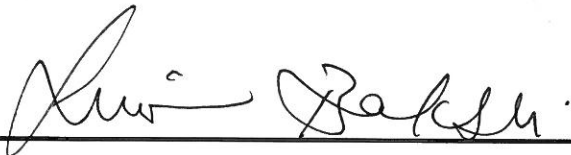


Wayman Academy of the Arts Title I, Part A Parent and Family Engagement Plan 2017-2018
School Name

I, Simaran Bakshi, 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 9101(32), ESEA;
- Engage the parents and family of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for family engagement are spent [Section 1118(b)(1) and (c)(3)];
- Jointly develop/revise with the family that has custodianship of the student the school parent and family engagement policy and distribute it to parents of participating children and make available the parent and family engagement plan to the local community [Section 1118 (b)(1)];
- Engage parents and family, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the school wide program plan under section 1114(b)(2) [Section 1118(c)(3)];
- Use the findings of the parent and family engagement policy review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school's parent and family engagement policy [Section 1118(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents and family of participating children, the school will submit parent and family comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
- Provide to each parent and family an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
- Provide each parent and family timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
- Provide each parent and family timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].



Signature of Principal

08/28/2017

Date Signed

Involvement of Family

How the school involves the parents and families in an organized, ongoing and timely manner, in the planning, reviewing and improvement of Title I programs including involvement in decision making of how funds for Title I will be used? [ESEA Section 1116]

Wayman Academy will offer parents the opportunity to participate in the planning and implementation of our Title 1 programs. Parents will be invited to attend a planning meeting to have input on this year's plan and give suggestions on ways to gain more parental involvement. We will distribute an annual parent survey to request ideas and suggestions from our parents. We will also place a suggestion box in the main office to encourage parent feedback on a regular basis. The Parental Involvement Plan will be kept in the front office for parents to review. We will also send home a summary of the plan to all parents. We will take this step to ensure that all parents have an opportunity to review and assess the plan. Parents will be involved in the decisions regarding how funds for parental involvement will be used.

Coordination and Integration with Other Programs

How the school coordinates and integrates Parent and Family Engagement programs and activities with other Programs?

Choose all that apply	Program	Coordination
<input checked="" type="checkbox"/>	IDEA (Students with Disabilities)	The Individuals with Disabilities Education Act (IDEA) ensures that all children with disabilities are entitled to a free appropriate public education to meet their unique needs and prepare them for further education, employment, and independent living. Title I seeks to educate families on how to work with students falling under IDEA at home to be successful in the classroom and give families strategies for providing a safe environment.
<input type="checkbox"/>	VPK	The Voluntary Prekindergarten Education Program is a free prekindergarten program for 4 and 5-year-olds who reside in Florida. Title I seeks to educate families on how to work with VPK students at home in order to help them be ready for kindergarten. Title I also seeks to help families with new school-aged children adjust to their new parenting roles.
<input type="checkbox"/>	Title I, Part D	The Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent or At Risk. Title I seeks to provide training and resources to families to help their children be successful in school, graduate on time, and become college and career ready. Title I also seeks to furnish families with strategies for a safe environment.

