**FORT MCCOY SCHOOL Title I, Part A Parent and Family Engagement Plan**

I, Michael Hearn, 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)].

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

**Mission Statement  
Parental Involvement Mission Statement (Optional)**

How does your PFEP describe the shared responsibility ? How does parent and family engagement assist in providing high quality instruction for all learners?

***Response:***

Fort McCoy will work as a team with parents, teachers, and the community to provide high-quality educational curriculum that effectively prepares the students for high school and beyond.

**Involvement of Parents**  
Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used (ESEA Section 1116)

***Response:***

Parents will be encouraged to attend the Title I Annual Meeting as well as SAC and Title I meetings throughout the year. These meetings will provide the parents with information and input on the Title I budget and programs.   
  
Parents are invited to attend the School Advisory Council meetings as scheduled. During the first meeting, a vote is taken to put the SAC leadership in place and those in attendance are placed on the roster. More than 50% of the SAC are parent (non-employee) representatives.  
  
During the SAC meetings, parents will be involved in the continual review of the School improvement plan, the parent involvement plan, and the Parent-school compact. Parents are allowed input on how Title I funds are being spent at the school site.

**Coordination and Integration with Other Federal Programs**

Describe how the school will coordinate and integrate parent and family engagement programs and activities?

How does the school coordinate and integrate parent and family activities that teach parents how to help their children at home? (ESEA Section 1116)

***Response:***

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| **count** | **Program** | **Coordination** |
| 1 | Nutrition Programs | Guidance identifies families in need and coordinates “Food 4 Kids”—a weekend food backpack program providing nutrition supplements. |
| 2 | Violence Prevention Programs | Anti-bullying/violence prevention addressed through SRO discussions in classes and as needed. |
| 3 | Violence Prevention Programs | Fort McCoy School is a Positive Behavior Support School and utilizes school-wide expectations to support harmonious relationships. |
| 4 | Homeless | Guidance identifies all Homeless/Migrant students; coordinates with MCPS liaison to meet entire families’ physical, social, and academic needs. |
| 5 | Title I, Part C: Migrant | Guidance identifies all Homeless/Migrant students; coordinates with MCPS liaison to meet entire families’ physical, social, and academic needs. |
| 6 | Title I PreK Program | Fort McCoy will provide information about HIPPY to our parents of Pre K students. We no longer have an onsite Head Start program. |
| 7 | Title II | Fort McCoy School participates in District and Title I professional development. |
| 8 | Title III | Fort McCoy School participates in Title III, ELL program by providing assistance to identified students and monitoring their progress. |
| 9 | 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 parents as their first teacher. The parent is provided with a set of developmentally appropriate materials, curriculum, and bookds 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. |
| 10 | Individuals with disabilities education act (IDEA) | Fort McCoy 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. |

**Annual Parent Meeting**

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents and families of participating children about the school’s Title I program?

Describe the nature of the Title I program (schoolwide or targeted assistance)

Describe how the meeting will cover (AYP) , school choice, and the rights of parents.

***Response:***

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Develop agenda and establish date | Assistant Principal | August | Power Point, Agenda |
| 2 | Send flyer home to parents, Connect 5 message | Assistant Principal | early September | Flyer |
| 3 | Annual Parent Meeting | Principal | late September | Sign in Sheets |
| 4 | Maintain Documentation | Assistant Principal | August - May | monitoring documents uploaded to school's jump drive ISP uploads to Federal Programs Portal |

**Flexible Parent Meetings**  
Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening.

How will school provide with Title I funds, transportation, child care, or home visits, as services relate to parent and family engagement? (ESEA Section 1116)

***Response:***

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Open house is offered in the evening to allow for parents to attend. SAC meetings are held right after school every other month. Parent activities will be held during the school day, before school and after school as well as in the evening to allow for maximum parent involvement. Child care can be provided for events when a need is displayed. Parents unable to meet during before or after school times are welcome to schedule appointments during the school day on a case by case basis.

