**OAKCREST ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan 2016-2017**

**Family Engagement/Parent Involvement Mission Statement – How willl you increase family engagement?**

*Our primary mission at Oakcrest Elementary School of International Studies 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 and be successful and understand active participation by parents and family 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.*

*Oakcrest Elementary is committed to the success of students. We will work together with parents to monitor the effectiveness of our Parental Involvement and Title I Programs and to provide excellence in education. This policy will be promoted by the administrators, principals, and other school staff as we seek active participation by our parents.*

**Involvement of Parents –How will you involve parents in school decisions?**

*Our 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, and other appropriate means.*

*Members of the SAC/PTO will be determined by the balanced representation of the ethnic, racial, and economic community served at Oakcrest 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 Involvement Plan and the School Compact each year. SAC members will have input on how Title I and Parent Involvement funds should be used at Oakcrest Elementary School.*

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

**Coordination and Integration – How will you coordinate with Federal Programs?**

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| *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.* |
| *Voluntary Pre-Kindergarten Program/Public Preschool* | 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. |
| *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 – How will you develop an Annual Title I Informational Meeting?**

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| **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| *Develop agenda and establish date for Annual Informational Meeting.*  *Obtain power-point template from Title I Parent Involvement Staff.* | *Administration* | *August, 2016* | *Copy of Agenda*  *Copy of Flyer* |
| *Send Meeting Announcement flyer in backpacks of all students.*  *Send Skylert phone message(s).* | *Administration* | *September 2016* | *Copy of Flyer*  *Copy of SkyLert message(s)* |
| *Hold Annual Title I Parent Informational Meeting.* | *Administration* | *September 2016* | *Sign in Sheets/*  *Parent Evaluations* |
| *Maintain Documentation.* | *Academic Coach* | *September 2016* | *Monitoring documents uploaded to school’s jump drive.*  *ISP uploads to Federal Programs Portal.* |

**Flexible Parent Meetings – How will you ensure that parents may atttend school meetings/events/family engagement workshops?**

*Oakcrest 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:*

* *The school’s scheduled orientation, open house, and the Annual Title 1 Meeting are held in the evening. This allows many of our working parents to participate.*
* *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. Childcare is also available for those who are in need of this service. Transportation will be offered to needy families so they may attend parent trainings or family engagement workshops.*
* *SAC/PTO meetings are scheduled at a time convenient to the SAC/PTO members.*
* *Student award ceremonies are presented during the school day at a variety of times on a quarterly basis.*
* *The Media Center is open before and after school hours for parents to participate in the book fair and use the school computers, when needed.*
* *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.*

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**Building Capacity – How will you build parent/family capacity?**

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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| *Hotdog Homework Night* | *Academic Coach* | *By providing resources and strategies for parents to help their students at home with math skills.* | *September 2016* | *Agenda,*  *Parent sign-in sheet,*  *Parent Evaluations* |
| *Safe Halloween* | *Administration, District Parent Involvement Staff* | *By providing a safe place for trick-or-treating for the community. Meals will be available for purchase.* | *October 2016* | *Tickets sold* |
| *Parent Conference Nights* | *Academic Coach, Teachers* | *Parents will be scheduled to meet with teachers to gain insight into their child’s academic progress.* | *November 2016/ February 2017* | *Parent sign-in sheet,*  *Parent Evaluations* |
| *McDonald’s McTeacher Night* | *Academic Coach* | *Teachers will work at the McDonald’s Restaurant and students and parents can come and eat in support of the school.* | *Not Yet Determined* | *40% of students will attend* |
| *Christmas Craft Night* | *Paraprofessionals, Administration* | *Students come to the cafeteria with family member to make holiday-related crafts with teachers and staff.* | *December 2016* | *60% or more of parents/families will attend* |
| *Spring ELA Parent Night* | *Academic Coach, Teachers, Administration* | *Literacy night for K-5 parents will provide reading strategies that parents might use to benefit their child in the area of reading/writing. The IB program and new FSA testing will be highlighted.* | *March 2017* | *Agenda,*  *Parent sign-in sheet,*  *Parent Evaluations* |
| *Spring Fling Carnival* | *Teachers, Staff, Leadership Team* | *Students, families, and community members will be invited for games, rides, and great food.* | *April 2017* | *60% or more of parents/families will attend* |
| *Celebration of Learning* | *IB Coordinator, Teachers, Leadership Team* | *The IB Units of Inquiry will be highlighted. Every student in the school will have work on display at the celebration. The fifth grade Exhibition will also be on display.* | *May 2017* | *50% or more of parents/families will attend* |

