**2017-2018 MARION OAKS ELEMENTARY SCHOOL Title I, Part A Parental and Family Engagement Plan**

I, Shay Guynn , 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**

To work collaboratively with parents and families in providing high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the Florida State Standards and effectively prepare them for middle school.

**Involvement of Parents**

All parents are invited to attend our Teacher Orientation, Fall Open House and the Title I meeting where pertinent school information is presented and discussed.

In addition to these school-wide meetings, all parents are invited to attend the monthly School Advisory Council (SAC) and Parent Teacher Organization (PTO) meetings. A vote is taken at the first meeting of the year for SAC leadership and those in attendance are placed on the roster. More than 50% of the SAC are parent (non-employee) representatives.

The SAC meetings will involve a continual review of the School Improvement Plan (SIP), the Parent and Family Engagement Plan (PFEP) and the Parent-School Compact. Parent and committee input on how Title I and Parent Involvement funds should be used, is documented in the meeting minutes. This documentation is uploaded to the School’s Title I jump drive and kept for monitoring purposes.

**Coordination and Integration**

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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, as well as, the 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 who 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, any parent event held and can be contacted by interested families in our school.* |
| *Individuals with Disabilities Education Act (IDEA)* | *Our school collaborates 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 be required to 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 that provides nutritional supplements to those in 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 PowerPoint* |
| *Send announcement flyer in backpacks of all students*  *Send Skylert phone messages* | *Administration* | *September 2017* | *Copy of flyer*  *Copy of Skylert message script* |
| *Hold Annual Parent Meeting* | *Administration* | *September 27, 2017* | *Sign-in sheets/*  *Parent evaluations* |
| *Maintain Documentation* | *Assistant Principal(s)* | *September 2017* | *Monitoring documents uploaded to school’s jump drive* |

**Flexible Parent Meetings**

Marion Oaks 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:

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.  
  
Training and workshop activities are presented in the evening and a meal is provided. This allows busy parents to attend, without missing work or having to prepare a meal for their family, before coming to a school event.  
  
SAC meetings are scheduled at a time convenient to the SAC members.   
  
The Media Center is open before and after school hours, for parents to participate in the Scholastic Book Fairs and use the school computers, when needed.

Pre-Kindergarten classes present at parent programs during the school day and in the evenings.

Parent-Teacher conferences are scheduled at various times when convenient for parents and families, as well as, teachers. Phone conferences will be offered to parents that are unable to come on campus.

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**Building Capacity**

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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| *Family Reading Night* | *Administration,*  *Content Area Specialist* | *By providing a Family Reading Night, parents and families will be invited to engage in reading activities with their children and encouraged to support literacy development at an early age. Grades K-5 students will make gains in reading as displayed in LEOCEs, FSAs and RWAs.* | *October 12, 2017* | *Agenda,*  *Parent sign-in sheet,*  *Parent evaluations* |
| *Math Nights*  *(K-2) & (3-5)*  *Special Areas Events* | *Assistant Principal(s), Content Area Specialist, Lead Teachers, Special Areas* | *Parents and families will learn how to support the school’s STEAM program. Scores on FSAs and LEOCEs will increase.* | *January 18, 2018* | *Agenda,*  *Parent sign-in sheet,*  *Parent evaluations* |
| *Science Night* | *Administration,*  *Parent Liaison,*  *Content Area Specialist* | *Explore science project-based learning ideas. Students will be able to present standards-based science projects. Parents will engage in these activities with their children to increase their involvement and understanding of science standards. Scores on Science FSA will increase.* | *March 8, 2018* | *80% or more of parents/families will attend*  *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 Process* | *District, Principal,*  *Assistant Principal(s), School Counselor(s)* | *Student’s will be benchmarked 3 times a year and progress monitored on skill deficits; data reviewed during Tier Talks and decisions made to move students throughout the Tiers, when appropriate* | *Tier Talk 1- TBD*  *Tier Talk 2- TBD*  *Tier Talk 3- TBD*  *\*Waiting on Benchmark dates\** | *Teacher sign-in sheets,*  *Teacher documented interventions,*  *Copy of PMP schedule,*  *Parent signatures on the PMP paperwork* |
| *Family Access (Parent Portal)* | *Principal, Assistant Principal(s), School Counselor(s)* | *Student success and parent involvement will increase* | *August 9, 2017 at Student Orientation - June 2018 (as needed by parents)* | *Parent Portal report (number of parents registered)* |
| *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 3-5* | *Grade-level collaboration to unpack the standards will occur bi-monthly* | *Teacher sign-in sheets,*  *Agenda* |
| *5 Essentials of Learning* | *Leadership Team* | *Student attendance, engagement and academic performance will increase their LEOCEs, FSAs and RWA scores* | *Daily walkthroughs, Quarterly – 10/16/17, 12/19/17, 3/23/17 and 5/21/17 (on or before the above dates)* | *Teacher sign-in sheets,*  *Agenda* |

**Other Activities**

Parent Resource Room - A Parent Resource Room is equipped with computers to allow parents/families to log on and register for the Parent Portal. The Resource Room will also have various school supplies, learning activities, games and books that will assist with learning and support family engagement. The Parent Resource Room is maintained by the Parent Liaison.

District Parent Survey 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 four times during the school year. Notification of the date of these visit(s) will be sent out via newsletter, Skylert messages and noted on marquee/website for all parents/families to see. Teachers will also share this information via planner and classroom newsletter.

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 and its' link will be shared on the school’s website.

Our school will hold a Student Orientation 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 need, and establish a year-long plan.

Science Showcase Night will allow parents to see and participate in a variety of activities with their children.

McTeacher Night, will be held once a semester and Sonny’s Family Night will be held once a month to encourage MOES families to eat a meal together, while giving back to their school and community.

**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 27, 2017.

Each Pre-K through 1st grade student will receive a duo-tang folder, each 2nd through 4th grade student will receive a planner and each 5th grade student will receive a binder that allows for written communication between the teacher(s) and parents. Planners will be updated daily, with academic and/or behavioral notifications and will require a parent signature, to maintain constant communication.

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, Assistant Principal(s) and a bilingual staff member. Translators for those in need of assistance with Spanish and/or American Sign Language (ASL) are available upon formal request, as well as informally, through our many bi-lingual staff members.

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| Teachers, School Counselors and other school-based personnel will maintain regular contact with parents through personal calls, planners and communication folders/binders, in an attempt to reach parents who do not or cannot participate in an effort to seek input and increase involvement.  Home visits are provided by Social Services, when needed.  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. |

**Accessibility**

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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**Discretionary Activities**