<input type="checkbox"/>	Title IX, Part A	The McKinney-Vento Homeless Assistance Act authorizes the federal Education for Homeless Children and Youth (EHCY) Program and is the primary piece of federal legislation related to the education of children and youth experiencing homelessness. Title I seeks to provide families with resources and training on how to help their children be academically and behaviorally successful in school.
<input type="checkbox"/>	Supplemental Academic Instruction (SAI)	This "super categorical" is a fund created to assist districts in providing supplemental instruction to students in kindergarten through grade 12. Title I seeks to provide training and resources to families to help their children be successful in school, graduate on time, and become college and career ready.
<input type="checkbox"/>	Violence Prevention Programs	Primary Youth Violence Prevention Programs focus on utilizing a positive youth development approach, target youth at high risk for violence but who are not necessarily engaging in violence yet and would include programming considered "primary prevention". Title I seeks to provide families with resources and training on how to help their children be academically and behaviorally successful in school.
<input checked="" type="checkbox"/>	Title II	The purpose to provide grants to State agencies for higher education, and eligible partnerships to increase student academic achievement. This is done by increasing the number of highly qualified teachers in the classroom and highly qualified principals and assistant principals in schools. Title I seeks to provide the tools and education necessary to families so that they can work hand-in-hand with the highly qualified school staff to help their children be successful academically and behaviorally in school.
<input checked="" type="checkbox"/>	Parent Academy	Free Parent Academy courses are offered in schools, libraries, community centers and faith-based institutions. The Parent Academy's focus is in three strands: Student Achievement, Parenting & Advocacy, and Personal & Individual Growth. Whereas the Parent Academy offers courses to parents that span over a longer time, Title I educates and provides resources to the family that range from one time workshops to programs over the entire school year.

How the school coordinates and integrates parent and family activities that teach parents how to help their child(ren) at home? [ESEA Section 1116]

Wayman Academy Parent Involvement programs will advise the parents of the Students with Disabilities of their rights in their child's education with greater student achievement in terms of grades, student attitudes and behavior. They will be encouraged to be more involved in planning, problem solving, decision-making and IEP input during parent teacher conferences, MRT meetings, and family connections nights.

Wayman Academy will coordinate parent workshops and school events at various times to accommodate more parents' schedules as well as offering these workshops frequently throughout the year. Parents will be informed about programs that identify the activities that the parents, the entire school staff, and the students will undertake to share the

responsibility for improved student academic achievement. In addition, the school will develop activities that the parents, school staff, and students will undertake to build and develop a partnership to help the children achieve to the State's high academic standards.

Annual Family Meeting

A brief description of the specific steps your school will take to conduct the annual meeting to inform parents and families of participating children about the school's Title I program?

The school will advertise and publicize the event at least two weeks in advance in the form of flyers sent home and the event posted on the website. Two reminders will be sent home. The day of the event all parents will be provided a detailed agenda and handouts of the meeting.

A description of the nature of the Title I program that is shared with parents (school wide or targeted assistance)?

Title I school wide program, with monthly family meeting, parent resource center, and assistance provided to parents when needed.

A description of how the meeting will cover adequate yearly progress (AYP), school choice, and the rights of parents are covered at the annual meeting?

A PowerPoint will be presented to the parents that will explain the definition of Title I, parents' rights, school's grades for last year and AYP, and school choice. The parent liaison or the representative will cover any questions the parents might have.

During the meeting parents will be informed that throughout the year, parent workshops and school events at various times will be held to accommodate more parents' schedules. Parents will be informed about programs that identify the activities that the parents, the entire school staff, and the students will undertake to share the responsibility for improved student academic achievement. In addition, the school will develop activities that the parents, school staff, and students will undertake to build and develop a partnership to help the children achieve to the State's high academic standards.

Flexible Family Meetings

How will the school offer a flexible number of meetings, such as meeting in the morning or evening? Check all that apply.

- ☒ AM Sessions at different times
- ☒ PM Sessions at different times
- ☒ AM & PM Sessions (Meetings offered at different times on the same day, same content)

How will the school provide, with Title I funds, transportation, childcare or home visits as such services relate to parent and family engagement?

The leadership and staff of Wayman Academy of the Arts have a strong belief in the importance of parental involvement and therefore have put measures in place to offer parent meetings on a flexible schedule. Our annual meeting for parents of participating children will be offered in the evenings as well as during the day to allow parents to attend. In addition, we will offer our parent workshops and volunteer orientation at varying times to include morning and afternoon sessions. The parent center located in room#118 will be open every school day from 9:00 a.m. until 2:00 p.m. for parents to pick up materials. The parent liaison will maintain records of parent participation. The schedule may be modified as needed based on parents' participation. In addition, we will provide transportation to certain per-determined activities for parents to encourage participation. These activities will include trips to the public library with their child as well as the superintendent's reading celebration. We will provide childcare during our annual parent meetings to allow parents with small children to attend.