**Staff Training – How will you build staff capacity in parent involvement/family engagement?**

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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| *MTSS* | *District/ Principal/*  *Assistant Principal* | *Student Scores on District Learning Checks will increase.* | *August 2016-June 2017* | *TNL reports/Teacher sign-in sheets*  *Teacher documented Intervention.*  *Copy of PMP Schedule*  *Parent Signatures on the PMP paperwork.* |
| *School Parent Liaison Training* | *Administration,*  *District Title I Parent Involvement Staff* | *There will be an increase in parent involvement/family engagement. Students’ scores on FWAs, FSAs, LEOCEs will increase.* | *Quarterly trainings, throughout the school year.*  *Parent Liaison will train staff members in building parent involvement/family engagement.* | *Numbers of parents participating in parent trainings, parent involvement events and family engagement workshops will increase.* |
| *Parent Portal* | *Principal/Assistant Principal* | *Student Scores on District Learning Checks will increase.* | *August 2016-June 2017* | *Teacher sign-in sheets*  *Parent Portal report (number of parents registered)* |
| *Florida Standards Trainings* | *Administration, Coaches, Lead Teachers* | *Training for teachers on the new FSA standards will result in higher achievement and proficiency on the FSA tests in grades 3-5th grade.* | *(Specific dates)*  *Follow-up trainings throughout the school year* | *TNL reports,*  *Teacher sign-in sheets*  *Agenda* |
| *Identifying the Gifted Child* | *Guidance Counselor* | *Teachers will identify gifted traits in students, communicate with parents and identify potential students for gifted screening.* | *All year* | *Teacher sign-in sheets,*  *Agenda*  *(Number of referrals for the gifted program will increase.)* |
| *Positive Family Communication/Effective Conferences* | *Administration,*  *Title I Parent Involvement Staff* | *Student performance on FSAs, RWAs, and LEOCEs will increase.* | *November 2017* | *75% of parents will attend one parent conference.*  *Conference Night Flyer/Schedule*  *Sign-in sheets* |

**Other Activities – What other activities engage and involve parents in building capacity?**

* *Each parent will receive a Calendar of Events which provide important dates for parent involvement throughout the school year.*
* *A Parent-School Compact will be given out at the beginning of the school year that will outline expectations for parents, teachers, and administrators. Teachers will use/review (revise if needed) this Compact in discussions with parents concerning their child’s progress.*
* *Each child will receive a planner that allows for written communication between the teacher(s) and parents. Planners will be updated daily with academic notifications and will require a parent signature.*
* *District Parent Surveys dates will be advertised on our school’s Marquee, website and by sending a note home in a timely manner. Parents will also receive information on the use of school computers if needed.*
* *Volunteer & Mentor Appreciation Program - At the beginning of the year {September} recruitment and training will be offered to potential volunteers and mentors by the Dean of Students. At the end of the year {May} a breakfast will be held to celebrate their service and commitment by the administration team. Teacher input surveys are collected in May to gauge the effectiveness of the program.*
* *The Title I Parent Resource Center on Wheels will visit the school campus 4 times during the school year. Notification of the date of the visit(s) of the Title I Resource Center on Wheels will be sent out via newsletter, Alert Now calls, and noted on marquee/website for all parents/families.*
* *Parents and families will be encouraged to visit the District Title I Parent Resource Center and our teachers will utilize the Teacher Check Out program that the Center offers.*
* *Home School Connection Newsletters will be sent home monthly (Beginning Reading –Pre-K-2, Science + Math-3-5, Middle Years – 6-8) and a link will be shared on the school’s website.*
* *Our school will hold an Orientation/ Open House Day in September, 2016 to increase parent awareness of the school and teachers' goals and expectations.*
* *Our school will recruit additional SAC and PTO members to help research available resources, school needs, and establish a year-long plan.*
* *“Safe Halloween” will allow students and parents to enjoy trick or treating in a safe atmosphere. (October, 2016)*

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**Communication – How will you effectively communicate with parents/families in a timely manner?**

*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 in September 2016.*

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| *Teachers, counselors and other school personnel will maintain regular contact with parents through personal calls, phone texts, 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 Training and Family Engagement Workshop information will be distributed to parents via flyers, by utilizing the SkyLert telephone calling system, and the Remind Me app. Events will also be advertised on our school’s marquee.*  *Power-point presentations and You Tube videos will be available to parents/families who could not attend the District Trainings and Family Engagement Workshops.* |

*All school information is disseminated through a seasonal newsletter, the schools SkyLert calling system, as well as mass parent letter mailings. This is inclusive of those parents who did not attend planed 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.*

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**Accessibility – How accessible is your school to parents and families?**

*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. Phone calls using the SkyLert messaging system will be provided in English and Spanish, by the principal and the bilingual assistant principal.*

**Discretionary Activities – What additional activities not mentioned in your plan help to build family and community engagement?**

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| **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| *Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities.* | *Good News Club meets weekly at our school.* | *Administration/*  *Good News Club representatives.* | *Students will become more engaged in school work.*  *Behavior referrals will decrease.* | *Throughout the 2016-2017 school year, starting in October.* |
| *Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.* | *SAC members will look at school’s data and make decisions about needed parent-teacher training. After training had been implemented, SAC will determine the effectiveness of it.* | *Administration* | *Parents will become knowledgeable of students’ needs and how to help improve them.* | *August/ September 2016* |
| *Providing necessary literacy training for parents from Title 1, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training.* | *Parents will learn strategies to assist their children with reading, writing, and math.* | *Administration, Coaches, Teachers* | *Students’ test scores will improve due to parental support at home.* | *September 2016- May 2017* |
| *Adopting and implementing model approaches to improving parental involvement.* | *A request will be made for a Social Worker to help accommodate parents who are unable to attend meetings due to transportation or disabilities.* | *Social Worker, Classroom Teachers* | *Communication with parents will improve. Parent/school relationships and student success will also improve.* | *September 2016- May 2017* |

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