

WES Family/Community Engagement Plan

Family/Community Engagement Coordinators

Their responsibilities are to provide activities that promote parent involvement. Such activities may include, but are not limited to, the following:

- Workshops dealing with parent issues
- Family Reading Nights

Under the Federal Projects Director, with the assistance of the Family/Community Engagement Coordinators, the school system shall plan, design, and implement the Title I program which includes the following:

- Parent input into the planning, design and implementation of the Title I program;
- Meaningful consultation of parents in planning, design and implementation of the Title I program;
- Activities and procedures for the involvement of parents that are of sufficient size, scope and quality to give reasonable promise of substantial progress toward achieving the required goals.
- Parent Involvement plan will be distributed to parents as well as on the website.

To ensure that parents have an adequate opportunity to participate in the planning, designing, and implementing of the Title I program, the Whitwell Elementary shall:

1. Convene an annual meeting, to which all parents are invited and encouraged to attend, to inform parents about Title I.
 - In the fall, all parents will be invited to attend the annual meeting which will be planned in conjunction with Parent Orientation.
2. Offer a flexible number of meetings.
 - Advisory meeting
 - The parents will be surveyed on the most convenient time and day of the week. The results of the survey will be used in the planning of parent meetings and workshops
 - Meetings will be held at different times of the day to address parent availability.
3. Involve parents in an organized, ongoing and timely way in the planning and improvement of the Title I program and school level parent involvement plan.
 - Parents will be asked to evaluate Title I activities.
 - Parents will be part of the TSIPP Subcommittees.
 - Parent will be part of the SACS Committee.
 - Parents will be part of the Advisory Committee.
 - Parents will be surveyed in the fall to give input into the year's activities.
 - Parents will evaluate the program in the spring.
 - At the conclusion of each workshop, parents will be given the opportunity to evaluate the workshop and make comments for improvement.
 - A Home/School compact will be developed jointly with parents.

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4. Provide parents with:

Timely information about the program:

- Flyers will be sent home informing parents of all the parent involvement activities.
- School Messenger will call parents to inform them of all the parent involvement activities.
- Newsletters will be sent home every month with parenting tips which will include Title I information.
- Parents can register for Title I parenting information and updates which will be mailed each nine weeks.
- At the beginning of the year, Title I information will be sent home with each student in the handbook.
- Parent comments will be submitted with the school plan to the State Department of Education.

School Performance:

- The school performance will be included in the WES news calendar and posted on the website.
- This will also be discussed at parent advisory meetings.
- Open House will be held to inform parents about school procedures, curriculum, achievement test results, and proficiency levels students are expected to meet.

Individual Assessment:

- Terra Nova/TCAP scores will be sent home as soon as they are available.
- State provides parents with a flyer that explains Terra Nova/TCAP scores
- County assessment scores for kindergarten and first grade will be sent home as soon as they are available.
- Report cards will be sent home at the end of every nine-week period.
- Accelerated Reader reports will be sent home each nine-week period for the first, second, third and fourth grades.
- State standards will be posted on the website

Opportunities for regular meetings to make suggestions, share experiences, and participate in decisions relating to the education of their children.

- Regular opportunities for parents to participate in parent involvement activities will be offered.

Timely responses to parents' suggestions:

- WES will respond in a timely manner to parent questions and concerns.
- Fall and spring parent advisory meetings will be held.

5. Provide parent-teacher conferences at the elementary schools, at least annually during which the compact is discussed as it relates to the individual child's performance.

- Parent-teacher conferences are held two times a year.
- Parent conferences are welcome at any time during the school year with an appointment.
- Teachers are willing to conference with a parent on his/her planning time or by appointment.

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6. Provide frequent reports to parents on their child's progress.
 - Terra Nova/TCAP scores will be sent home as soon as they are available.
 - State provides parents with a flyer that explains Terra Nova/TCAP scores.
 - County assessment scores for kindergarten and first grade will be sent home as soon as they are available.
 - Progress Reports will be sent home mid-way through each nine-week period.
 - Report cards will be sent home at the end of every nine-week period.
 - Accelerated Reader reports will be sent home each nine-week period for the first, second, third and fourth grades.
 - State standards will be posted on the county website
7. Provide to parents reasonable access to staff and opportunities to volunteer and participate in their child's class and to observe other classroom activities.
 - Parents are encouraged to participate in the WES volunteer program.
 - The school phone number will be available in the school handbook.
 - Parents will be informed of the school's policy and procedures concerning classroom observation.
 - Provide other reasonable support for parental involvement activities as parents may request.
8. Provide to parents, who so desire, assistance in understanding such areas as, National Education Goals, state content standards, state and local assessments, and how to monitor a child's progress.
 - A copy of each class curriculum will be sent home in the school handbook.
 - Website information will be sent home in the school newsletter as a source of assistance.
 - If desired, opportunities will be available on interpreting test data.
 - A description of our curriculum may be found on the county website.
 - A grading scale may be found on each report card.
9. Provide help to parents in working with educators to improve the performance of their children.
 - Various workshops will be offered through the school-based Family/Community Engagement Coordinator.
 - The school-based Family/Community Engagement coordinator listing community opportunities will send information home.
 - Transitional information will be distributed to parents for students entering kindergarten and fifth grade.
 - Pre-K workshop will be offered in the spring for parents who enroll in our Pre-K program.
10. Provide help to parents in learning how to participate in decisions relating to the education of their children.
 - Discuss parents' rights to be involved at the Title I annual meeting.
 - Discuss programs offered by Title I at the annual meeting.

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11. Provide materials and training for parents.
 - Parents will be offered workshops and materials through the Title I school-based parent coordinator.
 - The school-based parent coordinator will meet with the principal to decide what workshops will be offered based on test scores.
 - A survey of the workshops will be sent to parents.
 - Parents will be given information about the Adult Basic Education in Marion County.
12. Coordinate and integrate parent involvement programs and activities with Head Start.
 - The school will work with the Title I school-based Family/Community Engagement coordinator with Head Start and the other preschool programs in the area.
13. Develop appropriate roles and encourage the formation of partnership for the local businesses and schools.
 - WES will continue to develop relationships with community organizations and businesses in support of the school.
14. Conduct other activities, as appropriate and feasible, such as parent resource centers and opportunities for parents to learn about child development and child rearing issues, which are designed to help parents become full partners in the education of their children.
 - Provide resources through the Title I Family/Community Engagement Coordinator.
15. Ensure, to the extent possible, that information to school and parent programs, meetings, and other activities is sent in a language parents can understand.
 - WES will continue to provide foreign translations, where needed, of all information going home to parents.
 - WES will, to the extent possible, provide opportunities for parents with disabilities.
 - The school will work with the ESL Coordinator as needed.
16. The school will work with the LEA to ensure requirements are met for homeless students and that homeless students receive the educational services to which they are entitled:
 - The principal and staff will work with the district's Homeless Liaison to identify homeless students.
 - The school will adhere to the Marion County Schools' policy on homeless students.
17. The school will work with LEA to ensure the requirements are met for migrant students and the migrant students receive the educational services to which they are entitled:
 - The principal and staff will work with the district's Migrant Liaison to identify migrant students.
 - The school will adhere to the Marion County Schools' policy on migrant students.
18. Educate teachers and all other staff to communicate with parents as equal partners and build ties between parents and the school.