

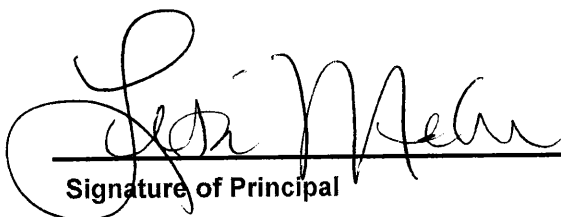
# Title I, Part A Parent and Family Engagement Plan 2022-2023

## Woodville School

I, Dr. Lisa Mehr, 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 Section 8101, ESEA; as amended by ESSA.
- Involve 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 the school parent and family engagement plan, distribute it to parents of participating children, and make available the parent involvement plan to the local community.
- Involve parents and family members in an organized, ongoing, and timely way, in the planning and review, of the school parent and family engagement plan.
- Use the findings of the parent and family engagement policy to review and design strategies for more effective family engagement, and to revise, if necessary, the school's parent and family engagement plan.
- If the plan for Title I, Part A, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan to the local educational agency.
- Provide to each parent an individualized student report about the performance of their child (ren) on the state assessment in ELA, Math and Science.
- Provide each parent timely notice when their child has been assigned or been taught for (4) four or more consecutive weeks by a teacher who has not completed the criteria for state certification.
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.



Signature of Principal

4/19/22  
Date Signed

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## Mission Statement

Parent and Family Engagement: Mission Statement

Response:

Woodville PreK-8 School strives to have parents, guardians, and whole families involved in all aspects of our students' education. We seek a partnership with our families, community and stakeholders as we work to provide a nurturing environment where all students can achieve academic, social-emotional, and personal success.

## Engagement 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 parent and family engagement will be used [Sections 1116].

**Response:**

- All parents shall be invited and encouraged to attend: Quarterly SAC and Monthly PTO Meetings.
- Parent Representatives will be asked to attend parent involvement district trainings and committee meetings as well as monthly TAC and DAC meetings.
- The school will provide information and explain to parents the requirements of Title I and parents' rights through: Parent Right to Know letters sent home and available in the parent resource space, School and Title 1 Newsletters, ListServ emails, teacher Remind messages, the school's website, the school's marquee and student flyers.
- The school will seek parent feedback through: conferences, surveys (both electronic and paper form), and meeting forums.
- The school's Professional Learning Committees and teacher teams will also include parent feedback in their plans for literacy nights and other events.

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## Coordination and Integration

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, 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 1116].

Program	Coordination
Kindergarten and Schoolwide Orientation	Orientation acclimates parents to the school community. It provides parents with information about being a Title I School and the grant, parent involvement opportunities, as well as information regarding strategies for the academic success of students.

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Open House	Open House provides parents an opportunity to meet with teachers and become familiar with the structure of the school day. Parents receive grade level expectations and requirements this night as well. Teachers present strategies to enable parents to help their students have a successful school year. We also use this time to ensure that parents know how to access student information on FOCUS and classlinks.
Annual Meeting	This time gives parents opportunities to learn about Title I and ways to become more involved in the school community/decisions.
Problem Solving Team Meetings	The Problem Solving Team meets with parents/guardians to create an individualized plan for the success of student's academic, behavioral, and/or social emotional progression.
Title II	Used to support teachers, administration, and other school leaders in their work to improve the overall quality of instruction and ensure opportunity for professional development.
Parent/Teacher Conferences	Teachers meet with parents to discuss student progress and mastery of standards on assessments, as well as student behaviors and interests.
Parent Workshops	Various parent workshops will focus on academic content and work study skills to provide parents with strategies to improve their student's academic, behavioral, and social emotional progress. These events will help parents to engage their students in literacy practices and help the families form connections with each other and the Woodville Community. These events will also focus on trying to keep students engaged during breaks and to close learning gaps when school is out.
Success Celebrations	Various celebrations, performances, and award ceremonies will provide parents and teachers the opportunity to share in promoting student achievements, both for academics and social emotional progress.
Title 1	Funds will be used to hold parent workshops and to train parents and teachers on strategies that will support student achievement.
Family Appreciation Events	Throughout the school year, teachers and staff will show their appreciation for the input and work of our volunteers and families. These times will also be used to build relationships and educate families and stakeholders on important topics.