Building Capacity

How the school will implement activities that will build the capacity for meaningful parent and family engagement? (Reflect on the planning process.)

The school will equip parents with skills and competencies which they would not otherwise have. The school will build an infrastructure necessary to meet the needs of parents to ensure academic achievement and student success. There will be ongoing events to allow parents the opportunities to appreciate and understand what their children are learning. The school already has an online library of resources, and links to easily access the latest information and strategies.

How will the school implement activities that will build relationship with the community to improve student achievement?

The school will conduct tours of neighborhoods for teachers. The staff will walk and greet and talk with parents and students. The school will reach out to community organizations that represent a large number of student families and share school's needs with them, or invite them to be a part of the family nights. Roles for community based organizations and businesses in parent involvement activities will be developed.

How the school will provide materials and trainings to assist parents or families to work with their child(ren)?

The school will provide information to parents in the form of trainings and workshops to learn about the school curriculum, resources provided, student parent handbooks and means to assist them in improving their student's academic achievement and school success. Parents will have access to a wide variety of resources and materials at the Parent Resource Center as well.

How the school will provide other reasonable support for parent and family engagement activities? (opportunities for volunteering, chew and chat, etc.) [ESEA Section 1116]

During the Annual Meeting and monthly workshops parents will be given information on steps to volunteer and participate in activities at the school. This information will also be available on school's website.

Parent and Family Engagements Events:

<u>Count</u>	<u>Name of Activity</u>	<u>Person Responsible</u>	<u>Anticipated Impact on Student Achievement</u>	<u>Timeline</u>	<u>Evidence of Effectiveness</u>
1	Parent Involvement Meeting	Simaran Bakshi	Provide information to parents about their school's participation in Title I and about their rights to be involved.	August	Agenda, Surveys
2	Annual Title I Meeting	Simaran Bakshi	Provide information on the School Parental Involvement Policy and the School-Parent Compact.	September	Agenda, Surveys
3	Open House	Simaran Bakshi, Casaundra Hare	Provide information about school's academic and behavioral expectations. Assisting them in developing a plan for academic success.	September	Agendas
4	Progress Monitoring	Simaran Bakshi, Casaundra Hare	Provide information concerning individual student progress and assist in developing a plan for academic	August-May	PMPs, Conference Logs

			success.		
5	Parent Student Reading	Cheryl Sabb, Casaundra Hare	Celebrating Thanksgiving with parent child read aloud activities	November	Agendas, Newsletters, Sign -In
6	Integrating Arts: Family Night	Ryan Barber, Mischa Allen	Provide information to parents about integrating arts in class curriculum.	December	Agendas, newsletters, sign-in sheet, handouts
7	Black History and FSA Writes Family Night	Wilnekia Childs, Casaundra Hare, Cheryl Sabb	Celebrating Black History Month and involving parents and students in a Jeopardy competition. Informing Parents about the new state standards and writing assessments.	February	Agendas, newsletters, PowerPoint presentations, sign- in sheet, handouts
8	FSA Family Night	Cheryl Sabb, Wilnekia Childs	Informing parents of the new Florida Standardized Assessments and the dates of the assessments. Providing study tips and websites to prepare their children.	March	Agendas, Newsletters, handouts

9	Summer Information Family Night	Casaundra Hare	Providing information to the parents about summer school, summer resources, handouts of activities that can be done with children to enhance enrichment.	May	Agendas, Newsletter, handouts
10	Arts Showcase	Ryan Barber, Wilneka Childs	Students and parents will participate in creating various artforms together, along with learning the theory.	May	Agendas, Newsletters, handouts

Other School wide Activities:

How other activities such as the family resource center, the school will conduct encourage and support parents and families in more meaningful engagement in the education of their child(ren)?

