**WARD-HIGHLANDS ELEMENTARY SCHOOL Title I, Part A Parent and Family Engagement Plan**

I, Regina Dickey, 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:***

Our primary mission at Ward-Highlands Elementary is to find ways of enhancing each child's learning opportunities. 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.

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

**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:***

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 Ward-Highlands 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 Plan and the School Compact each year. SAC members will have input on how Title I and Parent Involvement funds should be used at Ward-Highlands Elementary.

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 Personnel 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**

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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| **Program** | **Coordination** |
| 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 |
| 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. |
| Individuals with Disabilities Education Act (IDEA) | Our school coordinates with the ESE, Student Services Department of MCPS. |

**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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| **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Develop agenda and establish date for Annual Informational Meeting. | Administration | August 2017 | Copy of Agenda |
| Hold Annual Title I Parent Informational Meeting. | Administration | August 2017 | Sign in Sheets |
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**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:***

* Ward-Highlands Elementary School teachers and administration will ensure that family engagement workshops and meetings are offered at flexible times for parents and families.
* 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 during the day and evening. Refreshments or a light meal is provided at each of these trainings/workshops.
* 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 the end of the school year.
* 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.

**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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| **Content and Type of****Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Literacy and Math Night | Principal, | Literacy and Math night for K-5 parents will provide reading and math strategies that parents might use to benefit their child in the area of reading and math. The media specialist and Literacy CAS will share ways with parents to help their child become better readers and the and through this training parents will become more engaged in their child’s daily reading habits ultimately increasing student’s fluency and comprehension strategies. | 11/2017 | Agenda, Parent Evaluations |
| Science Fair Information Night | Assistant Principal and Science Lead Teacher | Reviewing the scientific process with parents of 5th grade students will help build the science foundation so that students’ science knowledge increases. Parents and students that attend are walked through how to complete a Science Fair Project. They will receive a science board as well as other materials needed to complete this board. Science FCAs as well as FCAT scores will be increased. | January 2018 | Agenda, Parent Evaluations |

**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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| **Content and Type of Activity** | **Person Responsible** | **Anticipated****Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Trauma Sensitive Approaches | Principal/Designee | Amount of proficient students will increase by 3% | August 2017 | Agenda and/or Handouts Sign-in sheets, TNL reportst |
| Title I School Awareness | Principal/Designee | Amount of proficient students will increase by 3% | August 2017 | Agenda and/or Handouts Sign-in sheets, TNL |
| Building Ties Between Home and School | Principal/Designee | Amount of proficient students will increase by 3% | Quarterly | Agenda and/or Handouts Sign-in sheets, TNL |
| Multi-Tiered Support Systems (MTSS) | Principal/ School Assistance Team (SAT) Team | Amount of proficient students will increase by 3% | Throughout the Year | Parent conference notes, parent signatures on the PMP paperwork. |
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**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:***

* Parent Resource Room - A Parent Resource Room is equipped with computers 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.
* Each child grades 3-5 will receive a planner that allows for written communication between the teachers and parents. Each planner has school wide expectations, the Code of Conduct, ect.
* District Parent Surveys dates will be advertised on our schools newsletter.
* Volunteer & Mentor Appreciation Program- training will be offered to potential volunteers and mentors by the Coordinator. In May a breakfast will be held to celebrate their service and commitment by the administration team.
* The Title I Parent Resource Center on Wheels will visit the school campus 4 time during the school year. Notification of the date of the visit(s) of the Title I Resource Center on Wheels 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 Title I Resource Center offers.
* Home School Connection Newsletters will be sent home monthly and a link will be shared on the school's website and school newsletter.
* Our school will hold an Orientation Day in September 2016 to increase parent awareness of the school and teachers' goals and expectations.
* Our school will recruit additional SAC and PTO members to help the school meet the needs of all students

**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:***

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.

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.

Newsletters and other pertinent parent information will go home in the students' native language so parents have a better understanding of school happenings with the hope of better parent engagement for all students.

All parent communication is written or spoken in a language that is free of educational jargon and translated into the parents’ native language.

**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:***

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.

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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:***

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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 2017-2018school year on Mondays, starting in September. |