**2017-2018 MAPLEWOOD ELEMENTARY SCHOOL Title I, Part A Parent and Family Engagement Plan**

I, Bernrad Rembert , 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 definitions in Section 8101 of ESEA.

· Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent.

· Jointly develop/revise with parents the school parent and family engagement plan and distribute it to parents of participating children and make available the school plan to the local community.

· Involve parents and family members, in an organized, ongoing, and timely way, in the planning, review and improvement of the school parent and family engagement plan.

· Use the findings of the parent and family engagement plan review to design strategies for more effective family engagement and to revise, if necessary, the school’s parent and family engagement plan.

· Provide each family with an individualized student report about the performance of their child(ren) on the State assessments. (ESEA Section 1116)

· Provide each family timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who has not completed the criteria for state level certification.

· Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.

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| **Signature of Principal or Designee** | Date Signed |

**Mission Statement**To work collaboratively with parents and families in providing high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the Florida State Standards and effectively prepare them for higher learning or the workforce.

**Involvement of Parents**

Parents are involved throughout the school year in the planning, review, and improvement of Title I programs. Lines of communication are kept open as the principal has an “open door” policy, welcoming input from parents.

All parents are invited to attend our Orientation, Open House, and Title I meeting where school information is presented and discussed.

There are also advertised meetings that are scheduled to also seek input from parents. For instance, on a monthly basis, the principal meets with the Parent Teacher Association Board Members. On a quarterly basis parents may attend School Advisory Council 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 (non-employee) representatives.

The School Advisory Council meets quarterly as well to offer input and review the School Improvement Plan, the Parent and Family Engagement Plan, and the Parent-School Compact. Parent and family members’ input will be documented in SAC meeting minutes and minutes will be uploaded unto the school’s Title I jump drive. All documentation will be kept for monitoring purposes.

**The student advisory council will provide an avenue for sharing information about student achievement as well as giving parents a voice to express views or ask questions about the educational process. These quarterly meetings will be advertised in advance and will have documented notes and agendas.**

In the spring, a school-wide survey is distributed to parents in order to gain insight and help Maplewood Elementary develop relevant goals and parent and family engagement strategies for the upcoming school year. Parent and committee input on how Title I and Parent Involvement funds should be used is documented in the meeting minutes.

**Coordination and Integration with Other Federal Programs**

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| 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. |
| 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. |
| 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 and can be contacted by interested families in our school. |
| 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 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. |
| 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**

The annual parent meeting will be held on September 7th at 5:00 p.m. The meeting will take place in the cafeteria. The meeting will address academic expectations as well as student achievement results from the previous year. Also, the meeting will cover the plan of action to improve upon this data for the current school year. This meeting will explain the plan for spending funds in order to meet the needs of students and families. Parents will understand their rights and be given avenues to communicate with school personnel. The meeting will be advertised through various sources of electronic and print media to families well in advance of the meeting.

**Flexible Parent Meetings**

**Maplewood Elementary will provide flexible times for meetings and family engagement opportunities. The time and dates for these meetings will be advertised on the school marquee, Skylert phone/text messages, the school newsletter, as well as the school website. These messages will also be translated into Spanish.**

**Parent-teacher conferences will be scheduled at times that meet the needs of the parents and families involved.**

Child care or activities may be provided during before or after hour meetings.

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**Building Capacity**

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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| *Science Night* | *Assistant Principals Math Content Specialist*  *Grade K-2 Teachers*  *Grade 3-5 Teachers* | *By helping parents to learn strategies for solving real world mathematical applications, students in grades K-5 will increase their mathematics scores on district assessments. Students in grades 3-5 will make gains on the math FSA.* | *March 6, 2018 5:00* | *Agenda,*  *Parent sign-in sheet,*  *Parent Evaluations* |
| *Writing* | *Literacy Content Area Specialist* | *Parents and families will learn about the writing rubric and ways to integrate writing into the content areas. RWAs, DBQs, and the ELA writing scores will increase.* | *December 7, 2017 7:30 Am* | *Agenda,*  *Parent sign-in sheet,*  *Parent Evaluations* |
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**Staff Training**

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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| *MTSS* | *Principal, Assistant Principals, and Guidance Counselors* | *Training that includes ongoing progress monitoring along with documentation will lead to students’ scores on multiple data sources increasing.* | *August 2017-May 2018* | *Teacher Sign-In*  *Teacher documented Interventions.*  *Tier Talks/Data Meeting Schedules*  *Parent Signatures on the PMP paperwork.* |
| *STEM Student Projects* | *STEM Leads and Assistant Principals* | *Students participating in STEM activities each semester will result in an increase in district and state math testing.* | *Semesters*  *2017-2018* | *Agenda/Meeting Notes from planning* |
| *Observing effective teaching, planning for Differentiated Math Instruction with the use of MFAS to determine baseline* | *STEM Leads, Math CAS Assistant Principals* | *Students’ individualized math needs will be met resulting in an increase of district and state math testing gains.* | *Once a month for the 2017-18 school year* | *Observation Notes*  *Lesson Plans*  *Collaborative Planning Notes* |
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**Other Activities**

Our school will encourage involvement in SAC and PTO to help research available resources, school needs, and establish a year-long plan. Administration will work closely with the PTO board to utilize email distribution group of all PTO members to help keep all members informed and encourage active participation.

Volunteer & Mentor Appreciation Program - At the beginning of the year {September} recruitment and training will be offered to potential volunteers and mentors by the volunteer coordinator. Email distribution lists will be utilized to help inform and invite parents to organizational meetings prior to events in order to promote a wider base of parent involvement. At the end of the year {May} a reception is held to celebrate their service and commitment by the administration team. Volunteer and teacher input surveys are collected in May to gauge the effectiveness of the volunteer program.

Parents’ input is solicited annually through surveys. Phone messages and announcements are made each morning reminding families of the importance of returning the completed surveys. Students are also given a treat as an incentive for the return of the surveys.

The Title I Parent Resource Mobile Unit will visit the school campus 4 times during the school year. Notification of the date of the visit(s) of the Title I Resource Mobile Unit will be sent out via newsletter, Phone Message Alerts, 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. This resource is publicized in the school’s newsletter.

**Communication**

In order to help parents/families stay informed of the many opportunities at Maplewood Elementary, a variety of communication tools are utilized. Fridays are used primarily as the day of the week to send out school-wide communications. This will help parents be aware of and know when to expect school-wide information. The web site, text-message, and email notifications is also utilized on a consistent basis. Quarterly newsletters along with monthly Home School Connection Newsletters will be sent home and a link is shared on the school’s website.

The web site and quarterly newsletters publicize the calendar of events for Maplewood Elementary. A Parent-School Compact will also be given out at the beginning of the school year that will outline expectations for staff, parents, and students. Teachers will use/review this Compact in discussions with parents concerning their child’s progress throughout the school year if needed. Students in grades 3-5 utilize academic planners that allows for written communication between the teacher(s) and parents. Planners will be updated daily by students with academic requirements.

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 September 7, 2017 at 5:00 p.m..

**The expectation is for teachers, counselors, and other school personnel to make regular contact with parents through phone calls, email, or text messaging.**

**Home visits will be provided by Social Services on a need basis.**

**Parents will be given an opportunity to fill out surveys and comment forms to rate events, as well as their overall opinion of the school.**

**Power-point presentations will be available to parents/families who could not attend the District training and family engagement workshops.**

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**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 family engagement opportunities and if support is needed to accommodate a disability, appropriate arrangements will be made.

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