

W. W. Irby Elementary School

EST. 1992



HOME OF THE EAGLES



13505 NW 140th St, Alachua, FL 32615
(386) 462-5002

Title I, Part A Parent & Family Engagement Plan

Parent & Family Engagement Mission Statement

At W.W. Irby Elementary, today's learners will become tomorrow's leaders through a rigorous, stimulating, child-centered environment. We value our partnership with parents and families and are committed to collaboration to increase student achievement.

Engagement of Families

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:

- Parents will be given the opportunity to provide input at the Title I Annual meeting, held in the evening.
- Parents will be invited to participate in the planning and organizing of all Title I programs and understand what it means for them.
- Surveys, parent meetings, school correspondence, and other activities will be used to solicit input from parents regarding the implementation of the Title I program.
- A school's School Advisory Council and PTA is involved in the development, implementation, and evaluation of school-wide plans, such as the Title 1 Comprehensive Needs Assessment (CNA), School Improvement Plan (SIP), and expenditures.
- The school sends out a "School Climate Survey" each spring to receive feedback and input from parents.
- At each Title I-sponsored Parent and Family Engagement meeting and/or event held each year, parents and families are asked to fill out an evaluation form (English/Spanish) which includes input and feedback on its value and effectiveness. The input and feedback received throughout the year have been considered when planning school-wide programs and improving the Title 1 program.

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	Early Childhood Education and Pre-K	Kindergarten Round-up is an event for parents of Early Childhood Education and Pre-K students. The event is advertised through local media, district, and school-wide Parent April Newsletter, including the school marquee and community-wide posters. Kindergarten Round-up focuses on providing information to children of Early Childhood Education and Pre-Kindergarten parents who will be entering public Kindergarten for the first time. Information includes EDEP sign-up, PTA membership, and early academic Kindergarten Readiness skill materials for parents to use at home to help transition students to Kindergarten, purchased by District Title 1 fund. Close coordination with the ESOL/Immigrant Liaison Specialist will provide translation, information, and assessments as needed. Parents will schedule Kindergarten Readiness Screenings with the school.
2	Early Childhood Education and Pre-K	All Early Childhood Education and Pre-Kindergarten parents are invited to the Title 1 Annual Meeting, Open House, and other appropriate school-wide Parent & Family Engagement meetings/events.
3	Title 1 Parent and Family Engagement Events coordination with the support of the ESOL/Immigrant Family Federal Program.	Title 1 Lead Teacher/IIC will cross-coordinate with the ESOL/Immigrant Family Liaison Specialist to translate language and/or documents for Parent and Family Engagement events and/or parent meetings (to the extent possible).
4	McKinney-Vento	The School Counselor and District McKinney-Vento Contact will provide support and resources for homeless families. Quarterly Homeless Student reports will be uploaded to the Title 1 Crate digital filing system.

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 Annual Parent Meeting in September	Principal, Assistant Principal, Instructional Intervention Coach, Title I Lead Teacher, & Title 1 Team	September	Parent Input Evaluations, sign-in sheets, agendas, PowerPoint handout, and minutes from meetings.
2	Development of agenda for Annual Parent Meeting.	Principal, Assistant Principal, Instructional Intervention Coach, Title I Lead Teacher, & Title 1 Team	August-September	Copy Completed Agenda
3	Develop/plan materials (presentation, school/district handouts- PFEP & HSC) for Annual Parent Meeting.	Principal, Assistant Principal, Instructional Intervention Coach, Title I Lead Teacher, & Title 1 Team	August-September	Copies of presentation and all handouts
4	Send notices in school letters mailed to parents, send invitations via students, alert parents of meetings.	Principal, Assistant Principal, Instructional Intervention Coach, Title I Lead Teacher, & Title 1 Team	August-September	Copy of letters and invitations Picture of School marquee Analytics from digital notices such as: Fone Home System, Peachjar, Class Dojo