<u>Count</u>	<u>Name of Activity</u>	<u>Person Responsible</u>	<u>Anticipated Impact on Student Achievement</u>	<u>Timeline</u>	<u>Evidence of Effectiveness</u>
1	Parent Resource Center	Leadership Team	Wayman Academy will open a parent resource center which will allow parents access to parent materials, i-	The center will be open Monday-Friday from 9:00am-2:00pm	Parents will be reminded about the parent involvement center during Family Nights, Flyers, and Front office signs. They will complete

			<p>Ready, and other computer-based educational programs. we will have monthly parent workshops to address core academic areas and how parents can help their child at home. We will encourage parents to support their children outside of school through trips to the public library. We will invite parents to attend scheduled trips and provide transportation. Finally, we will have quarterly open houses where parents can visit classrooms during the school day.</p>		<p>surveys throughout the school year.</p>
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Describe the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, and other school leaders and other staff on the assistance of parents and families and in the value of their contributions.

Progress Monitoring Plans In-service training of staff and RTI training: Low achieving students will all receive a PMP that outlines what the school and the parents are doing to assist the student in succeeding academically. This will create a partnership amongst the parents and school to help the struggling students and create a pathway of success for them.

Champs Training: The teachers and staff will be trained on the CHAMPS Behavioral system, where they will share the discipline plan with the parents to decrease student suspensions. The common behavioral plan will be well understood by both parties and will also create an open dialogue between home and school to identify and resolve the targeted unwanted behaviors. Both the avenues will serve as resources for each other.

Describe the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and other staff on how to reach out to, communicate with, and work with parents and families as equal partners.

Parent Communication Workshop: Wayman has purchased several workshops from Master Teacher to train the staff with good communication skills between parents and teachers. The school will be able to reach out to parents and allow them greater understanding of how their students are progressing in school and how they can help at home.

Describe the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, and other school leaders and other staff on implementing and coordinating parent and family programs and building ties between parents and families and the school.

[ESEA Section 1116]

Teachers and staff will be trained to hold monthly parent workshops to address core academic areas and how parents can help their child/children at home. Best practices and ideas will be shared with the staff about how to effectively reach out to parents in a meaningful and productive manner.

Communication

How the school will provide timely information about the Title I program?

At the PIP Development Meeting and Annual Meeting of parents in August and September, Wayman Academy of the Arts will hold a general meetings where information will be presented about the Title I programs, the curriculum, and academic assessments.

How the school will describe and explain the curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain?

Parents will learn about the school wide program, how to schedule parent- teacher

conferences, and opportunities for participation in decisions related to the education of their child. Upon conclusion of the general meeting, parents will be invited to visit their child's classrooms and meet staff. During the classroom visits, teachers will provide additional information on the subjects they teach, assessment plans, and how parents can help at home. The same information will be provided in an informational packet distributed the following day for all parents unable to attend.

How, if requested by parents, the school provides opportunities for regular meetings to formulate suggestions and participate, as appropriate, in decision relating to the education of their child(ren)?

Teachers will maintain sign-in sheets and provide a copy to the designee. Throughout the year, various parent workshops will be held focusing on specific academic areas. Parents will be notified about these workshops via flyers and the school website. In addition, flyers will go home a week prior to each workshop and/or event to remind parents of the upcoming event.

How the school will submit parents' and families' comments to the LEA if the school-wide plan is not satisfactory to them? [ESEA Section 1116]

Parents will have access to the parent involvement plan via school's website, and hard copies will be available at the front office. An opinion sheet will be attached along with the plan for parents to voice their opinions.

Accessibility

A description of how the school will provide full opportunities for participating in parent and family engagement activities for all parents and families?

The PIP will be summarized and provided to all parents through the school website. The summary will outline the major components of the policy and the school will offer to provide a hard copy upon request. In addition, hard copies will be available in the office. Several reminders in forms of flyers, newsletters, and website updates will be provided to the parents at least two weeks in advance for the upcoming family events or activities.

