



W.W. Irby Elementary School--- Title I, Part A Parent & Family Engagement Plan

2019-20

I, Tanya Floyd, 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 conduct outreach to all parents and family members and implements programs, activities, and procedures for the involvement of parents and family members in all of its Title I, Part A programs consistent with Section 1116 of the Every Students Succeeds Act (ESSA). Such programs activities and procedures shall be planned and implemented with meaningful consultation with parents of participating children. [ESSA Section 1118(a)]
- The school will work to ensure that the required school-level parent and family engagement policy is developed under subsection (b), each school served under this part will develop a Home-School Compact that outlines how parents, the entire staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. [ESSA Section 1116(d)]
- In carrying out the Title I, Part A parent and family engagement requirements to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language parents understand. [ESSA Section 1116(e)(f)]
- The school will involve parents and family members of children receiving services under this part in the decisions regarding how funds reserved are allotted for parental involvement activities. [ESSA Section 1116(3)]
- The school will be governed by the statutory definition of "parents and family engagement" as defined in ESSA Section 8101, and is expected that to carry out programs, activities, and procedures in accordance with this definition.
- The school will use funds reserved under this part to carry out activities and strategies consistent with the parent and family engagement policy as outlined in ESSA Section 1116(3).

Tanya Floyd

Signature of Principal or Designee

8-12-19

Date Signed

Parent & Family Engagement Mission Statement

Response: At W.W. Irby Elementary, today's learners will become tomorrow's leaders through a stimulating, child-centered environment. We value our partnership with parents in educating students and believe that parent and family engagement will increase student achievement.

Involvement of Parents

The school will involve parents in the planning, review, and improvement of Title I programs including parental involvement and in the decisions regarding how funds for parental involvement will be used by:

- Our school's SAC is involved in the development, implementation and evaluation of school-wide plans, such as the Irby's Title 1 School Improvement Plan and expenditures.
- The SAC is comprised, of, not only faculty and staff, but also community members and parent representatives who meet 4-5 times per year. All parents are invited to serve on the SAC through an invitation letter that is sent home. The invitation is also included in an Irby newsletter and Marque. A ballot is distributed to parents with the names of those wishing to serve on the committee. Ballots are then collected and members identified. Minutes are kept at each SAC meeting to document parent input and signatures document all those present. Minutes are shared with all committee members and then maintained to be shared with all interested parties.
- Our school sends out a "School Climate Survey" each spring in order to receive feedback and input from parents. The SAC will review the climate survey findings.
- Irby's PTA members review and provide input for the Title 1 Parent and Family Engagement programs, School-Parent Compact, and the use of expenditures.
- At each of the Title I sponsored Parent and Family Engagement workshops held each year, parents are asked to fill out a Parent Activity Evaluation Form, which includes feedback on its value and effectiveness. The feedback and any other parental input throughout the year are taken into consideration when planning school-wide programs, improving the Title 1 program, etc. for the following year.

Coordination and Integration

The school will coordinate and integrate the following Parent & Family Engagement programs and activities with other Federal Programs, to the extent feasible and appropriate, in an effort to teach parents how to help their children at home.

Count	Program	Coordination
1.	Head Start and Pre-K	Kindergarten Roundup event for parents, including parents of Head Start and Pre-K students. Leadership Team will coordinate the event. Principal, Assistant Principal, BRT, School Counselor, the Kindergarten Team Leader, School Nurse, School Resource Officer, PTA, and the Manager of Food Services will make presentations. The event is advertised through local media and fliers. The focus of Kindergarten Round-Up is to provide information to parents of pre-school children who will be entering public school for the first time. Information includes Health Department Services, EDEP and 21 st Century sign-up, PTA membership, and early academic skill materials for parents to use at home to help transition students to Kindergarten. ESOL translation, information and assessments are provided. Parents will schedule K Readiness screening.
2.	Head Start and Pre-K	All W.W. Irby Head Start and Pre-K parents are invited to the Open House and other appropriate parental involvement events (i.e. Donuts for Dads and Muffins for Mom).
3.	ESOL Parent Leadership Council Meeting (10 or more ELL students--Fall/Spring)	The Leadership Team, along with the ESOL/Immigrant Family Liaison Specialist will coordinate the ESOL Parent Leadership Council Meeting. Translation will be provided and information/materials shared on how parents can help their child in school and with reading comprehension.
4.	K-2 Literacy Parent Meetings ESOL/Immigrant Family Liaison Specialist	Title 1 Lead Teacher will coordinate with the ESOL/Immigrant Family Liaison Specialist. The ESOL/Immigrant Family Liaison Specialist will provide translation.
5.	McKinney-Vento	The School Counselor will provide support and resources for homeless families.

