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

I, Joelene Vining, 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**

Our primary mission at Reddick-Collier Elementary is to prepare students for graduation and beyond by providing rigorous purposeful standards-based instruction while engaging families. We strive to work collaboratively with parents and families to nurture a love for learning and to help our students become lifelong learners.

We believe that each child should be given opportunities to achieve and be successful and understand active participation by parents and family will help promote this success. We will work together to establish effective family-school partnerships. School and home must also work together to help ensure our students will achieve and succeed. We are committed to ongoing, two-way, meaningful communication to help facilitate mutual understanding and to stimulate student success.

Reddick-Collier Elementary is committed to the success of students. We will work together with parents to monitor the effectiveness of our Parental Involvement and Family Engangement and Title I Programs and to provide excellence in education. This policy will be promoted by the administrators, teachers, and other school staff as we seek active participation by our parents.

**Involvement of Parents**

Our school has a School Advisory Council (SAC) and a Parent Teacher Organization (PTO) consisting of parents, community members, and school staff. All parents are encouraged to become members of the SAC and PTO. Information about these groups is sent out to families by School Newsletters, Skylert phone messages, and social media sites including Twitter, Facebook, and Instagram.

Members of the SAC will be determined by the balanced representation of the ethnic, racial, and economic community served at Reddick-Collier Elementary School. More than 50% of the SAC are parent (non-employee) representatives.

The SAC meeting reviews and makes revisions to the School Improvement Plan, the Parent Involvement and Engagement Plan and the School Compact each year. SAC members will have input on how Title I and Parent Involvement funds should be used at Reddick-Collier Elementary. All parental input is documented in our SAC meeting minutes. These minutes are uploaded to our school’s Title I jump drive and kept for monitoring purposes.

The Local Education Agency (LEA) has a District Parent Involvement Review Committee. School Advisory Council (SAC) chairpersons from each of the Title I schools and other involved parents along with School Parent Liaisons, and Community Leaders make up this committee. The DPIRC brings recommendations to our school to help in planning for meaningful family engagement and parent involvement opportunities.

**Coordination and Integration with Other Federal Programs**

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| **Program** | **Coordination** |
| Voluntary Pre- Kindergarten Public Preschool | Title 1 coordinates with the Early Learning Coalition, and schools in order to provide parents and caregivers with helpful information and steps for enrolling their children in Florida's Voluntary Pre-Kindergarten Programs. VPK and (ESE) PNK classrooms are established in schools based on school and community needs. |
| Title I Part A | Our school receives Title 1 funds based on free and reduced lunch counts. Title 1 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 1, Part A. |
| Head Start | There is a Head Start program on our campus. Parents of the students are always welcome on our campus. As new students enroll we share program information. |
| Title I C (Migrant) | The administration will contact the Migrant Department of Grants and Federal Programs office as migrant students enter the school. This office will provide academic support to the students and help families with resources they may need. |
| Title II | Teachers will participate in staff development activities throughout the school year. |
| 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. |

**Annual Parent Meeting**

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| **Activity/Tasks** | **Person**  **Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Develop agenda and establish date | Administration | August, 2017 | Copy of Agenda, Copy of flyer |
| Announcement flyer in backpacks of all students.  Send Skylert Message to all students.  Posted on the marquee. | Administration | September, 2017 | Copy of Flyer, Copy of Skylert Message |
| Hold Annual Title I Parent Meeting | Administration | September 14, 2017 | Sign-In Sheets, Parent Evaluations |
| Maintain Documentation | Administration | September, 2017 | Monitoring documents, uploaded to school's jump drive and kept for monitoring purposes. |
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**Flexible Parent Meetings**

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* The school's scheduled orientation, open house, and the Annual Title 1 Meeting are held in the evening. This allows many of our working parents to participate.
* Parent Training and Family Engagement Workshops are presented in the day and at evening. Refreshments or a light meal is provided at each of these trainings/workshops. This allows busy parents to participate without missing work or having to prepare a meal for the family before coming to a school event. Childcare is also available for those who are in need of this service.
* SAC meetings are scheduled at a time convenient to the SAC members. This will be voted on during the first SAC meeting in September.
* Student award ceremonies are presented during the school day at a variety of times 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.
* Pre-Kindergarten classes present parent programs during the school day and also in the evenings.
* Parent-Teacher conferences are scheduled at various times, convenient for parents and families as well as for teachers.
* Donuts for Dads and Muffins for Moms events are held in the morning before school allowing parents to participate before they go to work.

