

## 2017-2018 SOUTH OCALA ELEMENTARY SCHOOL Title I, Part A Parent and Family Engagement Plan

I, Stephanie Callaway, 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 definition outlined in 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 parental involvement plan to the local community.
- Involve parents and family members, in an organized, ongoing, and timely way, in the planning and review, 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.
- If the plan for Title I, Part A 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.
- 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.
- 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 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.



July 29, 2017

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Signature of Principal or Designee

Date Signed

**Mission Statement**

South Ocala believes that positive family involvement is essential to student success and encourages parent participation in addressing the social, emotional, and intellectual development of their children.

**Involvement of Parents**

Our school will involve parents through the School Advisory Council (SAC), a Parent Teacher Organization (PTO) consisting of parents, community members, and school staff, and through Parent Surveys. 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 on our school website. All information will be shared at the yearly Meet the Teacher Event, Open House, and the Title I Annual Parent Meeting.

Members of the SAC will be determined by the balanced representation of the ethnic, racial, and economic community served at SOUTH OCALA ELEMENTARY. 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 SOUTH OCALA ELEMENTARY. All parent/family member input is documented in our SAC meeting minutes. These minutes are uploaded onto the 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, and Community Leaders makes up this committee. The DPIRC brings recommendations to our school to help in planning for meaningful and family engagement and parent involvement opportunities.

**Coordination and Integration with Other Federal Programs**

**Program**

Voluntary Pre-Kindergarten (VPK)

HIPPY Program

**Coordination**

Title I coordinates with the Early Learning Coalition and school in order to provide parents and guardians helpful information and steps for enrolling children in Florida’s Voluntary Pre-Kindergarten program. VPK classrooms are established in schools based on school and community needs. SOE provides a VPK classroom for students in our school zone. 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 3, 4, and 5 year old children working with their parents 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 skills, and physical development. Representatives from this program will hand out flyers at Open House and parent events. Representatives can be contacted by interested families in our school.

Title X-Homeless

The administration and guidance counselor will coordinate with our District Homeless Liaison to provide the students and families the resources and support they need.

Title III- ESOL

The school administration will coordinate with Grants & Federal Programs and ESOL Department to identify students. The ESOL paraprofessional is placed at our school to provide identified students with the appropriate academic support that they need to progress in learning a second language.

Individuals with Disabilities Act (IDEA)

South Ocala Elementary coordinates with the ESE Department and the 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 members will follow MCPS MTSS policies and processes.

Title I Part A

Our School, SOE, revives 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, Parent Involvement Trainings and Workshops will be coordinated with Title I, Part A. School staff and faculty member's participate in district professional development opportunities.

Title II

Federal Nutrition Program

South Ocala Elementary School's guidance counselor identifies families in need and coordinates the "Food 4 Kids" program. This program provides a weekend food backpack to provide the students with nutrition supplements.

### Annual Parent Meeting

Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
Develop agenda, establish date for Annual Information Meeting. Create power-point.	Administration	08/01/17	Copy of Agenda, Flyer, PowerPoint
Send Meeting Announcement flyer in backpacks of all students. Send Skylert phone messages	Administration	08/14/17	Copy of Flyer, Copy of Skylert Message
Hold Annual Title I Parent Meeting.	Administration	08/29/17	Parent Sign-in Sheets, Parent Surveys
Maintain Title I Documentation	Administration/ISP	Yearlong Process	All documents uploaded to school's jump drive, ISP

			uploads to Federal Programs Portal
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## Flexible Parent Meetings

Throughout the school year, South Ocala Elementary teachers and administration will ensure that trainings, conferences, and meetings are offered at flexible times for parents and families.

Examples of flexible meetings and trainings at South Ocala Elementary will include

- (1) Parent Conferences before and after school as well as during the day if needed.
- (2) Social workers are also available to do home visits if parents are unable to attend a conference.
- (3) Parent trainings and workshops will be implemented in the evenings to accommodate working parents.
- (4) The Annual Title I Parent Meeting and School Volunteer Orientations will be held in the morning and evening to accommodate the various needs of our parents.
- (5) The SAC committee will put to vote an appropriate and convenient meeting time for monthly meetings.
- (6) Parent nights will be held on alternating nights to ensure that parents have the ability to attend.

The school's Title I funds will be used to provide bus transportation for families who live the farthest from the school and who do not have a means to fully participate in family engagement opportunities.

The parent survey will document the success of our flexibility.

## Building Capacity

<b>Content and Type of Activity</b>	<b>Person Responsible</b>	<b>Anticipated Impact on Student Achievement</b>	<b>Timeline</b>	<b>Evidence of Effectiveness</b>
Open House	Admin/Teachers	Early engagement with families to support school expectations	08/29/17	Parent Survey and Sign-in sheets
Reading Logs and Coaches Corner	Content Area Specialists	Daily, at-home reading, Families are better able to support real-world learning outside of school	Bi-weekly	Samples of both tools
Fall Festival	Admin/Teachers	Celebration of school, community, and partnerships	10/27/17	# of participants
Thanksgiving at SOE	Content Area Specialists, Principal, Assistant Principal	Families will eat with their student in celebration of Thanksgiving	11/14/17	Parent/Family registrations
Winter Learning and STEAM Showcase	Content Area Specialists, Principal, Assistant Principal	and receive information and resources pertaining to preventing the holiday break slide. All parents will leave with a	12/7/17	Parent packet, Parent Survey and Sign - in sheets

		packet of resources in math and reading to continue student learning over the upcoming district breaks. As a result, data in iReady and Learning Checks will improve.		
Literacy With Love		Families will participate in literacy activities, to support reading and writing across subjects. As a result, data in iReady and Learning Checks will improve.	02/13/18	Parent packet, Parent Survey and Sign - in sheets
Summer Jam!	Content Area Specialists, Principal, Assistant Principal	Families will attend "Prevent the Summer Slide" where they will receive information, program details, and resources to continue learning during the summer months. As a result, student will demonstrate improvement on iReady, Learning Checks, and RWAs.	05/08/18	Parent packet, Parent Survey and Sign - in sheets