Flexible Parent Meetings

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

- Meetings will be offered at flexible times throughout the school year such as before and after school, planning days, evenings after the parents' workday and by appointments.
- The Meet the Teacher PFE event will be held according to district directives.
- The Title 1 Annual Meeting, Open House Parent & Family UFLI Homework Training, Second Grade Parent & Family Planner Training, New Worlds Reading Family Literacy Event (UF Lastinger Center for Learning), and STEAM Family Event will be held late afternoon and/or early evening. Childcare will be provided as needed.
- Individual parents requesting training and learning materials will be made available by appointment with the Title I Lead Teacher.
- Close collaboration with the ESOL/Immigrant Specialist and the Multi-County Migrant Education Department for translations as needed.
- The Leadership Team and teachers will conduct home visits, as needed.
- The Parent and Family Engagement Resource Area is in the Eagle Conference Room. The resource area is addressed during the Title 1 Annual Meeting. It is accessible during the school day, as well as before and after school, and includes the Title 1 Parent and Family Engagement Resource Notebook, parent information/resources (books, pamphlets, and flyers) in English & Spanish, and at-home learning materials, 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	Title I Annual Meeting	Principal	Improve the ability of parents to work effectively with their child to increase achievement.	September	Agenda, PowerPoint Handout, Advertisements, Sign-in Sheets, Parent Survey Evaluation
2	Parents Make A Difference Newsletter	Principal, Assistant Principal, Instructional Intervention Coach, Title, I Lead Teacher, & Title 1 Team	Improve the knowledge and ability of parents to work effectively with their children at home to raise achievement.	August-May	Monitor parent evaluation feedback.
3	Open House with embedded Parent & Family Engagement UFLI Homework Training	Principal, Assistant Principal, Instructional Intervention Coach, Title, I Lead Teacher, & Title 1 Team	To allow parents/families the opportunity to make a connection to the school and their child's teacher, grade-level expectations, curriculum, assessments, ways to communicate with the teacher, how to support their child at home with UFLI homework, meet other families and get information on opportunities to support the classroom and/or school to help improve academic success.	September	Agenda, Sign-In sheets, Parent input & feedback evaluations, Advertisements, Photograph copies of information and materials given to parents
4.	New Worlds Reading Family Literacy Event (UF Lastinger Center for Learning)	Principal, Assistant Principal, Instructional Intervention Coach, Title, I Lead Teacher, & Title 1 Team	To build a bridge between home and school. Engage families in fun meaningful literacy activities	January	Agenda, Sign-In sheets, Parent input & feedback evaluations, Advertisements, Photograph copies of information and materials given to parents
5.	STEAM Family Event	Principal, Assistant Principal, Instructional Intervention Coach, Title I Lead Teacher, Title 1 Team & Resource Team	To build a bridge between home and school. Families and students attending participate in hands-on science, technology, engineering, arts, and math activities that support children's academic success.	February	Agenda, Sign-In sheets, Parent input & feedback evaluations, Advertisements, Photograph copies of information and materials given to parents
6.	Kindergarten Round-Up	Title 1 District Personnel, Principal, Assistant Principal, Instructional Intervention Coach, Title, I Lead Teacher, Title 1 Team, Kindergarten Team & other school staff	To facilitate a child's transition from home to formal education. To build a bridge between home and school.	April	Agenda, Sign-In Sheet, Skyward Report of registered students and parent names, Advertisements, Photograph copies of information and 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 and Discuss Parent and Family Engagement Plan	Administration, Instructional Intervention Coach and Title I Lead Teacher	Improve ability of staff to work effectively with parents by increasing parent involvement and student achievement.	August	Agenda, Sign-in sheet
2.	Review and Discuss Home-School Compact	Administration, Instructional Intervention Coach and Title I Lead Teacher	Improve ability of staff to work effectively with parents by increasing parent involvement and student achievement.	August	Agenda, Sign-in sheet

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 a hard copy upon request.
 - Close collaboration with the ESOL/Immigrant Family Liaison Specialist and the Multi-County Migrant Education Department for translations (to the extent possible).
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Communication

The school will provide parents of participating children with:

Timely information about the Title I program and activities by...

- **Conducting the Annual Meeting.**
- **Announcements of additional parent meeting opportunities on the school website.**

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...

Information shared by various means.

- Annual Meeting.
- Open House
- Parent Conferences (i.e. in person, phone call, or virtual option available)
- Florida Assessment of Student Thinking (F.A.S.T.) Reading and Math Parent Reports
- Interim progress reports and quarterly report cards in Skyward
- EPT Meetings
- School-wide monthly newsletters/calendars, school website, and school marquee.
- PTA meetings (bi-quarterly school-wide data information)
- SAC Meetings (bi-quarterly school-wide data information)

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

- Parent Conferences
- EPT/RTI/IEP/504 Meetings
- PTA Meetings
- School Advisory Council (SAC) and other school committees 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 Events input and feedback evaluation 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...

- **Collecting all written comments on the Parent Survey Evaluation sheets and submitting them to the LEA.**
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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 to identify families who may need accommodations in order to actively participate in school activities.**
- **Parents are notified through mailed correspondence, notifications sent home with students, postings on school websites.**
- **ELL enrollments are checked monthly to ensure that information is provided in a language parents can understand.**

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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 implement 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 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).

Mrs. Floyd

Signature of Principal or Designee

May 16, 2024

Date Signed