

ROMEO ELEMENTARY SCHOOL Title I, Part A Parent and Family Engagement Plan

I, Catherine Balias, 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 parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118(b)(1)];
- Involve parents, 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 parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
- Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1118(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
- Provide to each parent 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 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 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 or Designee


Date Signed

Mission Statement

Our primary mission at Romeo Elementary School is to find ways of enhancing each child's learning opportunities. We strive to work collaboratively with parents and families to nurture a love for learning and to help our students become lifelong learners. We believe that each child should be given opportunities to achieve, be successful and understand that active participation by parents and families will help promote this success. We will work together to establish effective family-school partnerships. School and home must also work together to help ensure our students will achieve and succeed. We are committed to ongoing, two-way, meaningful communication to help facilitate mutual understanding and to stimulate student success.

Involvement of Parents

Romeo Elementary School has a School Advisory Council (SAC) and a Parent Teacher Organization (PTO) consisting of parents, community members, and school staff. All parents are encouraged to become members of the SAC and PTO. Information about these groups is sent out to families by School Newsletters, SkyLert phone messages, School Dojo and other appropriate means.

Members of the SAC will be determined by the balanced representation of the ethnic, racial, and economic community served at Romeo Elementary School. More than 50% of the SAC are parent (non-employee) representatives.

The SAC meeting reviews and makes revisions to the School Improvement Plan, the Parent and Family Engagement Plan and the School Compact each year. SAC members have input on how Title I and Parent Involvement funds are used and member input is documented in our SAC meeting minutes. These minutes are uploaded onto our school's Title 1 Jump Drive and kept for monitoring purposes.

The Local Education Agency (LEA) has a District Parent Involvement Review Committee (DPIRC). School Advisory Council (SAC) chairpersons from each of the Title I schools and other involved parents along with School Parent Liaisons, Community Leaders make up this committee. The DPIRC brings recommendations to our school to help in planning for meaningful family engagement opportunities.

Coordination and Integration with Other Federal Programs

Title I Part A	Our school receives Title I funds based on free and reduced lunch counts. Title I Part A funds are used to provide supplemental instructional materials, equipment, and/or personnel to help students meet the rigorous state standard expectations. Staff development as well as Parental Involvement Trainings and Workshops will be coordinated with Title I, Part A.
Title II	Staff and faculty members participate in district professional development opportunities.
Title III - ESOL	The administration will coordinate with Grants & Federal Programs, ESOL Department to identify students. ESOL paraprofessionals are placed in our school to provide students with the appropriate academic support that they need to progress in learning a second language.
Title I Part C (Migrant)	The administration will contact the Migrant Department of Grants & Federal Programs office. This office will provide academic support to the students and help families with resources they may need.
Individuals with Disabilities Education Act (IDEA)	Our school coordinates with the ESE, Student Services Department of MCPS. Supplemental instructional support is shared with parents as they are invited and attend their child's IEP meetings. Teachers and staff will follow the MTSS policies and processes.
HIPPY Program	Home Instruction for Parents of Preschool Youngsters (HIPPY) is a parent involvement and school readiness program. HIPPY offers free home-based early childhood education for three, four, and five year old children working with their parent(s) as their first teacher. The parent is provided with a set of developmentally appropriate materials, curriculum, and books designed to strengthen their children's cognitive skills, early literacy skills, social/emotional and physical development. Representatives from this program will hand out flyers at Open

	House and parent events. Interested families in our school may contact Kim Gibas at Grants & Federal Programs.
Voluntary Pre-Kindergarten Program/Public Preschool	<i>Title I coordinates with the Early Learning Coalition, and schools in order to provide parents and caregivers helpful information and steps for enrolling their children in Florida's Voluntary Pre-Kindergarten programs. VPK and (ESE) VPK classrooms are established in schools based on school and community needs.</i>
Title X - Homeless	The administration will coordinate with our District Homeless Liaison who will provide the students and families the resources and support they need.
Federal Nutrition Program	Our guidance department identifies families in need and coordinates "Food 4 Kids"—a weekend food backpack program providing nutrition supplements.

Annual Parent Meeting

Romeo Elementary School receives schoolwide Title 1 assistance. An annual Title 1 meeting is held 30 minutes prior to the start of Open House each year. This meeting will be held on Thursday, August 31, 2017. All parents and family members are invited via newsletter, School Dojo post, and SkyLert phone messages to the Annual Title 1 Meeting. During the meeting Title 1 information (i.e. AYP, school choice and parent rights) is shared with parents including specific examples of how students will benefit from Title 1 funds for the 2017-18 school year (paras, i-Ready, Family Science Night, etc..) Parents attending the meeting are asked to sign in and complete an evaluation. This documentation will be maintained on the Title 1 Jump Drive and kept for monitoring purposes.

