**2017-2018 SHADY HILL ELEMENTARY SCHOOL Title I, Part A Parent Family Engagement Plan**

I, Debra Riedl, 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 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 parental involvement plan to the local community.
* Involve parents and family members, in an organized, ongoing, and timely way, in the planning and review, 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.
* If the plan for Title I, Part A 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.
* 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.
* 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 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**

It is our mission to work collaboratively with parents by hosting academic events in the community and at school, that focus preparing students and educating parents on the importance of high quality curriculum based on the Florida Standards. 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 meetings 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. We strive to represent the demographics of our school through our SAC memberships.  
  
The SAC meetings will involve a continual review of the School Improvement Plan, the Parent and Family Engagement Plan, and the Parent-School Compact. Parent and the committee have input on how Title I and Parent Involvement funds should be used and is documented in the meeting minutes. All parent/family member input documentation is uploaded to our school’s Title I jump drive and kept for monitoring purposes. SAC meeting are held right after school to increase participation of parents already on campus to pick up children.

Our school will recruit additional SAC and PTA members to help research available resources, school needs, and establish a year-long plan.

**Coordination and Integration**

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| **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 child hood 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 stat 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**

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| **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Develop agenda and establish date | Administration | August 1, 2017 | Copy of Agenda, copy of Remind text messages sent |
| Send announcement flyer in backpacks of all students. Send Skylert phone messages. | Administration | September 1, 2017 | Sign in Sheets/Parent Evaluations |
| Hold Annual Parent Meeting | Administration | September 21, 2017 | Copy of Flyer and Skylert message |
| Maintain Documentation | Administration | September and ongoing | Monitoring documents uploaded to school's jump drive, Title I department uploads to Federal Programs Portal |
| Send text messages using Remind | Administration | August and ongoing | Copy of agenda and PowerPoint |

**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. Teachers also contact parents/family members on a regular basis through emails, newsletters, phone calls, class DoJo, etc.

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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** |
| 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 books with their parents. Scores on grade-level LEOCEs will show effective literacy development. | November 16, 2017 | 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 19, 2017 | Agenda, Parent sign-in sheets, Parent Evaluations |
| Publix Math Night | K-5 Teachers and Administration | Math night for K-5 parents will provide students with basic math knowledge using real world strategies. Students will also have the opportunity to interact with their community. | March 29, 2017 | Agenda, Parent sign-in sheets, Parent Evaluations |

**Staff Training**

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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Common Board Training | Principal and AP | Teachers and students will better understand the Florida Standards, therefore students will be better prepared for assessments, which will increase students achievement. | August 4, 2017 | Common Boards will be visible in classrooms.  Observations of teachers and students referring to standards on Common Board. |
| MTSS | District Personnel and Administration, | The number of students needing an intervention will decrease. | PMP meetings begin on October 9, 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. | August 18, 2017 | Gifted checklists and referrals |
| PST Data Meetings | Administration, Guidance Counselor | Students performance on FSAs 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 parents use 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 Specialist.   
  
Each parent will receive a Calendar of Events which provide important dates for family engagement opportunities 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.  
  
  
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 Student Services Manager. Teacher input surveys are collected in May to gauge the effectiveness of the program.  
  
The Title I Parent Resource Center Mobile Unit will visit the school campus four times during the school year. Notification of the date of the visit(s) of the Title I Resource Center Mobile Unit will be sent out via newsletter, Skylert calls, and noted on marquee/website for all parents/families.  
  
Parent Portal Registration – This will take place during orientation on August 9th, and also will continue throughout the year.

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 an Open House in September, 2017 (K-2 @ 5:30 – 6:30 & 3-5 @ 6:45 – 7:45) -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 27, 2017). 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 12, 2017. 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 15, 2018. Persons responsible: Principal, Assistant Principal, Music teacher and PTA.  
  
**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 on September 21, 2017.  
  
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.

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.

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, assistant principal and the bi-lingual staff members.  
  
Newsletters, flyers, and parent notices will be translated into Spanish.

**Accessibility**

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.

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**Discretionary Activities**

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| **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
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