

**Wilson Intermediate School
Parent and Family Engagement Plan
2018-2019**

The Mission of Wilson Intermediate School is based around three components: positive relationships, passion for learning, and a safe environment. We offer a program that focuses on the experiences that will provide a strong educational foundation for college and career readiness. We believe the total learning process is a parent-teacher-child responsibility.

PART I. SCHOOL PARENT INVOLVEMENT PLAN REQUIRED COMPONENTS

- A. Wilson Intermediate School will jointly develop/revise with parents the school parent involvement plan and distribute it to parents of participating children and make available the parent involvement plan to the local community.

Activity	Date Due	Contact person
Discuss and review plan during the Fall Title I meeting: Open House: Report to Public	September 2018	LaQuita Jones
Parent Involvement Meeting to review draft: Spring Meeting	May 2019	Tammy Golden

- B. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved;

Activity	Date Due	Contact person
Title I Meeting	September 2018	LaQuita Jones
Open House	August 16	LaQuita Jones
Meet Your Teacher/Orientation	August 16	

- C. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement;

Activity	Date Due	Contact person
Information Kits/Packets sent home with students or given to parents during open house	August 2	Sam Gregory
Written policies included in the student handbook	August 20	Homeroom Teachers
Information distributed during P/T conferences	October 22 February 15	Teachers
Follow up with parents who do not attend the conference	October 23 February 19	Teachers
We Love WIS/We Love EAST	February 2019	Tammy Golden

Night		
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D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under section 1112, schoolwide under section 1114 and the process of the school review and improvement under section 1116.

Activity	Date Due	Contact person
Spring and Fall Title I meeting	September 2018 May 2019	LaQuita Jones Tammy Golden
Open House/Orientation	September 12	LaQuita Jones
ASCIP Meetings	July 11, September 15	LaQuita Jones

E. Provide parents of participating children –

- a. timely information about programs under this part;
- b. a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
- c. 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, and respond to any such suggestions as soon as practically possible.

Activity	Date Due	Contact person
Open House/Orientation to discuss curriculum, parent involvement, expectations; AP parent night	August 16	LaQuita Jones
Newsletters to parents about curriculum and school activities	Weekly Quarterly	Sam Gregroy Central Office
Parent Information/Family packets distributed (contains contact information, web page addresses, tips on how to be involved in your child's education, curriculum information)	August 2	Sam Gregory
Volunteer surveys sent to parents	September 6	LaQuita Jones
Parent Teacher Conferences (curriculum, student progress, student proficiency levels. Academic assessments)	October 22 February 15	Teachers

Teacher Planning time available for parent conferences to discuss concerns	Daily	Teachers
District policy in place for a process to address concerns	August 20	Lillian Harper

F. If the schoolwide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.

Activity	Date Due	Contact person
Final plan posted to the public on the district website and available for parent comments	August 20	Lillian Harper

G. Wilson Intermediate School will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in Minnesota (i.e., Minnesota Parent Center, Bloomington, MN).

Activity	Date Due	Contact person
Parent Information Packets	August 2	Sam Gregory
Access to Website from school computers (ADE)	August 20	Steve LaVergne
Newsletters	Weekly Quarterly	Sam Gregory Central Office

PART II REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

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

- Conduct a parent/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child's achievement;
- Provide frequent reports to parents on their children's progress; and
- Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.

Activity	Date Due	Contact person
Parent teacher conferences held twice a year	October 22 February 15	Teachers
Sign in sheets on file		Sam Gregory
School Compact signed	August 20	Sam Gregory
School parent compact available in handbook	August 20	Sam Gregory
4 ½ week progress reports	September November February April	Sam Gregory Teachers
Teacher contact info is published in Parent Informational Packets	August 2	Sam Gregory
Chaperone field trips	Varies through the school year	Teachers Parents
Coach WIS sport	August 23 November 8	LaQuita Jones
Spring Social Parent Meeting	February	TBA
Community Thanksgiving Lunch	November	Tammy Golden
School Wide Student/parent survey	May	Central Office
We Love WIS/We Love EAST Night	February	Tammy Golden

BUILDING CAPACITY REQUIREMENTS FOR INVOLVEMENT

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under this part –

- a. Shall provide assistance to the parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the State’s academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of this part, and how to monitor a child’s progress and work with educators to improve the achievement of their children;

Activity	Date Due	Contact person
Curriculum Information sent home in Family Information Packets	August 20	Sam Gregory
Parent Center	August 20	Tammy Golden
District Parent Center located at Malvern Elementary School	August 20	Phyllis Murdock
4 ½ week progress reports	September November February April	Sam Gregory Teachers
Home Access Center	August 20	Steve LaVergne
Parent Teacher Conferences	October 22 February 15	Teachers

Agenda Folders	Daily	Teachers
Newsletters	Weekly Quarterly	Sam Gregory Central Office

b. Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;

Activity	Date Due	Contact person
Title I meetings Open House Orientation	September 2018	LaQuita Jones

c. Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;

Activity	Date Due	Contact person
Parent Involvement Training of staff	August 14	District Administrators
Agenda Folders	August 20	Homeroom Teachers
Email	August 20	Steve LaVergne

d. Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children;

Activity	Date Due	Contact person
Parent Resource Center	August 20	Tammy Golden
Agenda Folders	August 20	Homeroom Teachers

e. Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language parents can understand;

Activity	Date Due	Contact person
Notices regarding specific events sent home	As needed	Sam Gregory Teachers
Newsletters	As needed	Sam Gregory Teachers
Email	As needed	Teachers
Alert Now	As needed	Administrators

Facebook	As needed	Administrators

f. Shall provide such other reasonable support for parental involvement activities under this as parents may request.

Activity	Date Due	Contact person
Home Access Center	August 20	Michael Bane
Volunteer Activities	August 20	Secretaries

g. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;

h. May provide necessary literacy training from funds received under this part if the district has exhausted all other reasonably available sources of funding for such training;

i. May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;

j. May train parents to enhance the involvement of other parents;

k. May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;

l. May adopt and implement model approaches to improving parental involvement;

m. May establish a district parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section;

n. May develop appropriate roles for community-based organizations and businesses in parent involvement activities; and

PART III ACCESSIBILITY REQUIREMENTS

In carrying out the parental involvement requirements of this part, districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents can understand.

Activity	Date Due	Contact person
Home Language Survey	August 20	Tammy Golden
Parent notification letter for ESL services	September 28	Tammy Golden
ELPA21 Note	March	Tammy Golden

PART IV ADOPTION

This Wilson Intermediate School Parental Involvement Plan has been developed jointly with, and agreed on with, parents of children participating in Title I program, as evidenced by meeting minutes.

The Parent Involvement Plan was developed by Wilson Intermediate on 8/6/2015 and will be in effect for the period of school year. The school will distribute this Parent Involvement Plan to all parents of participating Title I children and make it available to the community on or before 8/17/15.

(Signature of Title I Authorized Representative)

(Date)

The following people were involved with the development of this document:

Tammy Golden-Parent Facilitator

LaQuita Jones-Principal

Lillian Harper-Assistant Superintendent

Vanessa Acord-Parent

Talesha Brim-Parent