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

I, Diane Leinenbach, 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 Oakcrest Elementary is inspire and engage life-long learners utilizing 21st century classroom strategies through inquiry-based, hands-on learning activities. We are committed to fostering positive, inclusive school-wide and community relationships and will develop reflective citizens who make positive contributions to a global society. 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.

Through collaboration and strong partnerships with families we will ensure that our vision to cultivate and inspire students to develop a love for learning through inquiry, innovative and ambitious instruction, increased community and parent involvement and a positive school culture will be a success.

**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, teacher emails and other appropriate means.

Members of the SAC/PTO will be determined by the balanced representation of the ethnic, racial, and economic community served at Oakcrest 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 and Family 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 Oakcrest Elementary School. Parental Input and reviews of our school plans will be documented in SAC meeting minutes. This documentation will be uploaded onto 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, Community Leaders, Title I Parent Involvement staff, and Title I Instructional Support 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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| *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**

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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 power point* |
| *Send announcement flyer in backpacks of all students*  *Send Skylert phone messages* | *Administration* | *September 6, 2017* | *Copy of Flyer*  *Copy of Skylert message script* |
| *Hold Annual Parent Meeting* | *Administration* | *September 12, 2017* | *Sign in Sheets/*  *Parent Evaluations* |
| *Maintain Documentation* | *Assistant Principal* | *September 30, 2017* | *Monitoring documents uploaded to school’s jump drive and kept for monitoring purposes.* |

**Flexible Parent Meetings**

Oakcrest Elementary teachers and administration will ensure that workshops and meetings are offered at flexible times for parents and families.

Examples of flexible meetings and trainings at our school are as follows:

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 Trainings and Family Engagement workshop activities are presented in the evening and a light meal or refreshment is provided. This allows busy parents to attend without missing work or having to prepare a meal for the family before coming to a school event. In addition, child care will be provided.  
  
SAC meetings are scheduled at a time convenient to the SAC/PTO members.   
  
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 teachers.

**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,  Content Area Specialist,  Teachers | Parents will gain knowledge of Florida State Standards in Reading, Writing, and Mathematics as well as FCAT Science. Parents/families will become more engaged with students school work and involved in students’ homework/practice. Scores in assessments will increase. | 9/14/17, 1/25/17, 3/29/17 | Agenda,  Parent sign-in sheet,  Parent Evaluations |
| Donuts for Dad | Administrators, Media Specialist, Content Area 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, 2018 | Agenda,  Parent sign-in sheet,  Parent Evaluations |
| Muffins for Mom | Administrators, Media Specialist, Content Area 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 |

**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 Principal, Guidance Counselor | Student Scores on District Learning Checks, LEOCE will increase. | Ongoing August 2017-June 2018 | TNL reports/Teacher sign-in sheets |
| Parent Portal | Principal, Assistant Principal | Student Scores on District assessments will increase. | August 8, 2017 | Sign-in sheets |
| Positive Family Communication/Effective Conferences | Administration, Guidance Counselor | Student performance on FSAs, RWAs, and LEOCEs will increase. | November 17, 2017 | Teacher sign-in sheets and parent communication/conference logs |

**Other Activities**

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: August 22, 2017, October 23, 2017, January 17, 2018, and April 11, 2018. Notification of the date of the visit(s) of the Title I Resource Center Mobile Unit will be sent out via newsletter, SkyLert messages, 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 9, 2017 to increase parent awareness of the school and teachers' goals and expectations.

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

“Safe Halloween” will allow students and parents to enjoy trick or treating in a safe atmosphere. (October 26, 2017)

Christmas Craft Night will be held on December 14, 2017.

Spring Fling Carnival will offer families a fun and enjoyable night on April 27, 2018.

A back to school bash is being held in the adjacent neighborhood to increase parent involvement as well as educate parents what needs to be done at home in order to have a successful school year. (August 5, 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 2017.

Newsletters, flyers, and parent notices will be provided in English and Spanish. Phone calls using the SkyLert system will be provided in English and Spanish, by the principal and the assistant principal.

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| Teachers, counselors and other school personnel will maintain regular contact with parents through personal calls, Class DOJO and text messages in an attempt to reach parents who do not or cannot participate in order 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 and website.  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 a parent signature. |

**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.

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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