Flexible Parent Meetings

Romeo Elementary School teachers and administration will ensure that family engagement workshops and meetings are offered at flexible times for parents and families.

Examples of flexible meetings and trainings at our school are:

- During the 2016-17 school year parents were surveyed requesting an optimal time that they could participate in Title 1 Parent and Family Engagement events. The results of this survey were used to drive scheduling of Title 1 Parent and Family Engagement events for the 2017-18 school year ensuring optimum participation from parents.
- The school's scheduled orientation is scheduled for morning hours to accommodate working parents in our rural school zone.
- Open House and the Annual Title 1 Meeting are held in the evening. This allows many of our working parents to participate as well.
- Parent Training and Family Engagement Workshops are presented in the day and at evening. Refreshments or a light meal is provided at each of these trainings/workshops. This allows busy parents to participate without missing work or having to prepare a meal for the family before coming to a school event.
- SAC meetings are scheduled at a time convenient for the SAC members. SAC Officers will be voted on during the first SAC meeting during the 1st quarter of school.
- The Media Center is open before and after school hours for parents to access the Title 1 Parent Resource Center, the Media Center and the computer lab.
- Pre-Kindergarten classes present parent programs during the school day and also in the evenings.
- Parent-Teacher conferences are scheduled at various times, convenient for parents and families as well as for teachers.
- Two Parent Conference Nights will be hosted at Romeo Elementary School. The first night will be on November 1, 2017 and the second on February 28, 2018 from 1:00-7:00pm. Conferences may occur in either face to face or phone format.

Building Capacity

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Orientation/Meet Your Teacher	Principal	Awareness of curriculum so parents will understand classroom content as well as academic expectations for students. Opportunity to build relationships with school staff.	August 31, 2017	Sign in sheets and evaluation forms
Parent Center	Parent Liaison	The Parent Center has various learning materials for parents and families to check out and use at home to assist their child in all subject areas.	Open all year 2017-18	Sign in sheets and evaluation forms
The Scientific Process- Putting it All Together	Assistant Principal	Parents will work collaboratively with 4 th and 5 th grade teachers to learn how to support their child using the scientific method to successfully complete their science fair project. This event will provide resources to families who do not have the means to provide materials or technology to produce a complete science fair project. Family engagement in the area of science will increase student achievement in 5 th grade FCAT Science proficiency.	December 7, 2017	Sign in sheets and evaluation forms
Science Fair	Assistant Principal	Parents will have an opportunity to see all completed science fair projects as well as participate in hands on science investigations with their child. Family engagement in the area of science will increase student achievement in 5 th grade FCAT Science proficiency.	December 14, 2017	Sign in sheets and evaluation forms
Night at the Museum III	Assistant Principal	Parents engage in activities to increase their subject knowledge in the area of all academic areas thereby increasing students' achievement in the area of science, ELA and math as measured by i-Ready, FSA, FCAT and LEOCs. Bus transportation, child care, a light meal and translators will be provided.	February 23, 2018	Sign in sheets and evaluation forms
Parent Conference Night	Assistant Principal	Romeo will host two Parent Conference Nights on early release days with extended hours to accommodate parents' schedules. Opportunities will be available for both face to face meetings and phone conferences.	November 1, 2017 & February 28, 2018	Sign in sheets and evaluation forms
Summer Slide Activities	Reading Coach	Student achievement in the area of reading as measured by i-Ready will remain stable over the summer months, thereby increasing students' achievement in the area of reading upon return to school. Parents will be trained on Summer Slide activities at all end of the year events (graduations, awards ceremonies). The program will be supported	May 26, 2018	Completed summer slide grid

		through ongoing updates via Romeo's Summer Slide Facebook page and School Dojo.		
Romeo Guided Tours	Administration	Parents will have an opportunity to participate in a guided tour of Romeo Elementary during student contact time. During the tour Title 1 resources will be highlighted. Parents will have opportunities to see first-hand the benefits of being a Title 1 school and receive answers to their questions.	November 16, 2017	Sign In Sheets and Evaluation Forms
Teacher Check-Out Program	Title 1 Parent Liaison	Parents will be able to have tools to help students at home which will aid in increasing scores on Summative Assessments, FSA, and FCAT.	August 2017-May 2018	Documentation of materials