### 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 (school-wide or targeted assistance), Adequate 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 1116].

Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
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Develop agenda, handouts and presentation materials that address the required components.	Administration	August/September	Copies of Agenda and Handouts.
Publicize Event.	Administration	August/September	Listserv, Website, Social Media, and Handouts.
Develop Sign-in sheets.	Administration	August/September	Copies of the sign-in.
Maintain Documentation.	Administration	August/September	Title 1 files with Title 1 Coordinator, Sharepoint Site.

### Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and how will the school provide with Title I funds, transportation, childcare, or home visits, as such services related to parent and family engagement [Section 1116].

#### Response:

Meetings will be advertised and posted on the school's marquee, homepage, social media, and sent out via ListServ and Remind in advance to encourage parent involvement. In addition, school newsletters/calendars will convey important dates and times for parent meetings. Events will also be advertised on paper in the front office and with invitations sent home prior to the day/night. We will hold activities at different times during the day and school year in an effort to accommodate parents and community members, including virtual meetings/events when appropriate. We will also request input from parents on alternative times and/or locations for meetings and programs. The school strives to make these events family friendly so that parents do not need alternative childcare.

### Building Capacity

Describe how the school will implement activities that will build the capacity for strong parent/family involvement, in order to ensure effective involvement of parents and to support a partnership among the school, and the community to improve student academic achievement. 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. Include information on how the school will provide other reasonable support for parent/family engagement activities under [ESEA Section 1116].

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Title 1 Information/ Right to Know	Administration	Parents will be aware of the opportunities available to assist their student(s) at home and at school.	August/ September 2021	Annual Meeting Sign-in Sheets, Agendas/Documentation of Right to Know letters

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Curriculum/ Florida Standards/ Grade Level Expectations	Administration/ Teachers	Parents will be familiar with promotion requirements and standards to be covered each year.	August 2021 and yearlong	Open House Sign-in Sheets and Parent Conference documentation.
Family Events	Teacher PLC's	Parents will gain knowledge of academic expectations as well as strategies for helping their student(s) at home towards their academic and social and emotional success.	1 <sup>st</sup> and 2 <sup>nd</sup> Semesters 2021-2022	Agendas, Flyers and Sign-in Sheets
Parent Specific Literature/Parent Resource Space	Administration/ Parent Involvement Coordinator	Provides parents with tips related to parenting and strategies to improve students' academic and social emotional progress.	Yearlong	Newsletter, Flyers, Listserv, Climate Survey

### Staff Training

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 parent/families, in the value and utility of contribution of parents/families. Describe how the school will reach out, communicate with and work with parents/families as equal partners. As well as implementing and coordinating parent/family programs, and in building ties between parents/families and the school. [ESEA Section 1116].

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Volunteer/ Mentor Training	Administration/ Office Staff	Volunteers and mentors will be able to assist teachers more effectively in the classroom.	Yearlong	Increase in number of volunteer/mentor hours and partners.
School Problem Solving Team	Referral Coordinator	Analyzes data and determines proper placement for students in order to improve student achievement.	Yearlong (Weekly)	Student specific data
Faculty Meetings/ Progress Monitoring Meetings	Administration	Provides professional developments for teachers as it relates to students and families on the topics of students achievement, whole child development, safety, effective forms of communication, communicating behavior information with parents, and on sharing district requirements with parents.	Yearlong (monthly)	School Climate Survey, Student Data