**Building Capacity**

How will the school implement activities that will build the capacity for meaningful parent/family involvement?

How will the school implement activities that will build relationships with the community to improve student achievement?

How will the school provide other reasonable support for parent/family engagement activities?

***Response:***

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | 6th Grade Parent training | 6th grade team | Assist students in organizational skills to increase student success | September 2017 | Evaluations/Sign in sheets |
| 2 | Family Literacy Night | Teachers/Business Partner Committee | Allows the parents to see what is expected on writing assessments | October 2017 | Agenda, Sign in sheet, Parent Surveys |
| 3 | Web-based Info trainings | Teachers | Assisting parents to navigate the parent access, student desktop/access, and other helpful websites. | Beginning October 2017 | Agenda, Sign in sheet, Parent Surveys |
| 4 | Parent Conference Night | Elementary teachers | Assist parents in keeping up with their student's progress | November 2017 | Agenda, Sign in sheet, Parent Surveys |
| 5 | PreK Parent Workshops | PreK teacher | Affords information to parents about content that students are learning and how to assist them at home. | Quarterly | Agenda, Sign in sheet, Parent Surveys |
| 6 | Kindergarten Meet the Teachers | Kindergarten Teachers | Setting expectations for the successful beginning their school career | August 2017 | Agenda, Sign in sheet, Parent Surveys |

**Staff Training**

Describe the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders, and other staff with the assistance of parents/families in the value and utility of contributions of parents/families?

What professional development activities will the school provide to educate teachers, specialized instructional support personnel, principals, other school leaders, and other staff with the assistance of parents/families in how to reach out to, communicate with , and work with parents/families as equal partners?

What professional development activities will the school provide to educate teachers, specialized instructional support personnel, principals, other school leaders, and other staff with the assistance of parents/families in implementing and coordinating parent/family programs and in building ties between parents/families and the school? (ESEA Section 1116)

***Response:***

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Progress Monitoring/MTSS | Teachers/Administration | Academic progress review. These meetings are to evaluate the student progress and assist in implementing adequate interventions for student achievement. We will impact student achievement with the monitoring of progress. Effective home/school communication. | Ongoing/Monthly | Student grades |
| 2 | Pre-SAT meetings | Student Assistance Team | Optimizing student achievement. We will pre-identify students who need interventions to improve performance. Effective home/school communication. | Ongoing/as needed | Student grades |
| 3 | School wires Teacher webpageTraining | Mr. Brady and Ms. Woerner | Effective parent and student engagement. Keeping parents aware of classroom goals and assignments, therefore, increasing completion of homework, resulting in better understanding of content. Student achievment should increase. | August | Teacher Evaluations |
| 4 | Parent Education trainings | Parent Liaison | Liaison will share with teachers effective measures to build parent involvement in their child's education to help improve academic achievement. | Quarterly | Parent Evaluation Surveys |
| 5 | Elementary Parent Liaison Trainings | Parent Liaison | Improve communication between elementary parents and teachers. | Quarterly | Teacher evaluations, sign in sheets |
| 6 | Middle school matters | Parent Liaison | improve communication between middle school parents and teachers | August 2015 | sign in sheet and evaluation |
| 7 | Skyward Trainings | Teachers/gladiators | Teachers will be able to effective record grades and keep accurate attendance in order to identify problem areas for students. | August 2015 | Sign in sheet, evaluations |

**Other Activities**

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their children? (ESEA Section 1116)

***Response:***

The Parent Resource On Wheels makes regular visits to the campus and offers parents information and support. Administration will set up the times of the visits and the van personnel will have a sign in for the parents. Fort McCoy School has a parent liaison that helps build communication between the school and home. The Title I Parent Resource Center will offer materials for teachers and parents to check out to provide extra practice at home. Teachers are also encouraged to check out items from the resource center to use in their classrooms.  
  
  
  
  
  
  
  
Parents are invited and encouraged to attend SAC meetings and participate in other on campus activities on a regular basis. Sign in sheets will be shown for evidence.  
  
