared responsibility. How parent and family engagement will assist in providing high quality instruction for all learners.)*

### **Response: Working Together, building Children's Futures.**

The responsibility of the entire Wilkinson Community (Parents, Teachers, Staff and Community Partners) is to ensure that all children are entitled to a safe and stimulating environment which will enable them to grow emotionally, intellectually and physically. We will tailor the education of every student that each child will excel and be prepared for the future.

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## **Involvement of Parents**

Describe how the school will engage parents and families in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs including engagement in the decisions regarding how funds for Title I will be used.

### **Response:**

SAC will address funding and program topics throughout the school year. All stakeholders are encouraged to attend and provide input. Parent Involvement Center is now located in the Front Office. Parents will be reintroduced to the Parent Involvement Center during the Title I Meeting at the beginning of the school year. Parents are encouraged to be involved at Wilkinson at a variety of events throughout the school year. Information is disseminated via the website, ConnectEd, classroom newsletters and websites. A new Parent Booster organization will be started in the next school year. An agenda and sign in sheets will be available at all meetings. Feedback from this group will ensure that opportunities for parent involvement remain flexible and relevant.

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## **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]

### **Response:**

count	Program	Coordination
1	Meet the Teacher	Held the Thursday before school starts to give parents an opportunity to meet and talk with their child's new teacher and prepare for the new school year.
2	Science Night	Wilkinson holds two information sessions regarding Science Fair and other pertinent science information for the purpose of increasing student interest and knowledge, Wilkinson also provides families opportunities to learn the Scientific Process together so parents and students are in sync with the process.
3	ESOL Parent Cafes	Reading Strategies and Math Concepts. This bi-monthly workshops are used to equip ESOL Parents with necessary skills and strategies to assist their child with learning.

4	Title I Curriculum Night	Parents will learn about the Title I program and meet with teachers to learn about the curriculum for the school year.
5	Parent- Teacher Conferences	Parents will learn how their child is performing in the classroom and ways to help their learning at home.
6	STEAM Parent Engagement Nights	Four times annually, parents will learn strategies to help their children at home in the areas of Science, Technology, Engineering, the Arts and Mathematics. These nights will demonstrate how educational “play” and experimentation can lead to deep learning across the content areas.
7	Mind in the Making	A session of Mind in the Making will be run in the Fall for parents and caregivers of young children.
8	Parent Resource Center	Informational resources regarding education, behavior, community organizations and parenting information are updated regularly and available for parents.
9	English Classes for Parents	A community partnership with the Literacy Council allows for English classes for limited/non-English speaking parents weekly throughout the school year.

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### 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, and the rights of parents.

#### Response:

Count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Annual meeting to present parent information	Susan Nations	September 2018	Attendance, Annual Title One Survey, Agenda, Sign In Sheets, and Connect Ed Calls School Newsletter
2	Develop invitations	Admin Assistant	August/Sept. 2018	Website, Flyer print out and classroom websites/newsletters
3	Advertise	Admin Assistant	August/Sept. 2018	Website, Phone messages, marquee, “remind app”
4	Develop Sign in Sheet	Admin Assistant	September 2018	Sign in sheet ready
5	Maintain documentation	Admin Assistant	September 2018	Parent sign in sheets and evaluations; Title I electronic Audit Box

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## Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may use Title I funds to provide transportation, child care, or home visits, as such services are related to parent and family engagement.

[ESEA Section 1116]

### Response:

SAC meetings are held on the first Tuesday of each month at 5:00pm. These meetings have parent representatives and are advertised and open for anyone to attend. Parent Boosters will meet quarterly to discuss parent involvement and plan opportunities for learning together. All meetings are offered in the evenings as well as after school to accommodate our parents. Parent conferences will be held for all students twice annually and all others will be held on an individual basis. Phone conferences will be held when a parent is unable to come for a meeting at the school. In addition to flexibility in meetings, the site-based Home School Liaison will be available to make home visits if needed.

