**EVERGREEN ELEMENTARY SCHOOL**

 **SCHOOL Title I, Part A Parent and Family Engagement Plan**

**Vision Statement**

Evergreen’s vision is for students, staff, parents, and the community, to work together in developing high achieving, confident, life-long learners, and responsible citizens.

**Mission Statement**

Evergreen’s mission is to motivate students, parents and teachers to strive for excellence in academics, where habits of lifelong learning are developed, where responsibility and caring for each other and the environment are fostered, where social and emotional growth is nurtured, and where cooperation among all members of the school community helps prepare students to meet life's challenges.

Describe how the parent and family engagement plan is a shared responsibility.

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| At Evergreen Elementary School, parents will have the opportunity to join and participate with the School Advisory Council (SAC), a group consisting of parents, community members, and school staff. All parents are encouraged to become members of SAC. Information regarding membership 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 Evergreen School. More than 50% of the SAC are parent (non-employee) representatives. SAC is involved with creating and providing input for the Parent and Family Engagement Plan (PFEP). In addition to involvement with the PFEP, SAC reviews and makes revisions to the School Improvement Plan, the school compact each year, and other plans that needs to be modified. SAC members will have input on how Title I and Parent Involvement funds should be used at Evergreen. |

Describe how the parent and family engagement will assist in providing high quality instruction for all learners.

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| Evergreen Elementary School will provide various parent engagement activities throughout the school year. The parent and family engagement plan involves a team effort. The Evergreen team will provide activities that will support the learning efforts of all learners. The activities will encompass standard-based learning activities that support student learning.  |

**Engagement of Parents**

Describe how the school will engage the parents and families in an organized, ongoing, and timely manner, in the planning, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used.

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| Evergreen Elementary School will engage parents and families through open communication throughout the school year. Parents and families will have the chance to utilize various forms of communication for input inclusive but not limited to parent-teacher-student conferences, school sponsored parent engagement activities, volunteering in the classrooms, use of Dojo, etc. In addition, parents and families have access to signing in to the parent portal through Family Access in Skyward.  |

**Coordination and Integration with Other Federal Programs**

Describe (*in the table below*) how the school will coordinate with other federal programs and integrate parent and family engagement activities that teach parents how to help their child(ren) at home.

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| Title I Part A | **Evergreen Elementary School’s comprehensive needs assessment will guide how Title 1 funds will be spent for the school. Title I funds will provide supplemental instructional materials, equipment, and/or personnel to help students meet the rigorous state standard expectations.** **Content Area Specialists will be funded to assist with providing teachers and staff with the necessary training and professional development for creating, developing, and implementing effective instruction.** **The Title 1 funds will also be utilized for coordinating and implementing family engagement activities to improve student learning of standards-based activities for home use and will be coordinated with Title I, Part A.** |
| Title I Part C (Migrant) | **The administration will contact the Migrant Department of Grants & Federal Programs office. This office will provide support to the students and families based on the appropriate needs.** |
| Title I Part D (Neglected & Delinquent) | Not Applicable |
| Title II | **During the school year, district provides professional development opportunities for faculty and staff to ensure expectations are communicated and trainings to improve instructional delivery to increase student learning achievement.** **In addition to district-led professional development, Evergreen Elementary will provide professional learning opportunities for the faculty and staff focusing on standards, lesson creation and implementation, student engagement, behavior management, parent engagement, etc.**  |
| Title III - ESOL | **The administration will coordinate with Marion County Public School ESOL Department to identify students eligible for ESOL services. In addition to teachers providing support for the student needs, ESOL paraprofessionals will provide students with the appropriate resources for acquiring English as a second language, contributing to their learning of a new traditions, and further support the students may need.**  |
| Title IV Part A |  |
| Title IV Part B (21st CCLC) | Students at Evergreen Elementary benefit from Title IV, Part B funds to develop and implement the 21st Century afterschool program. Students participate in teacher created lessons that engages the mind to think outside the box and to explore enriching activities.  |
| Title IX Part C - Homeless | The administration will contact the District Homeless Liaison office. The office will determine the needs of the students and provide the support available for the families. In addition, the guidance counselor will assist with the student needs.  |
| Home Instruction for Parents of Preschool Youngsters (HIPPY) | Not Applicable |
| Individuals with Disabilities Education Act (IDEA) | **Evergreen Elementary’s ESE Specialist, administration, and guidance counselor coordinates with the ESE and Student Services Department of MCPS to identify the students who provided services prescribed by their Individual Education Plan (IEP). The team will meet with teachers to ensure that teachers are aware of the student’s needs and accommodations to implement the necessary strategies to help students’ succeed.** **Supplemental instructional support will be 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 | Not Applicable |

**Annual Parent Meeting** *(Stand Alone)*

Provide a description of the specific steps the school will take to conduct the annual meeting to inform parents and families of participating children about the school’s Title I program.