Annual Parent Meeting

The school will 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 (school-wide or targeted assistance), and the rights of parents through the following activities.

Count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	School will hold the Title 1 Annual Parent Meeting.	Principal, Title I Lead Teacher Title 1 Team	August- September	Parent Input Evaluations, sign-in sheets, agendas, Title 1 Annual Meeting PowerPoint handout (uploaded to Irby's website), and minutes from meetings.
2	Development of agenda for Annual Parent Meeting.	Principal, Title I Lead Teacher	August- September	Completed Agenda
3	Develop/plan materials (presentation, school/district handouts) for Annual Parent Meeting.	Principal, Title I Lead Teacher	August- September	Copies of presentation and all handouts (uploaded to Irby's website)
4	Send notices in school newsletter; send invitations via backpacks, alert parents of meeting.	Principal, Title I Lead Teacher	August- September	Photograph of marquee, copy of newsletters, and invitations

Flexible Parent Meetings

The school will offer flexible opportunities for parents and families to participate in organized and ongoing workshops and meetings by:

- W.W. Irby Elementary offers Parent and Family Engagement Meetings, Workshops, and Events at flexible times throughout the year:
 - Three grade -level specific (K-2nd) Parent and Family Engagement Literacy Workshops will be held at the beginning of the school day. Childcare will be provided. Workshop materials and individual trainings will be made available by appointment with the Title I Lead Teacher.
 - LITERACY Day (January) and STEAM Day (November) will be held during the school day.
 - The POP Open a Good Book Reading Picnic will be held afterschool on an early release Wednesday afternoon during the springtime.
 - The Meet the Teacher event will be held in the afternoon. The beginning of year Title 1 Annual Meeting, Open House, Family Math and Science Night, and Parent Conference Night will be held in the evening.
 - Close collaboration with the ESOL/Immigrant Family Liaison Specialist and the Multi-County Migrant Education Department for translations as needed.
- The Leadership Team and the classroom teacher on an as needed basis will conduct home-visits.
- The Parent and Family Engagement Resource Area will be available during the school day, as well as before and after school, and includes the Title 1 Parent and Family Engagement Resource Notebook, parent information and resources (books, pamphlets, and flyers), parent/child language, math, and science checkout activity backpacks, community information, and important school notices.

Building Capacity – Parent/Family Workshops

The school will implement the following activities as a means to build the capacity for strong parental and family engagement and to support a partnership among the school, families, and the community to improve student academic achievement.

