

2017-2018 HAMMETT L. BOWEN JR. SCHOOL Title I, Part A Parent and Family Engagement Plan

I, Traci Lynn Crawford, 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.



Signature of Principal or Designee

September 25, 2017

Date Signed

Mission Statement

Hammett L. Bowen Jr. Elementary School is committed to determine ways of enhancing each child's learning opportunities. We strive to work collaboratively with parents and families to foster a love for learning while helping our students become lifelong learners. We believe that each child should be given opportunities to achieve and be successful with the understanding that 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.

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 other appropriate means.

Members of the SAC will be determined by the balanced representation of the ethnic, racial, and economic community served at Hammett L. Bowen Jr. 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 Hammett L. Bowen Jr. Elementary School.

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, 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

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.
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

Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
Develop agenda and establish date	Administration	August 2017	Copy of Agenda Copy of power point
Post information on Electronic Calendar Share information on Twitter, ClassDojo, & SchoolWay Send Skylert phone messages	Administration	August 2017	Copy of Skylert message script

Hold Annual Parent Meeting	Administration	August 9, 2017	Sign in Sheets/ Parent Evaluations
Maintain Documentation	Assistant Principal	August 31, 2017	Monitoring documents uploaded to school's jump drive and kept for monitoring purposes.

Flexible Parent Meetings

Hammett L. Bowen Jr. Elementary School teachers and administration will ensure that family engagement workshops and meetings are offered at flexible times for parents and families.

Examples of flexible meetings and trainings at our school are:

- 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 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.
- Parent-Teacher conferences are scheduled at various times, convenient for parents and families as well as for teachers.
- Meetings related to IEP's and 504 plans are scheduled during the day at a time convenient for the parents.
- School Orientation Day and Open House provide an opportunity for families to meet classroom teachers, and establish school-home connections.

Building Capacity

Content and Type of Activity	Person(s) Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Open House	Assistant Principal & Faculty	Parents will be informed about school expectations, the FSA curriculum, and various strategies to support students and help them have a successful year.	9/28/17 6:00 – 7:00 PM	Parent sign-in sheet
Math & Geography Nights	Coaches, Grades K-5 Teachers	Parents will learn strategies to help students solve real world mathematical applications and basic problem solving skills, students in grades K-5 will increase their mathematics scores on FSAs and LEOCEs.	3/15/2017 5:30 – 7:00 PM	Parent sign-in sheet, Parent Evaluation Survey
Math and Movement Night	Assistant Principal, Math CAS, Staff Grades 3-5	The school will provide resources to encourage and support math development and familiarize parents with instructional strategies, students in Grades 3-5 will increase the mathematics scores on FSA.	10/20/2017 5:15 - 7:25 PM	Parent sign-in sheet, Parent Evaluation Survey

Staff Training

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
MTSS	District/ Principal/ Assistant Principal	Student Scores on District assessments will increase.	September 27 1:00 – 3:00 PM	TNL reports/Teacher sign-in sheets Teacher documented Intervention. Copy of PMP Schedule Parent Signatures on the PMP paperwork.
Common Board Configuration	Administration, Content Area Specialist, Lead Teachers	Our overall objective is to increase student achievement by structured grade level collaboration focused on standards based instruction and appropriate academic language.	August 1, 2017 7:00 – 10:00 AM	TNL reports, Teacher sign-in sheets Agenda
Crisis Prevention Intervention (CPI)	Dean & Administration	These modules are designed to help staff members identify potential crisis situations, and provide them with tools to de-escalate that situation before physical intervention is necessary.	August 8, 2017	TNL reports, Teacher sign-in sheets Agenda
Florida Standards Trainings	Administration, Content Area Specialist, Lead Teachers	Training for teachers on the new FSA standards will result in higher achievement and proficiency on the FSA tests in grades 3-5th grade.	August 8, 2017 Follow-up trainings throughout the school year	TNL reports, Teacher sign-in sheets Agenda
Effective Student-Led Conferences	Administration, Guidance Counselor Gifted Teacher	Student performance on FSAs, RWAs, and LEOCEs will increase.	Quarterly - throughout school year	75% or more of parents of gifted students will participate in student-led conferences. Conference Night Flyer/Schedule Sign-in sheets

Other Activities

- 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.
- Each child will receive a planner that allows for written communication between the teacher(s) and parents. District Parent Surveys dates will be advertised on our school's Marquee, website and by sending a note home in a timely manner.
- Volunteer & Mentor Appreciation Program - At the beginning of the year {September} recruitment and training will be offered to potential volunteers and mentors by the Dean of Students. At the end of the year {May} a breakfast will be held to celebrate their service and commitment by the administration team. 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 4 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 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 at 8:30 AM on 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, 2017)
- Career Day-Staff Volunteer Liaison will contact parents to invite them to share their profession/career with students, culminating the Career Day event. (March, 2018)
- Family Summer Skills Packets will be sent home for review and preview NGSSS &/or Florida State Standards in Reading, Writing and Math in an effort to decrease "summer slide". (June 2018)

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 August 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 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 and the school's Skylert calling system. This is inclusive of those parents who did not attend planned 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.

Accessibility

Our facility is ADA accessible. Parents with disabilities are regularly invited to all parental engagement and family events. 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.

Discretionary Activities (optional)

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