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

I, Jamie North, 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**

**Greenway Elementary believes that parental involvement and engagement is essential for student development and achievement. Greenway will strive to build a positive relationship with parents, indicating our commitment to a TEAM approach to help *every child succeed*.**

**Involvement of Parents**

**Greenway Elementary believes in involving parents in all aspects of its Title One programs. Our SAC (School Advisory Council) committee will develop, implement, and evaluate all aspects of the School Improvement Plan and the Parent and Family Engagement Plan. The committee reviews the SIP, school data, develops revisions, and presents proposals to the SAC. All SAC members are provided opportunity to review and offer input to the plan, prior to offering their approval. Throughout the year, parents are presented with school involvement surveys to evaluate the school’s current parent activities. Data collected from parent surveys guides the activities planned for the following school year.**

**SAC members are chosen through the process of a vote. Parents wishing to participate in SAC are put on a ballot and then parents vote to elect new SAC members. We will appoint more SAC members in the case that we need a more even ratio for our school’s ethnicity. Fifty percent or more of our SAC members are non-employees.**

**Parent input will be recorded in the minutes at every SAC meeting. Each SAC meeting will have an agenda that reflects school initiatives that need to be addressed. SAC meeting minutes will be documented and kept as record of parent and family participation. SAC meeting minutes will be uploaded to the school’s Title 1 jump drive for monitoring purposes.**

**Coordination and Integration with Other Federal Programs**

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| **Program** | **Coordination** |
| HIPPY | Home Instruction for Parents of Preschool Youngsters (**HIPPY**) is a home-based, family focused **program** that helps parents provide educational enrichment for their preschool child. The parent is provided witha 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. |
| Title 1 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 the resources they may need. |
| Title II | Staff and faculty members participate in district professional development opportunities. |
| IDEA (individual with Disabilities Act) | Our school coordinates with the ESE, Student Services Department of MCPS. Supplemental instructional services and support are shared with parents as they are invited to attend their child’s IEP meetings. Teachers and staff will follow the MTSS policies and procedures. |
| Title III (ESOL) | The administration will coordinate with Grants and Federal Programs, ESOL department to identify students. ESOL paraprofessionals are paced in our school to provide appropriate academic support that they need to progress in learning a second language. |
| Title 1 Part A | Our school receives Title I funds based on free and reduced lunch counts. Title I Part A funds are used to provided supplemental instructional materials, equipment, and or personnel to help students meet the rigorous state standard expectations. Staff development, as well as Parental Involvement Trainings Workshops will be coordinated with Title I Part A. |
| Federal Nutrition Program | Our guidance department identifies families in need and coordinates “Food 4 Kids”- a weekend backpack program providing nutritional supplements. |
| Title X Homeless | The administration will coordinate with the District Homeless Liaison who will provide students and families the resources and support they need. |

**Annual Parent Meeting**

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| **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Title I Annual Meeting | Principal | 8/29/17 | Attendance survey, sign-in sheets |
| Parent notification of the Title 1 Annual Meeting | Assistant Principal | 8/10/17 | Parent attendance sign in sheet |
| Maintaining Meeting Minuets and Attendance on Title 1 Jump Drive | Principal | 8/10/17 | Meeting Minutes,  Sign in sheet |

**Flexible Parent Meetings**

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Parent conferences will be held before and after school, as well as during the day as needed. School-wide planners will be used as a communication tool for scheduling parent meetings upon request. Social workers are also available to conduct home visits if parents are unable to attend a meeting in person.

School activities will be held on alternate days during the week. Administration will seek to determine parent availability and preference of activity times. PTO meetings will be held in the morning. If members voice the need for evening meetings, we will work to accommodate those needs. Parent nights will be advertised and held at times when it seems most convenient for our parents to attend.

The parent survey will monitor and document the success of our flexibility.

**Building Capacity**

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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Readers are Leaders | Principal/Assistant Principal | Parents will have the resources available to encourage and support literacy development at an early age so students will make learning gains in reading. | 8/10/17 | Parent Survey Evaluation forms |
| **Publix Math Nights** | Dean/Teachers | Increase the ability to work and apply real world mathematical applications so math ability will be enhanced. | 11/9/17 11/30/17 | Title I sign in sheets  Evaluation forms |
| **Muffins for Moms/Donuts for Dads (1-5)** | Guidance Counselor/Literacy Coach | Explore reading in the content area tied to standards. As parents are taught reading strategies, they can work with their child at home to increase their child’s reading ability. | 11/15/17,  2/16/18 | Parent Survey  Sign-in sheets  Evaluation forms |
| **Pastries for Parents** | Guidance Counselor/Literacy Coach | Literacy activity just for Kindergarten parents to provide parents with strategies they can use to enhance their child’s reading ability. | 10/13/17 | Parent Survey  Sign-in sheets  Evaluation forms |
| **Literacy Night** | Administration, Teachers, Literacy Coach | Teachers at each grade level will present parent friendly presentations of the current literacy standards. Parents will leave with tools they can use at home to assist in raising their child’s literacy achievement level. | 10/19/17  1/4/18  3/29/18 | Parent Survey  Title I sign in sheet  Evaluation forms |
| **Science Fair Information Night** | Administration, Teachers (4-5) | Reviewing the scientific process with parents of 4th and 5th grade students. Teachers will provide important information on the foundations of science knowledge to ensure parents are confident with how to assist their child in the scientific process at home. | 1/9/18 | Parent Survey  Title I sign in sheet  Evaluation forms |
| **Math Night** | Administration, Teachers (K-5) | Teachers at each grade level will present parent friendly presentations of the current math standards. Parents will leave with tools they can use at home to assist in raising their child’s mathematic achievement level. | 10/5/17 | Parent Survey  Title I sign in sheet  Evaluation forms |