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SAC Meetings	SAC Chairman	All stakeholders are involved in joint decision making to ensure improvement of student achievement.	Quarterly	Agendas, Sign-in Sheets, Digital Surveys
Faculty Book Study and Professional Development (Workday Wednesday)	Administration/ Reading Coach	Provides ongoing professional development for teachers through a staff book study, as well as standards based lesson planning, curriculum and classroom engagement.	Yearlong (monthly)	Agendas, presentations, exit tickets, surveys
Professional Learning Communities	PLC Chairpeople	Provides training specific on topics including parental involvement and how to communicate critical information with families and stakeholders.	Yearlong	Parent Surveys, Agendas, Minute Meetings

### 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 [ESEA Section 1116].

#### Response:

We will work to provide a parent resource space with relevant literature and a computer when needed so that parents can have access to relevant websites and programs. We will also send home newsletters by mail and electronic memos and social media posts that highlight important school information. Parents are solicited to participate as partners, mentors and volunteers. They are also encouraged to actively participate in field trips, Fun Runs, Field Day, Parent Conferences, PTO and SAC meetings, and other school events.

### Communication

Describe how the school will provide the following under [ESEA Section 1116].

- Provide a description of how parents/families will be given timely information about the Title I programs.
- Describe and explain the curriculum at the school, the forms of academic assessment used to measure student progress and the achievement level standards the students will obtain.
- If requested by parents, how will the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
- Methods the school will use to submit parents/families comments if the school-wide program plan is not satisfactory to the parents of participating children, that will be made available to the local education agency [ESEA Section 1116].

#### Response:

Parents will be given information about Title 1 and how the program is utilized at the school during beginning of the year meetings such as Orientation, Open House and SAC. Also, Administration will send home Right to Know letters and Parent Compacts at the start of the school year to make parents aware. Title 1 information will also be shared through the listserv, flyers, newsletters, and on the school website.

Parents will learn about the curriculum (SAVVAS will be one of the curriculum used in ELA for the 2022-2023 school year and for Math instruction we will utilize at least GoMath and

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iReady) used at the school and in the district as well as how students will be assessed in order to measure student mastery through several avenues. Also, the school will assess student progress on grade-level mastery by utilizing both the curriculum assessments and the district's progress monitoring. Parents will be invited to SAC meetings, attend parent meetings, parent teacher conferences and meetings with our Problem Solving Team. Parents will also receive information from teachers through the use of agenda books, the remind app, class dojo, and other forms of communication.

Parents are encouraged to actively participate and/or have representation in the PTO, SAC, TAC, and DAC meetings. This gives them the opportunity to have input on the Parent and Family Engagement Plan and School Improvement Plan. Parents are also asked for their input through surveys presented in multiple medias throughout the year.

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### Accessibility

Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families and how the school plans to share information related to school and parent/family programs, meetings, school reports and other activities in an understandable, uniform format and in languages that the parents/families can understand.

#### Response:

School will provide translations as needed for parents who have limited English proficiency. We can offer translations by school and district personnel or by software. We will also hold meetings at various hours and sometimes virtually to accommodate a multitude of work schedules and strive to make events family friendly so that parents rarely have to find other childcare.

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### Discretionary Activities (Optional)

Activities that are not required, but will be paid for through Title I, Part A funding (for example: home visits, transportation for meetings, activities related to parent/family engagement, etc.)

Activity	Description of Implementation Strategy	Person Responsible	Impact on Student Achievement	Timeline
Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];	Professional development will be aligned with school improvement plan	Administration/ SAC Chairman	Professional development is based on specific teacher need(s) as identified on DPPs or SLOs as they relate to the SIP	Yearlong
Providing necessary literacy training for parents from Title I, Part A funds, if the LEA	To provide literacy training for parents as needed	Parent Involvement PLC Chairperson/ Reading Coach	This will enable parents to assist students with their school work and provides learning opportunities for parents	Yearlong

