

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

I, Valda Niznik, 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	Date Signed
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Mission Statement

Fessenden Elementary School is committed to the success of students. We will work together with parents to monitor the effectiveness of our Parental Involvement and 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.

Our primary mission is to be a staff that is committed in order to provide a multitude of opportunities and support for families to engage in learning and exploring with their child at school or home both formally and informally. Fessenden’s instructional staff will provide relevant, high quality instruction to ensure the success of each child. The end result will be the school community working effectively to continue helping every child succeed. We will provide constant 2-way communication in a variety of ways to keep parents informed.

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, Twitter and other appropriate means.

Members of the SAC will be determined by the balanced representation of the ethnic, racial, and economic community served at Fessenden 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 Fessenden 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

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Program	Coordination
Head Start	Fessenden Elementary and the Childhood Development Services offer 3and 4 year old students an opportunity to participate in an early learning program housed at Fessenden Elementary.
HIPPY (Home Instruction Programs for Preschool Youngsters)	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.
Title I Parent Meeting	During Open House events (30 minutes prior), parents will have an opportunity to learn about the school's Title I status and programs.
Title I C	If migrant students are enrolled, the administration will contact the Migrant Department of Grants and Federal Programs office. This office will provide academic support to the students and help families with resources they may need.
Title II	Staff and faculty members participate in district professional development opportunities.

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 and 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.
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 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.

Annual Parent Meeting

Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
Develop agenda and establish date for Annual Informational Meeting.	Administration	August 2017	Copy of Agenda
Send Meeting Announcement flyer in backpacks with all students. Also send a Skylert, Twitter, and Remind electronic notification.	Administration	August & September 2017	Copy of Flyer & posts
Hold Annual Title I Parent Informational Meeting.	Administration	September 14, 2017	Sign in Sheets/Evaluation Forms
Maintain Documentation.	Administration	September 15, 2017	Monitoring documents uploaded to school's jump drive.

Flexible Parent Meetings

Programs and activities are scheduled monthly at various times of the day. The events are scheduled to target families that work at various times throughout the day and targeted to meet the needs of our community.

Examples of flexible meetings include:

- Orientation, Open House and Annual Title I Meeting: held during the day or evening to accommodate working parents/guardians.
- Parent Training and Engagement Workshops: offered during the day or evening. A meal or light refreshments is provided. Childcare is also available for those who are in need of this service.
- SAC & PTO Meetings: scheduled at a day and time convenient to its members. This scheduled meeting will be decided at the first meeting.
- Student recognition ceremonies: conducted in the morning to ensure all students will be able to attend.
- Media Center: 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 after hours.

- Parent-Teacher conferences: scheduled at a variety of times for the convenience of our parents/guardians and teachers

Building Capacity

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Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Math Nights / Academic Carnival	Content Area Specialists- Mathematics, ELA, and Science	By helping parents to learn strategies for solving real world mathematical applications, students in grades 3-5 will increase their mathematics scores on FSAs.	November 9, 2017 (5-7 PM)	Agenda, sign-in sheets, Evaluation Forms , assessment scores
Science, and Special Areas Events	Content Area Specialists- Mathematics, Science, and ELA, Special Area Teachers	Parents and families will learn about the 5 E's and ways to integrate Reading, Science and Math. FCAT Science scores will increase compared to previous years.	October 12, 2017 (5-7 PM)	Agenda, sign-in sheets, Evaluation Forms , assessment scores
"Come Read with Me, Mom" and "Father's Fostering Literacy" Parent Events	Content Area Specialist -ELA	Explore reading in the content area tied to standards. As parents are taught reading strategies, they can work with their child at home to increase their children's reading abilities. Local and state assessments will increase compared to previous years.	March 22, 2018 (7-8 AM)	Agenda, sign-in sheets, Evaluation Forms , assessment scores
"SOS" Support our Students	Parent Liaison, Administration & Content Area Specialists	Family Engagement Opportunities that will educate parents about the available resources available to them and gain an in-depth understanding of the tasks students are challenged with academically.	December 7, 2017 (9-10 AM & 5-7 PM)	Agenda, sign-in sheets, Evaluation Forms
Fessenden Fiesta	Administration	Family social event for all families to explore a variety of cultures. Students will develop research and writing skills. FSA ELA scores will show an increase.	September 28 th (5-7 PM)	Agenda, Sign-in sheets, Evaluation Forms
Science Fair Information Night	Content Area Specialist – Science, 4/5 Teachers	Reviewing the scientific process with parents of 4th and 5th grade students will give more science foundation so that student's science knowledge increases. Local and state assessments scores will increase.	TBD (waiting for district to schedule district-wide event) (5-7 PM)	Agenda, Sign-in sheets, Evaluation Forms, FCAT Science assessment
Publix Math Event	3 rd -5 th grade Teachers & Content Area Specialist, Mathematics	Increase in local and state assessment scores	January 18, 2018 (5-7 PM)	Agenda, Sign-in sheets, Evaluation Forms

Staff Training

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Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
MTSS A & B	Student Services & administration	Students will be provided the correct support to follow school expectations and increase scores on district and local assessments	September 6, 2017	TNL reports/Teacher sign-in sheets
Florida Standards and Evaluation Training	Principal and Assistant Principal	Training for teachers on the new FSA standards will result in higher achievement and proficiency on the FSA tests in grades 3-5th grade.	The 1 st & 3 rd Wednesday of every month	TNL reports/Teacher sign-in sheets
Identifying the Gifted Child	Guidance Counselor	Teachers will identify gifted traits in students, communicate with parents and identify potential students for gifted screening.	Waiting for district confirmation	Teacher sign-in sheets,
Positive Family Communication/Effective Conferences	Administration	Student performance on state and local assessments will increase.	September 25, 2017	Parent logs
Common Boards	DA Team & administration	Student performance on state and local assessments will increase.	August 7, 2017	Assessment scores

Other Activities

- Each parent will receive a Calendar of Events noting important school dates for the 2017-2018 SY.
- A Parent-School Compact and student handbook 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.
- Volunteer & Mentor Appreciation Program - At the beginning of the year {September} recruitment and training will be offered to potential volunteers and mentors by the volunteer coordinator. 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 or more 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, Alert Now 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 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.
- Science Fair Night with STEM activities provided by Discovery Science Center will allow parents to see and participate in a variety of STEM activities with their children.

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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 31, 2017.

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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.

- Students in grades 2-5 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.
- 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.
- All school information is disseminated through a monthly newsletter, the schools Skylert calling system, as well as mass parent letter mailings. 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. Phone calls using the Skylert messaging system will be provided in English and Spanish, by the principal and the bilingual assistant principal.

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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.