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Open House (Back to School Night) P.F.E. Event	Principal, Assistant Principal, Leadership Team, Title I Lead Teacher, Faculty and Staff Resource Teachers	Improve the parents' knowledge of school and grade level rules, procedures, expectations, and curriculum. Provide parents with strategies to help improve academic success.	August- September	K-2 Grade-Level Agendas, Parent Sign-Ins, Sample copies of information, and/or materials distributed to parents Evaluations
2	ESOL Parent Leadership Council Meeting P.F.E. Event (10 or more ELL students—Fall/Spring)	Title I Lead Teacher, Principal, Assistant Principal, BRT, Media Specialist	Improve the ability of ESOL parents to work effectively with their children at home to raise achievement. Provide parents with pamphlets (Spanish, "Usted, Su Hijo (A) y La Lectura") on "How to Help Their Child in Reading", "Tips for Reading With Their Child", comprehension question prompts for fiction and non-fiction texts, and children's literature in native language. Provide parents information about the ESOL Reading Book Check-Out Closet and the Spanish Parent Resource Area Kits (located in the Media Center).	August- April	Agenda, Parent Sign-Ins, Evaluations, Sample copies of information and list of materials given to parents
4	Parent Workshop: "Kindergarten Literacy" P.F.E. Event	Title I Lead Teacher, Principal, Assistant Principal,	Improve the ability of parents to work effectively with their children at home to raise achievement.	September	Agenda, Parent Sign-Ins, Evaluations, Sample copies of information and list of materials given to parents
5	Parent Workshop: "1 st Grade Literacy" P.F.E. Event	Title I Lead Teacher, Principal, Assistant Principal,	Improve the ability of parents to work effectively with their children at home to raise achievement.	October	Agenda, Parent Sign-Ins, Evaluations, Sample copies of information and list of materials given to parents
6	"STEAM" DAY P.F.E. Event	Principal, Assistant Principal, Leadership Team, Title I Lead Teacher, Faculty and Staff Resource Teachers	Improve the ability of parents to work effectively with their children at home to raise achievement. Provide parents/children with ideas, activities, games, and websites.	November (National STEAM Month)	Agenda, Parent Sign-Ins, Evaluations, Sample copies of handouts given to parents
7	Parent Workshop: "2 nd Grade Literacy" P.F.E. Event /Transitioning into Third Grade (Third Grade Expectations and the new state adopted FSA Assessment)— in partnership with the Alachua Elementary including guest speakers (Alachua Elementary's Principal, BRT, a third grade teacher representative, and PTA President)	Title I Lead Teacher, Principal and Assistant Principal,	Improve the ability of parents to work effectively with their children at home to raise achievement.	January	Agenda, Parent Sign-Ins, Evaluations, Sample copies of information and list of materials given to parents
8	"LITERACY" DAY P.F.E. Event	Principal, Assistant Principal, Leadership Team, Title I Lead Teacher, Faculty and Staff Resource Teachers	Improve the ability of parents to work effectively with their children at home to raise achievement. Provide parents/children with ideas, activities, games, and websites.	January (National LITERACY Month)	Agenda, Parent Sign-Ins, Evaluations, Sample copies of handouts given to parents
9	Parent Conference Night P.F.E. Event (Disclaimer: Cancellation of activity may occur due to Storm Days, which equals loss of Teacher Compensatory Time for participating in the school-wide events.)	Title I Lead Teacher, Principal, Assistant Principal, BRT, School Counselor, K- 2 Grade-Level Teachers	Improve the parents' knowledge of their child's academic abilities and grade-level expectations. Provide parents with ideas, strategies, and support materials to help improve academic success.	December- January	Agenda, Parent-Sign-Ins, Parent Signature on the Irby Conference Form with reference to the Title 1 School-Parent Compact
10	"Irby's Family Math and Science Night" P.F.E. Event	Title I Lead Teacher, Principal, Assistant Principal, BRT, School Counselor	Improve the ability of parents to work effectively with their children at home to raise achievement. Provide parents/children with math strategies, games, and websites.	February/March	Agenda, Parent Sign-Ins, Evaluations, Sample copies of information and list of materials given to parents
11	"POP Open A Good Book" P.F.E. Event	Title I Lead Teacher, Principal, Assistant Principal, BRT, School Counselor	Improve the ability of parents to work effectively with their children at home to raise achievement. Provide parents/children with reading strategies and comprehension prompts to foster comprehension and supports the Florida State Standards.	April	Agenda, Parent Sign-Ins, Evaluations, Sample copies of information and list of materials given to parents

Staff Training

The school will provide the following professional development activities to educate the teachers and school staff in how to reach out to, communicate with, and work with parents and families as equal partners and in how to implement and coordinate family programs, and build relationships between families and the school.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Review of District and School-level Parent & Family Engagement Plans.	Title I Lead Teacher	A positive student impact will result from the staff's ability to effectively work with families.	August	Training agendas and sign-in sheets Training evaluations Parent Surveys
2	Review of Home-School Compact and School Improvement Plan.	Title I Lead Teacher and Principal	A positive student impact will result from the staff's ability to effectively communicate the academic expectation to families.	August	Training agendas and sign-in sheets Training evaluations Parent Surveys
3	Review topics and strategies for conferencing with parents.	Title I Lead Teacher	Increase the ability of Faculty and Staff to work with families in order to increase student achievement.	August- June	Team Leader Agenda, Sign-In Sheets, K-2 Team Meeting Minutes, Climate Survey Results Parent Involvement Tips and Handouts/Copies of Emails,
4.	Parent Involvement Refresher Tips and Strategies.	Title I Lead Teacher	Increase the ability of Faculty and Staff to work with families in order to increase student achievement.	August- June	Weekly Bulletin, "Parent Involvement Tips and Handouts/Copies of Emails