A description of how the school will share information related to school and parent and family programs, meeting, school reports and other activities in an understandable, uniform format and in languages that the parents and families can understand?

Families with disabilities and other limitations will be handled on a case by case basis. All needs will be met. Information will be available in the enrollment packet. All families will fill out a language survey. This will assist us in determining if any translations are needed. All information is currently printed in the English language. If needed (based on home language surveys), WAA will utilize the language resource TransACT for translating documents into various languages (dated copies will be filed in PIP audit box.)

Barriers

A description of the barriers that hindered participation by parents during the previous school year?

Lack of transportation (Economically Disadvantaged)

Working parents (scheduling time to come to the school)

Limited literacy

A description of the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents and families of migratory children)? [ESEA Section 1116]

Providing transportation to the parents requesting for assistance. The school has its own transportation.

Offering events at different times to accommodate parents

Offering parent workshops on how to help children at home.



District School Number

1131

School Name

Wayman Academy of the Arts

Parent and Family Engagement Plan Budget Template 2017-2018

PFEP Amount:

\$3,323.00

Date Submitted:

8/30/17

The budget should correspond with the Parent and Family Engagement Plan's Building Capacity.

Purchases should be supplemental, reasonable, allowable, and necessary.

The amendment periods for modifications are: September, November, and January.

The approved Parent and Family Engagement Plan and Budget must be posted in digital compliance, in the Family Engagement Area, and on the school's website.

The final date for encumbering is **March 30, 2018**.

Number of Workshops or Family Activities:

Elementary (2 every 9 weeks = Total 8); Secondary (1 every 9 weeks = Total 4)

*****The P-Card can only be used for Fund 48773 (Parent and Family Engagement Fund) for both non-food and food/food-related items.*****

This area (Childcare and Translators) works hand in hand with 6100/310 and 6100/390.

6100/160 & 6100/200 Salary & Benefits	Childcare (Specify name and date of events) Hourly rate = \$8.10; a PCF must be entered (NN75MA job code)		
	Translators/Translations (Specify name and date of events) Hourly Rate = \$10.00, a PCF must be entered (NN67 job code)		
Benefits must be included in the amounts for Multiple Assignments at a rate of 16.3%			
	Name of Event	Date of Event	Amount
1			\$0.00
2			\$0.00
3			\$0.00
4			\$0.00
5			\$0.00
6			\$0.00
Total Cost for 6100/160 & 200			\$0.00

6100/310	Vendors classified as professionals , i.e. well-known speakers, authors, etc.		
	Please confer with Policy and Compliance at 390-2111 if a contract is needed		
	Name of Event	Date of Event	Amount
1			\$0.00
2			\$0.00
3			\$0.00
4			\$0.00
5			\$0.00
Total Cost for 6100/310			\$0.00

6100/360	Software licenses for family's usage within current grant period July 1, 2017 to June 30, 2018.		
	Name of Event	Date of Event	Amount
1			\$0.00
2			\$0.00
3			\$0.00
Total Cost for 6100/360			\$0.00

6100/370	Postage for Family Mail outs (Specify name and date of events)		
	Name of Event	Date of Event	Amount
1	Monthly Family Night meeting notices	October-May	\$50.00
2			\$0.00
3			\$0.00
4			\$0.00
5			\$0.00
Total Cost for 6100/370			\$50.00

6100/390	Transportation for family (Specify name and date of events)		
	Name of Event	Date of Event	Amount
1			\$0.00
2			\$0.00
3			\$0.00
Sub Total			\$0.00

6100/390	Printing for Family Workshops (not using District Print Shop) i.e. Office Depot, Staples, etc. - Title I must review and approve all printing prior to being submitted to vendor		
	Name of Event	Date of Event	Amount
1	Printing notices, flyers, handouts, support material, home and school	Ongoing	\$300.00
2			\$0.00
3			\$0.00
4			\$0.00
Sub Total			\$300.00
Total Cost for 6100/390 (Non-food)			\$300.00