**Building Capacity**

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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Curriculum Nights | Administrators, Literacy Content Area Specialist, PreK-5 Teachers | Parents will gain knowledge of Florida State Standards in Reading, Writing and Mathematics.  Parents/families will become more engaged with students school work and involved in students’ home work/practice. Scores in RWAs, FSAs, and LEOCEs will show an increased level. | Ongoing by grade level | Agenda,  Parent sign-in sheet, Parent Evaluations |
| Donuts for Dads | Administrators, Literacy Content Area Specialist, Media Specialist | Reinforce the importance of reading 30 minutes each night on a child’s independent reading level. Then using AR to monitor students’ comprehension. Scores on FSAs, RWAs and LEOCEs will increase. | February, 1, 2018 | Agenda,  Parent sign-in sheet, Parent Evaluations |
| Sauce and Science Night | Administrators, Literacy Content Area Specialist, PreK-5 Teachers | Providing training for parents on how to reinforce science skills in everyday life with a focus on Kitchen Chemistry. This will provide a stronger science foundation so that students’ science knowledge increases. Science FCAs and 5th Grade Science scores will increase. | May, 2018 | Agenda,  Parent sign-in sheet, Parent Evaluations |
| Muffins for Moms | Administrators, Literacy Content Area Specialist, Media Specialist | Reinforce the importance of reading 30 minutes each night on a child’s independent reading level. Then using AR to monitor students’ comprehension. Scores on FSAs, RWAs and LEOCEs will increase. | May, 2018 | 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** |
| TIP –  Teacher Involving Parents – Staff Training | Principal, Cambridge Coordinator, Assistant Principal, Guidance Counselor | There will be an increase in parent involvement/family engagement. Students’ scores on FWAs, FSAs, LEOCEs will increase. | August/September, 2017 | Teacher sign-in sheets and parent communication/conference logs |

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| MTSS | Assistant Principal, Guidance Counselor | Student Scores on District Learning Checks will increase. | August 2017 and  January 2018 | Copy of PMP Schedule |
| School Parent Liaison Training | Administration, District Title I, Parent Involvement Staff | There will be an increase in parent involvement/family engagement. Students’ scores on FWAs, FSAs, LEOCEs will increase. | Quarterly trainings, throughout the school year. | Numbers of parents participating in parent trainings, parent involvement events and family engagement workshops will increase. |

**Other Activities**

Parent Resource Room - A Parent Resource Room is equipped with a computer to allow parents/families to log on and register to the Parent Portal. A Parent Involvement Library gives information and suggestions on academics and behavior. The Parent Resource Room is maintained by the Parent Liaison and is open every school day from 8:00-3:00.

* Each parent will receive a Calendar of Events which provide important dates for parent involvement throughout the school year.
* A Parent-School Compact will be given out at the beginning of the school year that will outline expectations for parents, teachers, and administrators. Teachers will use/review (revise if needed) this Compact in discussions with parents concerning their child's progress.
* District Parent Surveys dates will be advertised on our school's Marquee, website and by sending a note home in a timely manner. Parents will also receive information on the use of school computers if needed.
* The Title I Parent Resource Center 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, 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, Middle Years - 6-8) and a link will be shared on the school's website.
* Our school will hold an Orientation Day in August 10, 2017 to welcome students and families and meet their teachers.
* Our school will hold an Open House Night in September14, 2017 to increase parent awareness of the school and teachers' goals and expectations.
* "Safe Halloween" will allow students and parents to enjoy trick or treating in a safe atmosphere. (October, 2017)
* Parents and family members are encouraged to attend our school-wide Thanksgiving Luncheon held in November, 2017.
* Holidays Around the World winter musical program held in December, 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 September 14,2017.

* Teachers, counselors and other school personnel will maintain regular contact with parents through personal calls, phone texts, and emails 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 Family Engagement Workshop information will be distributed to parents via flyers, by utilizing the Skylert telephone calling system. Events will also be advertised on our school's marquee.
* Power-point presentations and You Tube videos will be available to parents/families who could not attend the District Trainings and Family Engagement Workshops.
* All school information is disseminated through a monthly newsletter, Sunday Mustang Minutes - a weekly message using the Skylert calling system, as well as social media sites such as Twitter, Facebook, and Instagram.. This is inclusive of those parents who did not attend planed events to ensure they receive all information.
* All school information is presented to families in a language that they may easily understand (free from jargon, educational acronyms) and translated to their native language.
* Each 2nd - 5th grade child will receive a planner and each PreK-1st grade child will receive a Nikki folder that allows for written communication between the teacher(s) and parents. Planners will be updated daily with academic notifications and will require a parent signature.

**Accessibility**

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

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 messaging system will be provided in English and Spanish, by the principal, the assistant principal, and the Skylert translation system.

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**Discretionary Activities(optional)**

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| **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| Developing appropriate roles for community-based organizations and businesses, including faith- based organizations, in parental involvement activities [Section 1118(e)(13)]. | Good News Club meets weekly at our school | Administration/ | Students will become more engaged in school work and show better character in school. | Throughout the 2017-2018  school year on Mondays, starting in September. |