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| During Evergreen’s Orientation, the Title 1 annual meeting will take place in the cafeteria. There will be an agenda of information for parents to review. The meeting will be held on Thursday, September 27, 2018Parents will receive a save the date flyer prior to the meeting date in English and Spanish the week of September 11, 2018. The annual meeting date will be posted on the school’s marquee on September 17, 2018. Parents will receive a Skylert message on Tuesday, September 17, 2018.Parents will receive an agenda and Title I, Part A documents at the meeting. |

Provide a description of the nature of the Title I program that is shared with parents (school wide or targeted assistance).

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| Before the commencement of the Show Off My Learning night (Open House) on September 27, parents will meet in the cafeteria for the Title 1 information session. The meeting will explain how Evergreen Elementary is a Title 1 school and how Title 1 funds are used to continually further student learning. In addition to the shared information, parents will receive a Title 1 brochure detailing pertinent information linked with Title 1. The brochure will include detailed information stated during the meeting timeframe. Parents will also have the opportunity to become members of SAC.  |

Provide a description of how the meeting will cover yearly progress, school choice, and the rights of parents.

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| On September 27, 2018, Evergreen Elementary will host its Annual Title 1 Meeting: Show Off my Learning Night (Open House). At the beginning g the meeting, administration and the Content Area Specialists will provide the following information:* Mission and vision of the school expectations-SOAR and HOPE
* Synopsis of the Parent and Family Engagement Plan and its availability
* School performance data and plans for improvement
* School Choice
* Title 1 information and parent rights

Administration will maintain the flyer, Skylert messages, sign-in sheets, agendas, and parent evaluation forms for documentation. All evidence will be uploaded to the Evergreen’s Google Classroom.  |

**Flexible Parent Meetings**

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening.

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| Evergreen Elementary School’s calendar for parent meetings will provide a variety of timeframes for meetings and workshops. Parent-teacher-student meetings will be scheduled at the convenience of the parent and teacher schedules. Teachers are available throughout the school day inclusive of before school, during teacher planning time, and after school. Parent engagement events, award ceremonies will be offered throughout the school year at the convenience for parents. SAC meetings will be determined based on the convenience of the members. Parents and families will be offered with a variety of school sponsored events and functions. All stakeholders are encouraged to attend the school functions to become an active participant of the school’s engagement activity.  |

Describe how will the school provide, with Title I funds, transportation, childcare or home visits, as such services relate to parent and family engagement.

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| Parents are provided interpreters to translate meetings, conferences, and events to ensure family understanding and engagement. If necessary, Evergreen Elementary may provide childcare support for parents to use for engagement purposes.  |

**Building Capacity**

Describe how the school will implement activities that will build the capacity for meaningful parent/family engagement.

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| Evergreen Elementary will implement activities and events that will build the capacity for meaningful parent and family engagement with a focus on student achievement and effective use of standard-based lessons. Parents will have multiple opportunities to support engagement in learning with their student(s).  |

Describe how the school will implement activities that will build relationships with the community to improve student achievement.

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| School sponsored events and functions will be implemented to build relationships with the community to improve student achievement. Some of the activities and involvement will include active membership with SAC, volunteers assisting with school activities, and Strong Father events for families.  |

Describe how the school will provide materials and trainings to assist parents/families to work with their child(ren).

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| Evergreen Elementary will use Title I, Part A funds to purchase materials for trainings and family activities. Title I, Part A funds will also be used to keep parents informed via school calendar, newsletters, Skylert messages, school website announcements, and fliers for activities and events. |

Describe how the school will provide other reasonable support for parent/family engagement activities.

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| The Migrant, ESOL, Homeless, and ESE Departments will be contacted to support the needs of our students and to ensure students have adequate resources as needed.  |

**Staff Development**

Provide a description of 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.

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| Evergreen Elementary will provide training using the Strong Fathers Initiative and Cristel Clear strategies to educate the faculty and staff. In addition, training will be conducted to help teachers with building rapport with their families and maintaining two-way communication.  |

Provide a description of the professional development activities the school will 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.