6100/510	Supplies for Family Workshops (provide detail list below / storeroom order form; All supply purchases & storeroom orders must be approved by Title I prior to the purchase being made or order being placed)		
	Examples: Storeroom orders for family workshop(s) or supplies; copy paper; printer ink; pens; pencils; etc.		
	Item		Amount
1	Copy Paper, chart paper, markers, craft materials		\$300.00
2			\$0.00
3			\$0.00
4			\$0.00
Sub Total			\$300.00

6100/510	Printing for Family Workshops (using District Print Shop) - Title I must review and approve all printing prior to being submitted to Print Shop		
	Item		Amount
	Examples: Printing – i.e. family notices, flyers, handouts, etc.		
1			\$0.00
2			\$0.00
3			\$0.00
4			\$0.00
Sub Total			\$0.00

6100/510	Family Engagement Materials to include:		
	Examples: Educational Materials for family to borrow that are purchased from a vendor (Specify vendor and items); board games, read-a-long books, parenting resources, books, etc.		
	Item	Vendor	Amount
1	Educational games, read along books, Children's books for parent		\$1,000.00
2			\$0.00
3			\$0.00
4			\$0.00
Sub Total			\$1,000.00
Total Cost for 6100/510 (Non-Food)			\$1,300.00

Pg. 2 of 3

This section applies to Title 1 schools (current and new)

6100/640	Family Engagement Equipment/Furniture (for family resource room only)		
	Computer for Family Engagement Center/Family Resource Room (If entering PR, check bid list.)		
	Item	Vendor	Amount
1	Computer for Parent Involvement Center		\$300.00
	Printer/Fax/Scanner for Family Resource Room (If entering PR, check bid list.)		
	Item	Vendor	Amount

1			\$0.00
Furniture - chair, desk, bookshelf for Family Resource Room			
	Item	Vendor	Amount
1	Chairs and tables for the separate computer area		\$950.00
2	Book/magazine Display	Amazon	\$50.00
3			\$0.00
Sub Total			\$1,000.00
Total cost for 6100/640			\$1,300.00

The PCARD can be used for light refreshments and catering as described below

FOOD & FOOD-RELATED ITEMS

* According to FLDOE, it is suggested that meetings do not occur during mealtimes and that light refreshments be provided. If meals other than light refreshments are served, a justification must accompany the PFEP.

* Cost for food must be economically reasonable.

* Events and funds can be listed in one or both areas below based on the type of food being purchased for the event.

* DCPS is tax exempt - Always contact vendor before making PCARD purchases.

* Gratuity is not allowed using Title I funds.

* No more than \$800 of the PFEP allocation can be used for food/food related items.

* Items cannot be purchased for children.

The commitment item 510 is for the purchase of refreshments & other items from the store(s) related to family engagement activities, i.e. coffee, tea, juice, cookies, napkins, plates, spoons & forks ("off the shelf.")

6100/510	Family Engagement <u>light Refreshments</u> (Specify name and date of events):		
	Name of Event	Date of Event	Amount
1	Family Reading Together	November	\$90.00
2	Integrating Arts Family Night	December	\$90.00
3			\$0.00
4			\$0.00
5			\$0.00
6			\$0.00
7			\$0.00
8			\$0.00
Sub Total			\$180.00

The commitment item 390 is used when a vendor is providing services, i.e. a pizza delivery place, a sandwich shop ("an order is placed.")

6100/390	Family Engagement <u>catering services</u> (Specify name and date of events):		
	Name of Event	Date of Event	Amount
1	Black History Night	February	\$90.00
2	FSA Family Night	March	\$103.00
3			\$0.00
4			\$0.00
Sub Total			\$193.00
Total Cost for Food (6100/510 AND 6100/390)			\$373.00

Grand Total Family Engagement Allocation

\$3,323.00

Difference between PFEP Amount and Grand Total (must equal zero)

\$0.00

For any questions related to this PFEP budget, please feel free to contact Title I at 390-2123.