## 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** | 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.**

**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 this 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.

**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:**

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| **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 STEM 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 workshop is 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. All 2020 offerings will have a College/Career and Life Readiness focus. |
| 7 | Parent Resource Center | Informational resources regarding education, behavior, community organizations and parenting information are updated regularly and available for parents. |
| 8 | 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. |

**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:**

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| **Count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Annual meeting to present parent information | Susan Nations | September 2019 | Attendance, Annual Title One Survey, Agenda, Sign In Sheets, and Connect Ed Calls School Newsletter |
| 2 | Develop invitations | Admin Assistant | August/Sept. 2019 | Website, Flyer print out and classroom websites/newsletters |
| 3 | Advertise | Admin Assistant | August/Sept.  2019 | Website, Phone messages, marquee, “remind app” |
| 4 | Develop Sign in Sheet | Admin Assistant | September 2019 | Sign in sheet ready |
| 5 | Maintain documentation | Admin Assistant | September 2019 | Parent sign in sheets and evaluations; Title I electronic Audit Box |
| 6 | Facebook Live | Susan Nations | September 2019 | The Title I Meeting will be filmed and posted on Facebook Live |

**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:**

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Science Parent Night | Science Teachers | Increase Student interest in science | October 2019 | Attendance /Student Feedback |
| 2 | ESOL Parent Cafés | ESOL Liaison and Team | Provide Reading/Math Strategies for ESOL parents | Bi-Monthly | Parent Survey |
| 3 | STEM Fair | Science Teachers | Increase student interest in science | November 2019 | Attendance and entries |
| 4 | Meet the Teacher | Teachers | Increase parent involvement | August 2019 | Sign in Sheets |
| 5 | STEAM Family Engagement | STEAM Integration Coach and Teachers | Provide strategies for parents to increase student achievement across content areas | January – May 2020 | Attendance/ Classroom performance and Evaluation forms |
| 6 | PBS Movie Nights | PBS Chairs and Committee | Families have the opportunity to connect with the school in a positive way | November 2019 & May 2020 | Parent feedback form and attendance |
| 7 | Fall Festival | Parent Boosters and Staff | Connecting families to school in a positive manner | October 2019 | Parent feedback |
| 8 | Winter Wonderland | Parent Boosters and Staff | Connecting families to school in a positive manner | December 2019 | Parent feedback |
| 9 | Uncommon Kids Saturday Fun Days | Uncommon Kids Staff | Connecting families to school and communities in a positive manner | Monthly (2nd Saturday) | Parent feedback |
| 10 | 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:**

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| **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 between school and home. | Ongoing | Staff Response; Climate Survey (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 | Social/Emotional Learning | All Staff | Helping staff understand the climate and culture of our students’ SEL | October 14, 2019 | Staff Response; Agendas |

**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. An increased presence on Social Media allows families to connect regularly with the school.

**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 2019 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 2019-2020 school year. Furthermore, SAC will include parents in the decision making process involving educational issues at the school.

**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. Additionally information is posted on Social Media.

1. 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:**

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| **count** | **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 [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 | 2019-20 school year |
| 2 | 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 | 2019-2020 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 | 2019-2020 school year |

**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.**

1. 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.**

**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]

**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.