

SHADY HILL ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Ryan Bennett , 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

It is our mission that through hosting academic events in the community and at school, that our parents will support these events. Through this partnership, our parents will be well informed of the academic rigor and be able to place their child's education as their number one priority.

Involvement of Parents

All parents are invited to attend our Meet the Teacher event, Open House, and the Title I meeting where pertinent school information is presented and discussed.

In addition to these school-wide meetings, all parents are invited to attend the monthly School Advisory Council (SAC) and Parent Teacher Association (PTA) meetings. A vote is taken at the first meeting of the year for SAC leadership and those in attendance are placed on the roster. More than 50% of the SAC are parent representatives.

The SAC meetings will involve a continual review of the School Improvement Plan, the Parent Involvement Plan, and the Parent-School Compact. Parent and committee input on how Title I and Parent Involvement funds should be used is documented in the meeting minutes. SAC meeting are held right after school to increase participation of parents already on campus to pick up children.

Coordination and Integration

Program	Coordination
Title X - Homeless	The administration will coordinate with our District Homeless Liaison and who will provide the students and families the resources and support that they might need.
Title III - ESOL	The administration will coordinate with Grants and Federal Programs, ESOL Department to identify students. An ESOL paraprofessional is placed in our school to provide students with the appropriate academic support that they need to progress in learning a second language.
Title I C (Migrant)	The administration will contact the Migrant Department of Grants and Federal programs office. This office will provide academic support to the students and help families with resources they may need.
HIPPY Program	The 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.
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 to attend their child's IEP meetings. Teachers and staff will follow the MTSS policies and processes.
Voluntary Pre-kindergarten Program	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 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 Training and Workshops will be coordinated with Title I, Part A.
Title I Part II	Staff and Faculty at Shady Hill participate in District Professional Development opportunities.
Federal Nutrition Program	Our guidance department identifies families in need and coordinates "Food 4 Kids" - a weekend food backpack program providing nutrition supplements.
Individuals with Disabilities Education Act (IDEA)	Our school coordinates with the ESE, Student Services Department of MCPS. Supplemental instructional support will be shared with parents as they are invited and attend their child's IEP meetings. Teachers and staff will follow the MTSS policies and processes.

Annual Parent Meeting

Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
Develop agenda and establish date	Administration	August	Copy of Agenda, copy of Remind text messages sent
Send announcement flyer in backpacks of all students. Send Skylert phone messages.	Administration	September	Sign in Sheets/Parent Evaluations
Hold Annual Parent Meeting	Administration	September	Copy of Flyer and Skylert message

Maintain Documentation	Administration	September	Monitoring documents uploaded to school's jump drive, ISP uploads to Federal Programs Portal
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Flexible Parent Meetings

Shady Hill Elementary teachers and administration will ensure that workshops and meetings are offered at flexible times for parents and families. The school's scheduled orientation, open house, and the Annual Title I Meeting are held in the evenings. This allows many of our working parents to participate. Training and workshops activities are presented in the evening. This allows busy parents to attend without missing work. SAC meetings are scheduled at a time convenient to the SAC members. Student award ceremonies are presented during the school day 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. Parent-Teacher conferences are scheduled at various times, convenient for parents and families as well as teachers.

Building Capacity

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Curriculum Showcase	K-5 Teachers and Administration	Parents and families will learn about the basic foundational reading skills and ways to help students have academic success. Each grade level will present reading tips and strategies to increase student	November, February, and April	Agenda, Parent sign-in sheets, Parent Evaluations
Family Literacy Night	Administration and Media Specialist	Literacy night for K-5 parents will provide reading strategies that they can use to benefit their child in the area of reading. Students will also have the opportunity to read AR books with their parents and take AR quizzes. Scores on grade-level LEOCEs will show effective literacy development.	November, February, and April	Agenda, Parent sign-in sheets, Parent Evaluations
Skylert Registration	Administration and Parent Portal trained employees	During our Open House night parents will be invited to our computer lab to learn about the parent portal and also have the opportunity to register.	September	Agenda, Parent sign-in sheets, Parent Evaluations
Grade Level Learning Night	K-5 teachers and Administration	Parents and families will learn about grade level expectations and how they can support their child academically during the school year. Parents will learn literacy and mathematical strategies that will enhance their child's learning at home.	October	Agenda, Parent sign-in sheets, Parent Evaluations

Staff Training

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Parent Liaison Training	Anthony Mulvey	Liaison can delivery ideas to the staff on building capacity with parents.	Monthly	TNL Reports, Agenda, Teacher sign-in sheets
MTSS	District Personnel and Administration,	Student scores of District Learning Checks will increase	August 2016 - June 2017	Agenda, Teacher sign-in sheets, Teacher documented interventions, Copy of PMP Schedule

Identifying the Gifted Child	Guidance Counselor and School Psychologist	Teachers will identify gifted traits in students, communicate with parents and identify potential students for gifted screening.	All year	Agenda, Teacher sign-in sheets
Data Meetings	Administration, Guidance Counselor	Students performance on FSAs, RWAs, and LEOCEs will increase	Quarterly throughout the year	70% or more of parents will participate in conferences. Conference Sign-in sheets

Other Activities

Parent Resource Room - A Parent Resource Room is available for use of computers to log on to the Parent Involvement Library which gives information and suggestions on academics and behavior. The Parent Resource Room is maintained by the Media Center Assistant.

Each parent will receive a Calendar of Events which provide important dates for parent involvement throughout the school year. Parent-School Compact will also be given out at the beginning of the school year that will outline expectations for parents, teachers, and administrators.

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 parent signature.

Information on District Parent Surveys will be shared with parents providing information on 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. 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, Skylert 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) and a link will be shared on the school's website.

Our school will hold two Open House Days one in August for 3rd - 5th grade and one in September for K - 2 to increase parent awareness of the school and teachers' goals and expectations.

Fall Festival - Parents and families will be invited to participate in the gathering. The event will help facilitate a positive experience for all school stakeholders. October 28th, 2016. Persons responsible: Principal, Assistant Principal, Teachers and PTA.

A Holiday Extravaganza - All Grade K-5 will perform classic Holiday song. Parents and families will be invited to participate in the gathering. The event will help facilitate a positive experience for all school stakeholders. December 13th, 2016. Persons responsible: Principal, Assistant Principal, Music teacher and PTA.

Musically Marvelous Shady Hill. All grade K-5 will perform music in every possible, marvelous way. Parents and families will be invited to participate in the gathering.

The event will help facilitate a positive experience for all school stakeholders. May 16th, 2017. Persons responsible: Principal, Assistant Principal, Music teacher and PTA.

Career Day - Guidance Counselor will contact parents to share in their profession. The Guidance Counselor will organize the event. (May, 2017)

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 in November 2016.

Teachers, counselors and other school personnel will maintain regular contact with parents through personal calls 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 Workshop information will be distributed to parents via flyers and by utilizing the Skylert telephone calling system. Events will also be advertised on our school's marquee.

All school information is disseminated through a monthly newsletter, the schools Skylert calling system, as well as mass parent letter mailings. This is inclusive of those parents who did not attend planned events to ensure they receive all information.

Teachers contact parents and families regularly through personal emails and/or phone texts.

Accessibility

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 system will be provided in English and Spanish, by the principal and the bilingual assistant principal.

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

Discretionary Activities

Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school	Various SAC and/or PTA meeting times will be available throughout the year. We will provide babysitting services for those parents in the Student Advisory Council Meetings.	Administration	By providing home strategies student scores on reading/math district learning checks, FSA's as well as LEOCE's will increase.	Throughout the 2016-2017 school year