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## Building Capacity

Describe how the school will implement activities that:

- Will build the capacity for strong parent/family engagement;
- Will build relationships with the community to improve student achievement;
- Provide materials and trainings to assist parents/families to work with their child(ren);
- Provide other reasonable support for parent/family engagement activities.

[ESEA Section 1116]

### Response:

### Response:

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Mind in the Making	MitM Facilitators	Increase ability to handle executive functioning skills necessary for success	Fall 2018 and Spring 209	Sign In Sheets and feedback survey
2	Science Parent Night	Science Teachers	Increase Student interest in science	October 2018	Attendance /Student Feedback
3	ESOL Parent Cafés	ESOL Liaison and Team	Provide Reading/Math Strategies for ESOL parents	Bi-Monthly	Parent Survey
4	STEM Fair	Science Teachers	Increase student interest in science	November 2018	Attendance and entries

5	Meet the Teacher	Teachers	Increase parent involvement	August 2018	Sign in Sheets
6	STEAM Family Engagement	STEAM Integration Coach and Teachers	Provide strategies for parents to increase student achievement across content areas	January – May 2019	Attendance/ Classroom performance and Evaluation forms
7	PBS Movie Nights	PBS Chairs and Committee	Families have the opportunity to connect with the school in a positive way	November 2018 & May 2019	Parent feedback form and attendance
8	Fall Festival	Parent Boosters and Staff	Connecting families to school in a positive manner	October 2018	Parent feedback
9	Winter Wonderland	Parent Boosters and Staff	Connecting families to school in a positive manner	December 2018	Parent feedback
10	Uncommon Kids Saturday Fun Days	Uncommon Kids Staff	Connecting families to school and communities in a positive manner	Monthly (2 <sup>nd</sup> Saturday)	Parent feedback
11	English Classes for Parents	Literacy Council and ESOL Liaison	Helping increase proficiency in English for parents to help their children	Weekly	Parent feedback

## 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 the following areas:

- How to reach out to, communicate with, and work with parents/families as equal partners;
- The value and utility of contributions of parents;
- How to implement and coordinate parent programs; and
- Build ties between parents and schools.

[ESEA Section 1116]

### Response:

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Building Cooperation Between Home and School	Support Staff (HS/L and Guidance)	Staff training helps foster positive relationships	Ongoing	Staff Response; Climate Survey

			between school and home.		(parents) and Agendas
2	Effective Parent Communication	Support staff	A wider variety of communication options will be utilized to bridge the gap between school and home.	Ongoing	Staff Response; Climate Survey (parents) and Agendas
3	Technology (Dojo, Remind, Websites, etc.)	Classroom Teachers	A wider variety of communication options will be utilized to bridge the gap between school and home.	Ongoing	Parent Response
4	Poverty Simulation/Empathy Training	All Staff	Helping staff understand the climate and culture of our students' home-lives.	August 2018	Staff Response; Agendas

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### 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]

#### Response:

Parent Resource Center with books and resources are available for check out. The school website provides other resources to help parents work with and support their child(ren) at home. Parent information nights and conference nights help ensure parents are aware of their child's educational path. STEAM nights connect parents and families with the school and other resources in the community. Translated flyers and Connect Ed calls are made in the native language to encourage participation in all activities.

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### Communication

Describe how the school will provide the following to parents and families of participating children:

- 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 proficiency levels students are expected to obtain;
- If requested by parents/families, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and

- If the schoolwide program plan is not satisfactory to the parents/families of participating children, the school will include submit the parents/families' comments with the plan that will be made available to the local education agency.

[ESEA Section 1116]

**Response:** Timely information about the Title I programs [Section 1118(c)(4)(A)]; Annual meeting will occur in the Fall of 2018 to inform parents of the Title One Program at Wilkinson Elementary School. All current and new families receive a Title I brochure explaining Title One; Information/links to Website, Parent Information and their "Right to Know", Parent Literacy nights, monthly newsletter. Title One information is translated into native languages of families. Translators are available at parent night activities.

