**Harbour View Elementary School Title I, Part A Parent and Family Engagement Plan 2018-2019**

**Mission Statement:** Harbour View believes that positive parent/family engagement is essential to student achievement and by encouraging parent engagement in school, educational planning, and operations, student achievement will be raised.

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

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| Through Parent and family engagement, Harbour View Elementary will:   * 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. * 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. |

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

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| Harbour View Elementary aims to provide additional opportunities for parents to participate in their child’s education and support the vision of the school. Parents’ input into our Parent and Family Engagement Plan and School Compact is valued. Parents, teachers, and community members will be solicited for their input at SAC meetings throughout the school year, and when evaluating the compact. Parents will be engaged in activities throughout the year that support high quality instruction needed for all learners to be successful through use of survey feedback to formulate events which enrich 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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| Harbour View Elementary School believes in involving parents in all aspects of its Title One Programs. Our SAC (School Advisory Council) committee will develop, implement, and evaluate all aspects of the School Improvement Plan (SIP) and the Parent and Family Engagement Plan (PFEP). More than 50% of the SAC are parent (non-employee) representatives. All members of the SAC are given the opportunity to review and offer input to the plan prior to offering their approval. Throughout the year parents are offered a survey to evaluate parent activities.   * These surveys are used to guide activities for the following year. * Parent input is recorded in the SAC minutes. * Each SAC meeting has an agenda that reflects the initiatives that need to be addressed. At the SAC meeting a section of the SIP and PFEP are discussed and reviewed. During that time if a SAC member has questions, the principal is available for clarification. * SAC members are chosen every Spring for the new year. We seek new members and if we have room; we accept all interested. If we do not have room, then we use the election process with a ballot and current members of the SAC vote to elect new SAC members. |

**Coordination and Integration with Other Federal Programs**

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| **Program** | **Coordination** |
| Voluntary Pre-K | Our school coordinates with the Early Learning Coalition in order to provide parents and caregivers helpful information and steps for enrolling their children in Florida's Voluntary Pre-K programs. VPK and ESE VPK classrooms are established in schools based on school and community needs. |
| Title I C - Migrant Students | The administration will contact Migrant Dept. of Grants and Federal Programs office to help with support academics for families through resources. |
| HIPPY | Home Instruction for Parents of Preschool Youngers (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 parents as their first teacher. |
| Title 1 - Part A | Our school receives Title 1 funds based on free and reduced lunch counts. Title 1 Part A funds are used to provide supplemental instructional materials, equipment, and/or personnel to help students meet rigorous state expectations. |
| Title 2 | Staff and faculty members participate in district professional development opportunities. |
| Homeless | Coordinate with district liaison for services needed for homeless students. |
| 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. |
| IDEA | Our school coordinates with ESE, Student Services Dept. of MCPS. Supplemental instructional support is shared with parents as they are invited and attend their child's IEP's meetings. |

**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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| **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Advertise Title I Meeting | Principal/Assistant Principal | Skylert messages in English & Spanish & website updated with meeting notices as well as the Title I Meeting video. | Skylert message distribution reports and school website page visits reports |
| Title I Annual Meeting | Principal/Assistant Principal | Separate meeting half hour before Open House- September 6th, 2018. | Sign in forms |
| Maintain Documentation | Principal/Assistant Principal | Ongoing | Sign in forms |

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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| *Harbour View Elementary School* operates a school wide Title I, Part A program, which is the largest federally funded grant program for grades K-12. It is designed to provide all children that attend low-income schools significant opportunities to receive a fair, equitable, and high-quality education.  Title I funds can be used:   to hire highly qualified teachers and/or para-professionals,   to provide additional learning time through before/after school and/or summer programs,   to purchase extra resources such as equipment, computers, and supplemental learning materials,   to provide additional training for our school’s staff, and   to implement innovative family engagement opportunities. |

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

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| Our annual Title I Parent meeting will be held on September 6th, 2018, at 5:30 p.m. Parents will view this information via a Power Point narrated by Mr. Hensel and receive a handout listing our school’s yearly progress, their rights as a Title I parent, school choice, and items and services we were able to purchase this school year with Title I funds. These will also be shared via our welcome back newsletter. |

