



Parent and Family Engagement

Walnut Grove Elementary School

Madison County Board of Education

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Introduction

All Title I Schoolwide and Targeted Assistance Schools must complete the following diagnostics: the Stakeholder Feedback Diagnostic, the Parent and Family Engagement Diagnostic, the Coordination of Resource/Comprehensive Budget Diagnostic, and EITHER the Title I Targeted Assistance Diagnostic OR the Title I Schoolwide Diagnostic. Parent Survey must be done annually, but it can be done electronically or by paper.

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Describe how the school will convene an annual meeting to inform parents of the school's participation in Title I and explain Title I requirements, including the 1% set-aside, and the right of parents involved. (Sec. 1116(c)(1))

Prior to October 1, Walnut Grove will hold two Title 1 parent meetings, during which, all elements of the Title 1 program will be reviewed. Meeting notices will be delivered via email listserv, InTouch phone messaging, all social media outlets and a hard copy sent home with students. Topics to be discussed include:

Parent's Rights

Schoolwide Plan

School's Curriculum

State Accountability

School-Parent Compacts

Parent Survey

Parent's Right to Know Plan

LEA Parent Plan

School Parent Plan

Grievance Procedure

A written summary of the meeting will be provided upon request to parents who are unable to attend. Input from parents will be solicited to determine how a partnership between family and school can support the program's objectives. If non English speaking parents are identified in the Walnut Grove school zone, Transact software will be used to help with the translation of documents. As part of the discussion on Title I mandates, the 1% set aside for parental involvement will be outlined. During the annual planning meetings, parents decided that the funding would be used to provide supplies for activities such as Family Reading Night, Family Book Clubs, Grandparent's Day, Muffins for Moms, Doughnuts for Dads, and the Veterans Day Program.

Describe: 1) How there will be a flexible number and format of parent meetings offered, 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; 2) How parents will be involved in the planning, review and improvement of the Title I Program (Note: State the school's process for how all Title I parents have the opportunity for involvement in decision-making.); and 3) How funds allocated for parent involvement are being used in the school. (Sec. 1116(c)(2)(3))

1) Two informational meetings will be held prior to October 1. One meeting will be held in the evening in conjunction with our open house. The second meeting will be during the school day to accommodate families who are not able to attend after school. Other parent meetings will be scheduled, as needed, during and after school to afford parents the opportunity to attend according to their individual schedules. Additional meetings will be offered to parents upon request. Meeting formats will vary according to purpose. Whole-group parent meetings will take place in the cafeteria or gym to discuss general subjects. The administration will provide an agenda and a sign-in sheet. For small group or individual meetings, classrooms or offices will be used, and parents will sign in at the front desk upon entering the building. Parent notifications will be made using newsletters, emails or phone calls.

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2) A Title 1 committee consisting of school stakeholders has been developed to review the Title 1 program and the Parental Involvement Plan. Parents will be invited to participate on the committee through announcements on social media, email, InTouch messaging. Once the committee is selected, a meeting will be held in which parents will be given the opportunity to review the existing plan and add input. Walnut Grove School will continue to involve parents in an organized, on-going and timely way in the planning, review, and improvement of programs including the school-wide program plan. Once the Title 1 plan is complete, copies will be placed on the school's website and in two places in the school for parent review. Parents will be notified of its location through the use of social media, InTouch messaging system, and/or newsletters. All Title 1 parents will be given the opportunity to voice their opinions of the Title 1 program in the spring of the school year through participating in a Title 1 survey that will review the school programs, including the Title 1 program and the Parent Involvement Plan. Parents are also encouraged to submit written feedback on the School-Parent Compact distributed during the first thirty days of each school year. Throughout the year, parents are also encouraged to contact the administration if suggestions for changes or improvements need to be made.

3) Currently, a portion of the funding is used to provide books for preschool students of the Walnut Grove community through the Dolly Parton Imagination Library program. The rest of the budget has been allocated for supplies and software for monthly family engagement activities, including Mother/Daughter and Father/Son Book Clubs, Family Reading Night, Student Art Show, Grandparents Luncheon, Muffins for Moms and Doughnuts for Dads. The funding will also cover the expense of handouts concerning our Title 1 program, school curriculum, and events.