  
  
The Parent Access will be available to all parents as well as the school website to monitor their child's progress. On parent access, parents have access to grades, test scores and the school's website. Student desktop is available for parents through their childs login information. Student access contains the links for the eTextbooks, teacher websites, and important links to items such as eMarion and Office 365. All of these technology options can be accessed from home or from school computers as parents need them.   
  
We conduct two book fairs a year to allow parents and students to purchase appropriate reading materials. This encourages students to choose what they read on their own.  
  
Open House is done in September to allow parents to meet the teachers and hear from the teachers about the expectations of the students and to ask any questions they may have.  
  
Grade level Parent engagement projects. Teachers have set up a grade level expectation on engaging parents in the educational process as follows:  
  
Kg=Merry Read along-parents join students for breakfast, story, and ornament making; Spring into Science-garden planting in the butterfly garden.  
  
1st=March Leprechaun Trap Night  
  
2nd=TBD  
  
3rd=Quarterly newsletter to parents and daytime joint project with parent and child  
  
4th=Surveying the parents to find out their needs to assist their child and they will act upon those results  
  
5th=TBD  
  
6th=Technology trainings and informational trainings (listed in building capacity)  
  
7th & 8th=REMIND 101-a texting and emailing app where teachers and parents can communicate concerning student activities and homework. This is included in a newsletter home to parents.  
  
Schoolwires=teacher websites available for parents to keep up to date on their child's assignments and class activities.

**Communication**  
How will the school provide timely information about the Title I programs?

How will the school describe and explain the curriculum at the school, the forms of assessment used to measure student progress, and the achievement levels students are expected to obtain?

If requested by parents, how will the school provide regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren)?

How will the school submit parents/families comments if the schoolwide plan is not satisfactory to them? (ESEA Section 1116)

***Response:***

Fort McCoy will set up a parent meeting for Title I participants during the August Open House. Parents are encouraged to attend and will be invited to attend the SAC meetings in which some of the policies will be decided upon. Parents are also welcome to meet with administration by appointment at their convenience to add any input that they may have on the plan. Information on Title I Programs are also highlighted in our Student Handbook and our Monthly Newsletter. Parent reminders/flyers of programs are sent out 3 weeks prior to the event with a follow up call the week of the event. Administration approves all flyers and newsletters.  
  
Parents receive the "Cougar Chat" newsletter as well as Skylert messages from the school. The articles and messages come from various school personnel to advise and inform the parents. Report from Skylert can be pulled to help us determine who is consistently receiving the communication.  
  
All communication will be translated into the language that the parents understand.

Fort McCoy Baptist church is a resource for our students and parents. They have provided supplies and snack foods for our families.

**Accessibility**  
How will the school provide full opportunities for participation in parent/family engagement activities for all parents?

How will the school share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable and uniform format and in languages that parents/families can understand?

(ESEA, Section 1116)

***Response:***

Parents, including parents of SWD, are notified of school events via: Skylert messages, School wires teacher webpages, the school website and the school newsletter throughout the school year. Special parent events will be promoted using these mediums as well as printed flyers sent home and in some cases personal phone calls to parents. SAC meetings will include upcoming events and the school calendar available on the MCPS website at the beginning of each school year to enable parents to plan for report cards, progress reports and other planned events. As new students enroll they are provided with a handbook containing important school information. In the rare case that we need a newsletter or message translated into another language, we will seek assistance through the district ESOL department. Our site is accessible by parents who may have disabilities. Any parent who may need assistance due to a disability will be accommodated as appropriate. Documentation is stored on the Title I portal.

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**Discretionary Activities(optional)**

What activities does the school plan to implement that are not required, but will be paid for through Title I, Part A funding(for example, home visits, transportation for meetings, activities related to parent/family engagement, etc.)

***Response:***

Safe Halloween is a way to provide a fun activity for families to come to campus and receive some teacher interaction and discussion on topics of concern.

Veteran Day Luncheon is an activity to help our young people learn to communicate with an older generation. It teaches them service and social skills.