Staff Training

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
MTSS Process	Guidance Counselor	Our school will show an increase of movement in students from Tier 3 to Tier 2.	August 4, 2018	MTSS paperwork
Family Access Skyward	IPC, Parent Liaison Guidance	Parental awareness of how to help students at home, which will lead to increase in scores on Learning Checks and FSA.	August 31, 2017	# of registered parents
Identifying the Gifted Child	School Psychologist	Teachers will identify gifted traits in students, communicate with parents and identify potential students for gifted screening.	September 26, 2017	sign in sheet
Florida Standards Training	Administrations and academic coaches	Training for teachers on FSA standards will result in higher achievement and proficiency on the FSA tests.	August 3, 2017	sign in sheet
Class Dojo	Administration	Training for teachers on using Class Dojo to facilitate communication with families and increase parent engagement.	August 4, 2017	Sign in sheet

Other Activities

Romeo hosts a Title General Meeting/School Orientation Night on August 31, 2107. Parents and families will learn information about the many benefits of attending a Title 1 school. Parents and Families will also have the opportunity to meet their child's teacher(s) and gain valuable insight into curriculum expectations.

A Parent Resource Room is equipped with educational resources to assist parents and families with engaging educational activities which promote academic success. Parents have access to computers in the library to access Student Portal Resources.

Each parent will receive a Calendar of Events which provides important dates for Parent and Family Involvement Activities. A Parent-School Compact will also be given out at the beginning of the school year that will outline expectations for parent/families, teachers, and students. Teachers will use/review/revise this Compact in discussions with parents concerning their child's progress throughout the 2017-18 school year.

Students in grades 3rd-5th will receive a planner that allows for written communication between teachers and parents. Planners will be updated daily with academic notifications. All students will receive a school communication folder (Nicky's Folder) that will be sent home weekly with student work, classroom and school newsletters, student data, and additional important information.

District Parent Surveys will be advertised on our school marquee, SkyLert messages, School Dojo and school newsletter.

School volunteers are recruited at the beginning of each year through information sent home to parents and the local newspaper. At the end of the year, volunteers are celebrated with an appreciation breakfast.

The Title 1 Parent Resource Center Mobile Unit will visit the school campus 4 times during the school year. Notification of the date of the visits will be advertised in the school newsletter.

Parents and families are encouraged to visit the District Title 1 Parent Resource Center and our teachers will utilize the Teacher Check Out Program.

Parents will have the opportunity to access the Teacher Check Out Program to gain access to Title 1 Library Resources. This will allow parents opportunity to access learning materials without driving 30 miles into Ocala. The materials are checked out and sent home with the student by the school. When the materials are returned to Romeo they are sent through the courier to the Title 1 office.

The Home-School Connection Newsletter will be sent home monthly with every student.

Parents/Families and community members will be invited to participate in Career Day scheduled for May 2018.

On November 16, 2017 parents and families will have an opportunity to take part of a guided tour of Romeo Elementary during student contact time. During the tour Title 1 resources will be highlighted. Parents will have a unique opportunity to see first-hand the benefits of being a Title 1 school and seek answers to any questions they may have regarding Title 1 resources.

Communication

Our school will share timely information about the Title I programs including a description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet. Initial information will be shared during the Title I Annual Meeting held August 31, 2017.

Students in grades 3rd-5th will receive a planner that allows for written communication between teachers and parents. Planners will be updated daily with academic notifications and will require a parent signature. All students will receive a school communication folder that will be sent home weekly with student work, classroom and school newsletters, student data, and additional important information.

Teachers, counselors and other school personnel will maintain regular contact with parents through personal calls, phone, texts, Dojo messages and emails in an attempt to reach parents who do not or cannot participate to seek input and increase involvement.

Home visits are provided by Social Services.

Parent Engagement Training and events will be distributed to parents via flyers, monthly school newsletter, SkyLert messages, School Dojo and will be advertised on our school's marquee.

All school information is disseminated through a monthly newsletter, the school's SkyLert calling system, and School Dojo. This is inclusive of those parents who did not attend planned events to ensure they receive all information.

All school information is presented to families in a language that they may easily understand (free from jargon, educational acronyms) and translated to their native language.

Phone calls using the SkyLert messaging system will be provided in English and Spanish. School and classroom newsletters are provided in both English and Spanish. All other school communication is provided in the language that parents can understand.

Accessibility

Our facility is ADA accessible. Parents with disabilities are regularly invited to all parental involvement events and family engagement workshops. If support is needed to accommodate a disability, appropriate arrangements will be made.

Translators for those in need of assistance with Spanish and/or American Sign Language are available upon formal request, as well as informally, through our many bi-lingual staff members.

Parent Engagement funds are used to provide parent engagement personnel who stay after school to provide additional support to parents who are seeking assistance. One of these staff members speaks both English and Spanish.

Discretionary Activities (optional)

Parents will be provided MCPS bus transportation to the Night at the Museum III Parent Engagement Event.