#### Staff Training

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
MTSS and Tier Talks	Guidance Counselor, School Psychologist, Dean	Student performance will improve across the Early Warning Indicators	10/07/17, yearlong	Meeting agendas, Student Performance and MCIES Data
Common Boards	Content Area Specialists, Administration	Teachers will learn how to create and reference Common Boards to improve instructional	08/04/17, PLC throughout the school year	Meeting agendas, Student Performance and MCIES Data

		practices. Student performance will improve across all subjects and grade levels as measured by iReady, district assessments, and high stakes tests.		
iReady	iReady Trainers	Teachers will learn how to maximize the use of iReady and Ready Print to differentiate instruction and eliminate skill gaps. Student performance will improve across all subjects and grade levels as measured by iReady, district assessments, and high stakes tests.	9/21/17, 10/12/17, 01/25/18	Meeting agendas, Student Performance
District Led Teacher Training for Learning Gains, Content Area analysis, and Watch List students.	Kris Lyon, Administration	Teachers will learn how to identify learning gains and to extract specific strands for focused instruction from FSA data, and create their "watch list" of students to be closely monitored during the school year. Student performance will improve across all subjects and grade levels as measured by iReady, district assessments, and high stakes tests.	09/01/17, 9/26/17	Meeting agendas, Student Performance
Book Study: Rigorous Instruction	Content Area Specialists, Administration	Teachers will learn how design rigorous instruction in order to improve instructional practice. Student performance will improve across all subjects and	09/27/17, 11/01/17, 02/28/18	

		grade levels as measured by iReady, district assessments, and high stakes tests.		
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### Other Activities

At the beginning of the school year, every parent will receive a Parent- School Compact that will outline expectations for parents, teachers, and administrators for the school year. Teachers will use and reference the compact throughout the year during conferences with the parents about the student's progress.

The Title I Parent Resource Center Mobile Unit will visit South Ocala Elementary 4 times throughout the school year. Notifications of the event details will be provided to families in the school newsletter, flyers, alert now, school website, and displayed on school marquee. Throughout the school year, teachers will encourage parents to visit the District Title I Parent Resource Center at Howard Academy. Parents will be notified by flyer or posters displayed in front office.

Teachers also have the opportunity to utilize the Teacher Check Out program offered through the District Title I Parent Resource Center.

Home School Connection Newsletters will be printed and sent home with every student each month. The newsletter offers helpful strategies for parents to use in the areas of Literacy, Math, and Science.

South Ocala Elementary will recruit additional SAC and PTO members to increase parent involvement and participation on campus.

Frosty Festival- In December, families and stakeholders will be invited to participate in this evening gathering to facilitate a positive home and school connection. Frosty Festival will be advertised school newsletter, flyers, Skylert messages, school website, and displayed on school marquee.

Junior Achievement for 5<sup>th</sup> grade students, which invites community volunteers to bring life skills into the classroom.

Volunteer Orientation & Appreciation-At the beginning of the school year, South Ocala Elementary staff will train all school volunteers who complete all the volunteer paperwork. At the end of the year, a breakfast will be held to highlight all school volunteers for their service and commitment throughout the school year. Parent evaluations and parent sign-in sheets will be used as evidence to demonstrate effectiveness.

Orientation	Administration Team and Teachers	This event will outline student academic and behavior expectations at SOE. Parents will be introduced to grade level state standards and evaluation tools for the school year. Parents will receive an overview of SOE's STEM curriculum. Also, parents will be provided resources in all academic areas to support student learning and achievement. This event will lead to increased student achievement.	September 2017	Parent Survey and Sign-in sheets
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## **Communication**

South Ocala Elementary will share timely information about Title I programs and meetings, pending testing, school meetings, and parent and family engagement activities through the following means: school newsletters, classroom newsletters, flyers, Skylert, school website, and the school marquee.

Spanish Translators and translated documents will be available for Spanish speaking parents.

School personnel will contact parents and guardians through school email accounts, notes home, or phone calls. Social Work Services will assist school personnel in contacting parent when applicable.

All school information will be disseminated to South Ocala families through school monthly school newsletters, classroom newsletters, flyers, Skylert school website, and the school marquee. The parent involvement plan will be posted on the South Ocala Elementary website as well as the state's website.

Each child in grades 2nd-5th will receive a planner that will serve as a communication tool between school and home. Planners will be updated daily by student and/or teacher with academic, behavioral, and school notifications. Each month, the South Ocala Elementary administration team will send home a monthly school wide newsletter home with every student on campus. The school newsletter will provide curriculum information and outline all upcoming important school and parent involvement events.

## **Accessibility**

Our school facility is ADA accessible. Parents with disabilities are regularly invited to all parent involvement activities and school activities. If support is needed to accommodate a disability, appropriate arrangements will be made by the school.

Sign Language Interpreters will be available for parents with hearing impairments upon formal request or informally through our bi-lingual staff members. The campus is equipped with three video conferencing phones to be used to contact and communicate with parents with hearing impairments.

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