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has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)];				
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)];	Will schedule parent meetings/ conferences at the convenience of the parent.	Administration/ Teachers	Providing multiple opportunities and a variety of times for parent involvement reduces the barriers for parents to attend school based activities. Also incorporate the use of technology such as TEAMS and Zoom to include families digitally.	Yearlong
Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Outreach to community businesses through Business Partners program, Mentor and Volunteer Programs	Administration/ PTO/ SAC/ Parent Involvement PLC Chairperson	Forges relationships between local community businesses and the school community	Yearlong

### 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 1116].



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Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
Language Barriers	Notices and letters translated into other languages. Translators provided.
Communication Barriers- Lack of information about involvement opportunities	Use multiple forms of communication when trying to reach parents. (Phone numbers are often unreliable.) School will utilize: Class Dojo, Remind App, Email, Listserv, Facebook, Instagram, Printed letter and flyers, School Marquis, Social Media, and Postings around the community.
Parent Availability Barriers- Busy schedules and COVID	Offer meetings at varied times during the day and throughout the year. Also incorporate the use of technology such as TEAMS and Zoom to include families digitally.
Participation of Middle School Parents Barriers	Vary the topics of parent meetings to include high-interest subjects that attract these students.

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## Evaluation of the Previous Year's Parental Involvement Plan

### Building Capacity Summary

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 1116]. Include participation data on the Title I annual meeting.

Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
Open House (Annual Meeting)	1	79	Parents meet teachers and become orientated with the school and title 1 programs. Also parents gain knowledge about academic and behavior expectations.
Grandparents Sip and Shop	1	97	Increase literacy and text rich environments at students' homes. Also to give parents strategies and questions to ask while reading with children at home.
STEAM Night	1	--	To develop student skills through scientific inquiry, critical thinking, and problem solving. Provide students and families a chance to explore and investigate through a discovery learning activity.
Parent Appreciation (Donuts for Grownups)	1	--	Build relationships with our students and families.
Summer Challenge Drive Thru	1	438 Students and their families	Increase literacy and math fluency practice at our students' homes. Also to give families materials and strategies to practice over the summer to fight against the loss of progress.

Provide a description of 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)? [Section 1116].

#### Response:

The school is committed to exhausting all forms of communication to reach our families including but not limited to: phone calls, Class Dojo, Remind App, Email, Listserv, Facebook, Instagram, Printed letter and flyers, School Marquis, Social Media, and Postings around the community. We will also utilize translators and translation software to reach our families with limited English proficiency. When needed, the school will conduct home visits with school administration, social worker, and other school personnel to help support families. In addition to this, the school will offer meetings at varied times during the day and throughout the year. We will also work to incorporate the use of technology such as TEAMS and Zoom to include families digitally.

### Staff Training Summary

## Title I, Part A Parent and Family Engagement Plan 2022-2023

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 1116 (e)(3)].

Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
Faculty Meetings	Monthly	46	Provides on going leadership and professional development for teachers as it relates to student achievement, parent communication and involvement, and school safety. Also included staff book study.
SAC Meetings: Relevant School Based Decisions	Quarterly	15-25	All stakeholders are involved in joint decision making to ensure improvement of student achievement.
Professional Learning Communities	Monthly	46	Provides ongoing professional development and training. PLC's also plan events and celebrations with students and families.
Professional Development (Workday Wednesday)	Weekly	25	Provides ongoing professional development for teachers, as well as standards based lesson planning, curriculum instruction, best practices in instruction, and classroom engagement.

### Evidence of Input from Parents/Family Members

Evidence of parent input in the development of the plan. (SAC agenda, sign in sheets, minutes and related documents with parent input).

Upload to Sharepoint

### Parent-School Compact

Note: As a component of the school-level parent and family engagement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1116(d)].

Upload to Sharepoint.

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### Evidence of Parents/Family Members in Development of Parent-School Compact

Note: As a component of the school-level parent and family engagement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1116(d)].

# **Title I, Part A Parent and Family Engagement Plan 2022-2023**

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