**Staff Training**

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| **Content and Activity Type** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| **MTSS (Multi-Tier System of Support)** | AP/ Literacy Coach | Teachers will be trained in the MTSS implementation process. Teachers will have a better understanding of the intervention strategies needing to be implemented to ensure academic success in all academic areas. This will include parent communication throughout the process to gain additional academic support at home. | August 30, 2017 | Parent Conference notes/signatures  PMP paperwork  Teacher Sign-in sheets |
| **Effective Parent Conferences** | Dean, Guidance Counselor, Teachers | Teachers will be trained on the effectiveness of parent communication. Teachers will be taught effective communication strategies when discussing their students’ academic and social well-being. Effective parent conferencing will lend to parents understanding on how to help their child in all academic areas. | September 27, 2018 | Sign in sheets  Conference Forms  Parent Feedback Sheet |
| **Gazette Information** | Principal | Teachers will be informed of ongoing best practices when communicating with parents, progress monitoring student achievement, and communicating upcoming events that encourage parent attendance, input, and feedback. | (Weekly) August 2017- May 2018 | Teacher feedback survey |
| **Title I Parent Mobile Unit** | Title I Personnel | Parent Resource Mobile Unit visits the Greenway campus 4 times throughout the school year. Announcements will be sent home with students in a timely manner and advertised on our school’s marquee/website. | Fall 2017 and Spring 2018 | Sign in sheets  Parent surveys |

**Other Activities**

**Rock and Roll into Kindergarten**. Upon registering for Kindergarten, parents receive a kindergarten readiness packet so parents can work with their children at home prior to their commencement of school.

**Informational Open House**- Open house outlines student expectations so that parents will be able to work with and/or encourage their students to make academic progress this upcoming school year.

**Greenway Gala**- Science and Special Areas will showcase the scientific process and integrated learning in reading, science, and math.

**Positive Phone Calls**- Ensure positive family relationships by focusing on the positive behavioral and academic success of every child.

**Parent Resource Room**- Numerous resources are available for parents to check out and use at home with their child. Computers are also available to assist parents in locating additional resources on the web. A para-professional will be available during parent night events to assist parents in locating and obtaining these resources.

**Home School Connections Newsletter**- an informational newsletter will be sent home monthly and a link will be shared on the school’s website.

**Linking Parents to Additional Resources-** Parents/families are also encouraged to visit the District Tile I Parent Resource Center located at Howard Academy Community Center. Teachers are encouraged to utilize the Teacher Check-Out program that the center offers.

**Communication**  
Parents are provided communication through teacher newsletters, the monthly parent newsletter (Gator Tales), and various printed handouts. The stated types of communication are sent home with the students. Communication in Spanish is sent home as needed. “SchoolWay” is also used as a means of parent communication.

Greenway will encourage parents to sign up for text alerts via the parent portal.

Greenway will encourage teachers to maintain their classroom websites to ensure timely communication.

The parent involvement plan will be readily available on the school’s website and copied for those parents who request a hard copy.

All District Title I communication is available in both Spanish and English.

All parent notifications will be approved by the principal prior to dissemination. Parents will be provided information about events 5-7 days before the event.

**School-wide planners grades 2-5-** planners will be used by every teacher to document lesson activities and homework, as well as communicate important information from school to home.

**Take home communication folders grades K-1:** Kindergarten and first grade students will be provided a durable take-home folder for homework and parent communication.

**Accessibility**

School letters will be translated by our ESOL para-professionals. Our ELL para-professionals are invited to sit in parent conferences or make phone calls to parents in their native language.

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** |
| Maximizing parental involvement in their child’s education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers and other educators who work directly with the participating child for parents unable to attend those conferences at school. | Social workers are also able to conduct home visits if parents are unable to attend a meeting. | Administration, Social Worker, Teachers, Guidance Counselor. | Increase in student scores on State Assessments, EOC, District and Formative Assessments. | 2017-2018 school year. |