Other Activities

The school will conduct activities, make resources available to parents and families and provide encouragement and support to families so that they can more fully participate in the education of their children by:

- Maintaining a Parent & Family Resource Area consisting of information related to the school and Title I Program as well as academic resources available for home use.
- Making the Parents Make a Difference newsletter available through the school website, The Parent & Family Resource Notebook, and is hard copy upon request.
- Close collaboration with the ESOL/Immigrant Family Liaison Specialist and the Multi-County Migrant Education Department for translations as needed.
- Coordinate with the Parent Academy to provide support with Parent and Family Engagement Events.

Communication

The school will provide parents of participating children with:

Timely information about the Title I program and activities by;

- Conducting the Annual Meeting.
- Conducting the Open House Meeting
- Conducting Parent Conferences
- Conducting Parent and Family Engagement Events
- Dissemination of the Principal's Monthly Newsletter/School Calendar, school website, phone-home messages, emails, marquee, and flyers

Descriptions and explanations of the academic curriculum, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet through the following:

- Information shared at the Annual Meeting.
 - District Title 1 Parent and Family Engagement Plan
 - Title 1 School-wide Notification Letter
 - Title 1 Parent and Family Engagement Plan
 - Title 1 Parent's Rights Notification
 - Home-School Compact

- Information shared at Open House Meeting with a description and explanation of the following:
 - Grade-level rules/procedures, academic expectations, behavior expectations (PBIS), curriculum, assessments, and strategies to help insure academic success.
- Information shared during Parent-Teacher Conferences and RTI/EPT Meetings.
 - At all parent conferences the Title 1 Home-School Compact is reviewed with parents. Teachers discuss how the compact relates to the success of each individual child. This ensures a strong home-school connection and allow all stakeholders to have a voice. Parent Signature is required for documentation.
- Information shared by the school and teachers.
 - Principal's monthly newsletter and school-wide calendar, phone-home messages, school website, emails, marque, and flyers (available in Spanish to the extent practical).
 - Teachers communicate through weekly/monthly grade-level classroom newsletters, daily planners, notes, emails, and phone calls.
- Information shared using progress reports and report cards on a bi-quarterly and quarterly basis.

Opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children;

- Parent Conferences
- RTI/EPT Meetings
- School Advisory Council (SAC) and other school committees (PTA/ACCPTA) to help in the improvement, planning, and review of the Title 1 Home-School Compact, the Title 1 Parental Involvement Plan, the Title 1 program, and the School Improvement Plan.
- Title 1 Parent and Family Engagement Event Input Forms
- School Climate Survey

A means to document parent comments/concerns regarding the school wide program plan when it is not satisfactory to the parents of participating children. The school will include documentation of parent comments/concerns with the plan that will be made available to the local education agency by the following:

- Evidence of parental input, including evidence of dissatisfaction, will be submitted to the Title I office as part of the regular Parent & Family Engagement Plan review process.

Accessibility

The school will provide full opportunities for participation in parent & family engagement activities for all participants (including parents with limited English proficiency, disabilities, migratory, and homeless children) by:

- Utilizing quarterly Skyward reports as a means to identify families who may need accommodations in order to actively participate in school activities.
- Conduct ESOL Parent Leadership Council Meeting P.F.E. Event (10 or more ELL students—Fall/Spring).
- Close collaboration with the ESOL/Immigrant Family Liaison Specialist and the Multi-County Migrant Education Department for translations of Parent and Family Engagement Events.
- Provide school documents and parent information in various languages (as practicable).
- Provide parent conference translation (as practicable).
- Provide support and resources for homeless families.