Describe how the school provides parents of participating children timely information in a uniform format and, to the extent practicable in a language they can understand, about programs under Title I, a description and explanation of the curriculum in use, forms of academic assessments, and achievement expectations used, and, if requested by parents, opportunities for regular meetings to formulate suggestions and participate as appropriate in decisions related to the education of their children. (Sec. 1116(c)(4)(A)(B)(C))

Before the first day of school, Walnut Grove will host an orientation meeting to provide parents with the following information:

Schedules

Transportation (car tags and bus routes)

After-School Care Activities

Communication Tools (social media, listserv, weekly newsletter, InTouch message system)

INOW Parent Portal (to monitor grades and attendance)

Canvas LMS Observer (to monitor classroom assignments and grades)

On the first day of school, parents and students will receive the Madison County Code of Conduct as well as the Walnut Grove student handbook, providing district and school policies and procedures. Teachers will send home classroom packets containing a syllabus and other classroom information. At the annual Title 1 parent meeting (held during the first 30 days of school), information will be presented about the Title 1 program, parent's rights, the school academic curriculum, state assessments, and the subjects offered: reading, math, language, science, social studies, physical education, art/music, and computer. Parents will be informed about the types of assessments that will be used throughout the school year to determine goals and instructional decisions. During the first thirty days of school, parents who have email will receive electronic copies of the following documents: District-Wide Parental Involvement Plan, LEA Parent Plan, Parent's Right to Know Provision, School-Wide Parental Involvement Plan, and Grievance Procedures. Parents who do not have email will receive hard copies of

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these documents. All parents will receive hard copies of the School-Parent Compact and will be asked to read, agree and return signed. A curriculum night will be held in the fall of the school year to acquaint parents with curriculum, classroom expectations, homework policies, academic assessments, and proficiency levels that students are expected to achieve. Throughout the year, parents will receive school information through teacher newsletters, weekly school newsletter, parent texting group, email, the school marquee, brochures, the school website, Twitter, Facebook, and InTouch messaging system. Parents will be offered the opportunity to meet with administrators and teachers upon request. They will also be offered the opportunity to provide written feedback about the school's Title 1 program on the School-Parent Compact. Transact software and translators are available to help with translations for non-English speaking parents

Describe how parents, the school staff, and students share responsibility for improved student academic achievement for participating students (How the School-Parent Compact is jointly developed with Title I parents; how it is used, reviewed, and updated). (Sec.1116(d))

Walnut Grove School's staff will distribute a school-parent compact that outlines how parents, school staff, and the students will share the responsibility for improved student achievement, as well as the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. In the spring semester of each school year, a Title 1 parent survey will be distributed to parents and staff members which will give them the opportunity to provide suggestions for improving school-parent relationships and responsibilities in improving academic achievement for students. A Title 1 committee will also be formed in the spring, and as suggestions are made and feedback is received from the survey, the plan will be edited and approved by members. During the first thirty days of the following school year, all parents will be given either a hard or electronic copy of the new compact as well as other mandated Title 1 information. If they agree with the compact, they will sign and return to the homeroom teacher. Copies of the signed compacts will be kept in the homeroom teachers' classrooms. At the Annual Title 1 Meeting, also held during the first thirty days of the school year, the compact, as well as all components of the Title 1 program, will be thoroughly explained to parents.

Describe procedures to allow parents to submit comments of dissatisfaction with the Continuous Improvement Plan. (Sec. 1116(c)(5))

A Title 1 Committee will be formed to review, evaluate, and revise the school-wide plan. Parents will be notified of the development of this committee through newsletters, social media, and InTouch messaging system and will be invited to provide names of those interested in serving. Once formed, the committee will review and revised the school's Continuous Improvement Plan (CIP) to include the Strategies for Increasing Parental Involvement. Once the committee meets and approves the CIP, it will be announced that it is available for parental review and input. Plans will be placed in two areas of the school as well as on the school website. Parents will be able to submit concerns in writing to the principal and the district Title I Coordinator.

Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See ESSA Sec. 1116, requirements for building capacity and parental and family engagement).

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve

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student academic achievement, our school:

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. (Describe)

Parents will receive monthly newsletters with tips, academic research, and advice on how to work with their children to improve family relationships and literacy. All parents will receive information included in students packets on how to access iNow, Canvas, communication tools and extra-curricular opportunities. The administration will work with the Parent Teacher Organization to highlight the curriculum at each meeting: art show, awards nights for each grading period, reader's theater Christmas program, spring musical. Instructional software will be utilized to promote and track family reading in the home. The school will host various literacy events both in the morning and evenings in which parents are invited to participate in family training that addresses reading, math, and technology skills. A resource center containing literacy information is located in the resource room and will be made available to parents upon request. Flyers will be sent home every semester to let parents know about this resource. Preschool-aged children of the Walnut Grove community will be offered the opportunity to participate in the Dolly Parton Imagination Library Program in which they will receive free books monthly until the age of 5.

Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See ESSA Sec. 1116, requirements for building capacity in parental involvement.)

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:

Shall educate teachers, office personnel, and other school 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. (Describe)

The Walnut Grove administration will work with its teachers through faculty meetings, grade level meetings, and data meetings in understanding the role and importance of parental involvement. The administration will meet with support personnel during the first sixty days of the school year to discuss and train them on the importance of successful parent communication and how we may work with them as equal partners through the school volunteer program. Office personnel will be trained at district meetings and by the administration on communication and policies when dealing with parents and their daily needs. Parents will be invited to participate in volunteer activities throughout the school day. They will attend a training day in which appointed school staff will review the requirements and expectations of the program. The training will be held as needed to accommodate parents' schedules. Parents will then be offered the opportunity to assist teachers and students in their daily routines as well as on field trips and at special school events. Parents will also be invited to attend field trips, school functions such as Open House, Fall Festival, Grandparent's Day lunch, Muffins with Mom, Doughnuts with Dad and any other school function.

Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See ESSA Sec 1116, requirements for building capacity in parental involvement.)

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To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:

Shall to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal 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.(Describe)

An academic resource center is located on the main hallway. A list of adult literacy training agencies will be compiled and made available to parents upon request in the counselor's office. Resources and assistance with resources will be provided to parents upon request. Parents will be informed of available resources throughout the year and through various modes of communication such as newsletters, social media, and email. Walnut Grove School hosts an annual Title 1 Informational meeting each September to distribute materials and to explain the Title 1 program and how it is specifically addressed at Walnut Grove. This meeting is offered on at least two separate occasions to meet the needs of parent schedules. Walnut Grove will sponsor family Literacy Night and Curriculum Night for parents and other stakeholders throughout the course of the school year. These meetings are designed to communicate how they can partner with the school to better address students achievement and social development. Parents will be informed about these meetings through the school marquee, newsletters, social media, and InTouch messaging system. The Dolly Parton Imagination Library will continue to provide books to the homes of all participating preschoolers; Parenting classes are offered to our pre-kindergarten parents. Walnut Grove School will work with the Indian Education and EL programs to offer services at school and after school as they come available. Indian Education students will participate, and parents are offered the opportunity to volunteer at the annual Indian Education Celebration and will be informed of the Indian Education program's public hearing. The school will work with the EL teacher to provide students and parents with needed resources and will jointly participate with them to plan any related after-school services. The Madison County Board of Education supplies one social worker per school cluster to assist in meeting the needs of homeless, migratory and at-risk students and their families. Local churches and businesses also offer various resources to aid in meeting the needs of our impoverished families. Furthermore, Walnut Grove will provide parents with information on how they can work with the school through its volunteer program and PTO. Information about the program will be distributed at the back-to-school orientation, on newsletters and social media. Interested parents will receive training concerning confidentiality, school policy and expectations from school staff. The mandated training will be provided on at least two separate occasions to offer flexibility for parents' schedules.

Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See ESSA Sec. 1116, requirements for building capacity in parental involvement.)

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:

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 the parents can understand. (Describe)

Walnut Grove is currently serving two EL students. The district EL teacher corresponds regularly with classroom teachers to ensure the academic progress of the students. If needed, teachers are provided with training and resources from the EL teacher. If a parent needs a

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language translation, school communications and forms will be translated into the parents' language using the Transact software program. The local EL teacher will be contacted for assistance in communication efforts with EL parents/students as needed. Translators may also be available for EL students.

Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See ESSA Sec. 1116, requirements for building capacity in parental involvement.)

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:

Shall provide such other reasonable support for parental involvement activities as parents may request. (Describe)

Parent surveys will be analyzed in the spring of each year to determine what changes, if any, need to be made to the school's Parental Involvement Plan. Every effort is made to accommodate parent needs. Parents will be advised through teacher and administrative newsletters that extra help may be provided by calling or emailing the student's teacher, counselor or the front office. Parents may view the school's website and social media sites for school information to include events or academic information. A minimum of three parent conferences (face-to-face or conference call) are held each year, and parents are provided access to iNow (grades 1 - 6) which enables them to view information concerning their child's grades, attendance and discipline records. The school offers parent assemblies throughout the year to educate parents about the school's academic program. Examples include Title 1 Parent Night, Curriculum Night, and Family Literacy Night. A parent volunteer program is in place to allow parents the opportunity to assist with school needs both in and out of the classroom. Parental Involvement in the school is also encouraged through family-focused activities such as Grandparent's Day, Muffins for Moms and Doughnuts for Dad, Veterans Program, Back-to-School Bash, Fall Festival, Art Show, PTO meetings, and Breakfast with Santa.

Describe how the school will ensure the provision for participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand. (See ESSA Sec. 1117(f))

Walnut Grove Elementary School provides opportunities for the participation in school activities for parents with limited English proficiency, parents for migratory students, and parents with disabilities. If necessary, school information and student profiles will be provided in a language and format easily understood by parents. If non-English speaking parents are identified in the Walnut Grove school zone, and an interpreter will be provided to assist in communications. Transact software is also available to help with written translations. Efforts are made to make all written communications easy to read and understand. Every effort is made to accommodate parents with disabilities. Walnut Grove is a handicapped-accessible building with ramps and special parking located at the front of the school. If a parent is physically unable to visit the school special efforts to communicate by phones, email, and home visits will be made. If a migrant family enrolls a student, the school administrator will notify the school social worker that an investigation of needs should be conducted. The school will offer assistance as needed. At this time, there are no migratory students enrolled at Walnut Grove.