


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

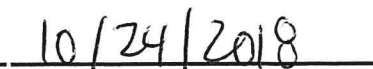
I, **Suzette Parker**, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; 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

Mission Statement

Our primary mission at East Marion Elementary is to enhance each child's learning opportunities. We strive to work collaboratively with parents and families to establish a love for learning and to help our students become lifelong learners. We meet these objectives in a supportive learning environment that enables students to meet the Florida State Standards.

We believe that each child should be given opportunities to achieve, to be successful, and to understand. Active participation by parents and families are vital for our 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 which facilitates mutual understanding and results in 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, and all are invited to attend the SAC/PTO Meetings. A vote is taken at the first meeting of the year to elect 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, the Parent and Family Engagement Plan, and the Parent-School Compact. Parent and committee input on how Title I and Parent and Family Engagement funds should be utilized is documented in the meeting minutes and documentation will be maintained on the school's Title I jump drive for monitoring purposes. Information about these groups is sent out to families by School Newsletters, SkyLert phone messages, and other appropriate means.

Coordination and Integration with Other Federal Programs

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 schools who have greater than 15 ELL students to provide students with the appropriate academic support that they need to progress in learning a second language. Students are placed with ESOL teachers to provide students with academic support and help families with resources they may need.

Title I Part C (Migrant)	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. Instructional support plans are shared with parents as they are invited and attend their child's IEP meetings. Teachers and staff will follow the MTSS policies and processes.
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. Interested families in our school may contact Beth Aten @ Grants & Federal Programs.
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 X - Homeless	The administration will coordinate with our District Homeless Liaison who will provide the students and families the resources and support they need.
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

The meeting will address AYP, school choice, and the rights of parents. Schoolwide data will be shared and explained to parents via a PowerPoint.

Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
Develop agenda and establish date for Annual Informational Meeting. Obtain power-point template from Title I Staff.	Administration	August, 2017	Copy of Agenda Copy of Flyer Copy of PowerPoint
Send Meeting Announcement flyer in backpacks of all students. Send Alert Now phone messages).	Administration	September, 2017	Copy of Flyer Copy of SkyLert message(s)

Hold Annual Title I Parent Informational Meeting.	Administration	September 13, 2017	Sign in Sheets/ Parent Evaluations
Maintain Documentation.	Assistant Principal/ISP	September	Monitoring documents uploaded to school's jump drive for monitoring purposes.

Flexible Parent Meetings

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Pastries for Parents	Professional Development Specialist/ AP	Parents will gain knowledge of Florida State Standards in Reading and Writing. Parents/families will become more engaged with students' schoolwork and be involved in students' home work/practice. Scores in RWAs, FSAs, and LEOCEs will show an increased level.	September	Agenda/ Sign In Sheets/ Participant Evaluation Forms
Parent FL Standards Awareness Night	AP/ District Personnel/ Math Coach/ PDS	<p>Parents will gain knowledge of Florida State Standards in Reading, Writing and Mathematics. Parents/families will become more engaged with students' school work and involved in students' home work/practice. Scores in RWAs, FSAs, and LEOCEs will show an increased level.</p> <ul style="list-style-type: none"> Celebrate Family Engagement- Packets will review and preview NGSSS &/or Florida State Standards in Reading, Writing and Math in an effort to decrease "summer slide". Fall student iReady data will show results of effort. Cooking Up Academics 	11-15-17 1-9-18	Agenda, Parent sign-in sheet, Parent Evaluations
Math Showcase	Math Coach/ AP Teachers	By helping parents to learn strategies for solving real world mathematical applications, students in grades K-5 will increase their knowledge of real world mathematics.	November with STEAM	Agenda, Parent sign-in sheet, Parent Evaluations

Bobcat STEAM Night	Principal, Professional Development Specialist, Parent Liaison, AP/ Special Area	<ul style="list-style-type: none"> Academic night for K-5 parents will provide reading, writing, science, & math strategies that parents might use to benefit their child. FSA Writing scores will show an increase. Students choose 4 activities to do as they rotate through various areas. Discovery Science Center & Musical Presentation Scientific Process 	November	Agenda, Parent sign-in sheet, Parent Evaluations
Family Summer Skills Packets	Teachers, Coaches, Parent Liaison, Para-professional staff	Packets will review and preview NGSSS &/or Florida State Standards in Reading, Writing and Math in an effort to decrease "summer slide". Fall student AIMSweb data will show results of effort.	May 2017	Notice of packets in Parent Newsletter, Picture of family packet

East Marion Elementary 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 in during 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.
- Pre-Kindergarten classes present parent programs in the evening..
- Parent-Teacher conferences are scheduled at various times, convenient for parents and families as well as for teachers.

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 Learning Checks will increase.	August 2017-June 2018	TNL reports/Teacher sign-in sheets Teacher documented Intervention. Copy of PMP Schedule
Parent Portal	Principal/Assistant Principal	Student Scores on District Learning Checks will increase.	August 2017-June 2018	Teacher sign-in sheets Parent Portal report (number of parents registered)
Florida Standards Trainings/ Common Board Training with State	Administration, Coaches, 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.	(Specific dates) Follow-up trainings throughout the school year	TNL reports, Teacher sign-in sheets Agenda
Identifying the Gifted Child	Guidance Counselor	Teachers will identify gifted traits in students, communicate with parents and identify potential students for gifted screening.	All year	Teacher sign-in sheets, Agenda (Number of referrals for the gifted program will increase.)
Positive Family Communication/Effective Conferences	Administration, Title I	Staff will increase parent awareness on curriculum and important assessments with strategies for parents to help support student learning.	All year	100% of students in MTSS will have at least 1 conference Parent Signatures on the PMP paperwork.

Other Activities

- School Carnival
- Parent Resource Center: Academic materials for parent checkout will afford parents the opportunity to support their children in all areas of academics. FSA, RWA and LEOCE scores will show an increase.
- PTO Movie Night- Parents and students are invited to enjoy popcorn and a movie on an outdoor screen at our school.
- Parent Resource Room - A Parent Resource Room is equipped with academic materials. Parents are allowed to check out materials for 2 week time periods.
- Bobcat Events- 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.
- 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 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, 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.
- Monthly Newsletters will be sent home and a link will be shared on the school's website.
- Our school will hold an Orientation Day in September 7, 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 27, 2017).
- Career Day-Our Guidance Counselor and Parent Liaison will contact parents to invite them to share their profession/career with students. The Guidance Counselor will organize the event.

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 7, 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, by utilizing the SkyLert telephone calling system, and the Remind Me app. Events will also be advertised on our school's marquee.

Power-point presentations and You Tube videos will be available to parents/families who could not attend the District Trainings and Family Engagement Workshops.

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. Each child 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.

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 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 bi-lingual staff members.

Discretionary Activities (optional)

Response:

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.	Good News Club meets weekly at our school.	Administration/ Good News Club representatives.	Students will become more engaged in school work. Behavior referrals will decrease.	Throughout the 2017-2018 school year, starting in October.