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| At the beginning of the school year, expectations will be share with the staff regarding modes of interaction with parents and families. Throughout the school year, faculty and staff will participate in training regarding positive ways of communicating with parents and families. In addition, school compacts will be distributed and positive phone calls home is an expectation for completion each month.  |

Provide a description of the professional development activities the school will 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.

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| One of the SIP goals for 2018-2019 focuses on parent engagement: If the school plans parental engagement activities for parents and families, then parental engagement will increase and positively impact student achievement. This goal will be communicated with the faculty and staff and input from the faculty and staff will be welcomed for building ties between parents/families and the school.  |

**Other Activities**

Describe other activities (ex: parent resource center) the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their child(ren).

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| Evergreen Elementary will conduct the following to encourage and support parents and families in a more meaningful mode:Parent-Teacher-Student conferences will be scheduled based on teacher and parent schedules. Teachers will document the day and time of the conversation along with a brief synopsis of the conversation. Title 1 Parent Resource Mobile will be schedule by district and shared with parents by the school. Parents will have the opportunity to check out resources to use with their students at home. School Webpage-information will be shared on the school website to keep parents informed of school information and with a calendar of events.Parent Newsletters-Each month, parents will receive a newsletter detailing information linked with Title 1, strategies to use at home, and information for parents to know. Parent Flyers-For scheduled events, parents will receive a flyer as a form of reminder to attend the school events. Skylert messages-Parents will receive Skylert messages throughout the year for encouragement, strategies, reminders, etc. Twitter messages-Twitter will be used to share information about the school with all stakeholders.  |

**Communication**

Describe how the school will provide timely information about the Title I programs.

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| Evergreen Elementary will provide timely information about the Title 1 programs during the Title 1 Meeting: Show Off my Learning night (Open House). In addition, the monthly newsletter encompasses a Title 1 section detailing information for parents to know regarding Title 1 along with a calendar of events. For other Title 1 programs, parents will receive notification via flyers at least 2 weeks in advance and a follow-up reminder one week in advance via Skylert messages. Other modes of communication will be through the use of the newsletter, school webpage, email, classroom Dojo, and Twitter. In addition, the Parent and Family Engagement Plan and the School Improvement Plan will be readily available for parents to view upon request.  |

Describe how the school will 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.

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| Evergreen Elementary will provide an explanation of the curriculum at the school along with the assessments to be used for measuring student progress and achievement levels during the Title 1 meeting night. In addition, this information will be shared throughout the year via the use of newsletters, Skylert messages and the scheduled parent engagement activities. Student progress will be communicated by the teacher with the student’s parents and families. Parents will also receive resources throughout the year during the parent engagement activities. Each month, SAC members will be updated with the current updates to share with the community.  |

Describe how, if requested by parents, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren).

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| Evergreen Elementary welcomes parent and family input and suggestions. Parents may contact the school to provide their input, schedule parent-teacher-student conferences, join SAC, or use the Parent Survey to formulate suggestions.  |

Describe how the school will submit parents/families comments if the school wide plan is not satisfactory to them.

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| Parent surveys will indicate parent satisfaction or dissatisfaction. Once the survey results are available for review, administration will discuss different avenues for improvement.  |

**Accessibility**

Provide a description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families.

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| Evergreen Elementary is welcoming and available for all stakeholders. If other safety measures are needed to ensure that all members participate, administration will seek out the necessary resource to meet the need.  |

Provide a description of how the school will share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand.

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| Information shared with parents via newsletter and flyers will be translated in Spanish. In addition, Spanish translation and American Sign Language are available upon request.  |

**Discretionary Activities***(Optional)*

Describe any activities 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.).

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| Not Applicable |

**Barriers**

Describe the barriers that hindered participation by parents during the previous school year.

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| During our SAC meetings, barriers were shared regarding parent participation. Some of the barriers included: lack of time, lack of homework opportunities, and lack of communication. According to the parent survey, parents shared that lack of communication and lack of homework were concerns. The trend of the barriers showcase that we need to address communication and provide home projects.  |

Provide description of the steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children).

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| To address the barriers, Evergreen will improve the following:* Timing of communication will be provided in advance. In addition, all pertinent information will be translated in both English and Spanish. Flyers will be sent out at least 2 weeks in advance, mentioned in the monthly newsletter, and Skylert reminder messages will be provided at least one week in advance.
* Learning activities will be provided to parents to address the lack of homework. Teachers will work on home-based learning activities and share various strategies that parents can utilize at home.
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