All teachers are required to contact parents during the first two weeks of school to introduce themselves to the families. All teachers are required to hold a Parent Night informing them of the class and grade level expectations by the third week of school. All teachers are required to hold mid-year parent/teacher/student conferences to discuss the child's academic achievements and goals. Staff arrange for interpreters, as needed. Conferences take place before and after school and during teacher planning time on campus. Phone conferences are mandated if meeting cannot be accomplished. Social worker makes a home visit if teachers were not successful in communicating with parents.

The School Improvement Plan will be developed and approved at September SAC meeting. School Choice information will be provided during December's SAC meeting. STEAM Family Engagement Nights will be provided to students and parents throughout the 2018-2019 school year. Furthermore, SAC will include parents in the decision making process involving educational issues at the school.

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## Accessibility

1. Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families (including parents/families with limited English proficiency, disabilities, and migratory children).

**Response:** Information will be displayed on our website, communicated through the school newsletter, flyers, Blackboard Connect (texts, emails, district app and voicemail). The marquee is updated regularly and information is shared through classroom newsletters and teacher websites.

2. Describe how the school plans to share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent feasible, in a language parents/families can understand.

**Response:** The school will communicate effectively with all parents by translating important school information to parents in English and Spanish. During important school functions translators will be available to assist parents.

**Discretionary Activities** (optional)

Describe any activities that are not required, but will be paid for through Title I, Part A funding, such as home visits, transportation for meetings, activities related to parent/family engagement, etc.

**Response:**

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	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 Information Nights	Support Staff and Reading Recovery Teachers	Increases literacy skills of parents and students	2018 – 19 school year
2	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)];	SAC, Parent Boosters, Home Visits, Family Events	Administration and Staff	Increased parental involvement will enhance student achievement in all academic areas and attendance	2018-2019 school year
3	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	STEAM Family Engagement Nights	Administration, Volunteer Coordinator and Staff	Increased parental involvement will enhance student achievement in all academic areas and attendance	2018-2019 school year



4	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Rockin' Readers and TEAM UP! Reading Program	Volunteer Coordinator; TEE Starfish Coordinator and other Faith-based partners	Increased reading tutorial time to be provided to targeted students	2018-2019 school year
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## Barriers

1. Describe any barriers that hindered participation by parents during the previous school year.

**Response:** Language barriers exist at some events for families who do not speak English. Working parents are unable to get to school regularly for evening programs. Evening events often make feeding a family difficult. Notification needs to be multi-faceted in order to remind families of events/opportunities.

2. Describe the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children).

**Response:** Materials will be translated for ESOL families. Interpreters will be provided for conferences and parent meetings. Spacing programs throughout the year and at varied times, allow more families to participate. Food is provided by a business partner for all family engagement events free of charge to encourage more participation. Additionally, classes are being offered in the morning after drop-off to encourage parents to stay for learning.

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## Best Practices

Describe the parent and family engagement 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.

### Response:

STEAM Family Engagement Nights drew more than 100 students and their families on average per night. The provision of a meal by a community partner and the nature of the learning for families made this an effective Family Engagement program.

**PLEASE NOTE THE FOLLOWING DOCUMENTS ARE TO BE UPLOADED**

Note: As a component of the school-level parent and family engagement plan, each school shall jointly develop, with parents/families for all children served under this part, a parent-school compact that outlines how parents/families, the entire school staff, and students will share the responsibility for improved student academic achievement.

[ESEA Section 1116]

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**Upload Evidence of Input from Parents/Families**

Upload evidence of parent/family input in the development of the parent and family engagement plan. Include the meeting agenda, the meeting minutes and the sign-in sheet.

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**Upload Parent-School Compact**

Upload an electronic version of the Parent-School Compact for 2018-19.

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**Upload Evidence of Parent/Family Input in Development of Parent-School Compact**

Upload evidence of parent/family input in the development of the compact. Include the meeting agenda, the meeting minutes and the sign-in sheet.