**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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| * Parent Conferences will be held before and after school as well as during the day when needed. * Social workers are also available to do home visits if parents are unable to attend a meeting/conference. * Activities will be on alternate days of the week as is appropriate for the nature of the activity. * The SAC Committee will put to a vote an appropriate meeting time and day of the week for monthly meetings. * Parent nights will be held on alternating nights to ensure that parents have the ability to attend. Meetings will cover yearly progress, school choice, and the rights of parents * The parent survey will document the success of our flexibility. * The school will provide monthly meetings and events with alternating times to include morning and evening attendance opportunities. |

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 will be encouraged to share transportation needs, childcare needs, and any needed accommodations for disabilities prior to all meetings so that we can efficiently provide support, and facilitate accommodations where possible. We will also provide ongoing home visits as needed by our school social worker. |

**Building Capacity**

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

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| * 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 ESSA. * Provide each family with an individualized student report about the performance of their child(ren) on the State assessments. (ESSA 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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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Parent Night for Kindergarten | Administration, Coaches, KG Teachers | Students will become more proficient in reading based on their overall reading goals. Parents will be given an overview of the reading and strategies they can use at home with their students. Additionally, parents will learn about the curriculum their students receive in writing, math, science and social studies along with the Florida Standards and resources that can be used. We will also highlight attendance and the importance of bringing your children to school on time. | September 20th | Parent Survey/Sign In Log |
| STEAM Expo Night: Dads’ Science Night | Administration, Content Area Specialists and Academic Coach | Highlights proper science instruction and tips for monitoring student success. Parents will be given tools to support at home learning, and engage in hands on science Activities with their child, as well as view completion of school based projects. | December 5th | Parent Survey/Sign In Log |
| FSA Parent Night | Administration, Content Area Specialists and Academic Coach | Highlights proper reading and math instruction and tips for monitoring student reading. Parents will be given the opportunity to ask questions about the upcoming assessment, and will be given tools to support at home learning. | February 7th | Parent Survey/ Sign In Log |
| Summer Prep Workshop | Administration, Content Area Specialists and Academic Coach | Highlights proper reading and math instruction and tips for monitoring student reading. Parents will understand how to help their children with reading and math along with learning to log in to the student portal. Parents will be given resources for summer use. | May 9th | Parent Survey/ Sign In Log |

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

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| * We plan activities which help us build a positive and strong relationship with parents and the community. * Tutors for Kids will support classroom interventions, Bottom Quartile, and provide support for new and veteran teachers. These tutors also support literacy exposure through book donations and “Reading Buddies”. * High School Mentors will add academic support in classrooms * North Lake Presbyterian often offers support to provide literacy to students for use at home |

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

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| * Meet the Teacher provides Instructional Staff/Teachers the opportunity to introduce classroom expectations, routines, and establish rapport. This also allows teachers to gain the best point of contact for each student, and school usage. * Teachers provide weekly/monthly newsletter in addition to the school based newsletter with home support, useful links, and option for feedback. * “Community Reads”, School Newsletter, and various mail outs encourage parents to request additional information within the content. |

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

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| * Our Parent Engagement Liaison will be in constant communication with parents via email, phone calls, Skylerts, and letters to make sure they receive resources, support, and other information. * Families are given the opportunities to test out and apply new skills. They will receive feedback and coaching. * Harbour View’s Parent Liaison also has access to Connected Classroom containing Cyber Coaching to assist developing educators’ confidence as they are implementing newly learned strategies and Teacher Talk which is a forum for educators to receive resources, network with other educators and share successes. |

**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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| * On a monthly basis, professional development is provided to educate the teachers based on need (data supported, teacher input). * Teachers are also encouraged to participate in professional developments outside our school which may focus on literacy, assessment, etc. * New teachers will complete a Fred Jones book study with to provide adequate support to our students based on behavioral understanding. * All teachers will attend a Strong Fathers, Strong Families PD to prepare for school based events and how to support the invitation to fathers within the school setting. * HVES is partnering with The Villages Rotary Club this school year. Together we are trying to improve our parents’ access to health care, education, and employability skills/employment. Staff will attend in-services prior to such events in order to best meet our parents’ needs. |

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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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Spring focus: Teachers will be trained in “Student Led conferences”: offering students the opportunity to review standards based data with a family member based on personal goals and purposeful goal setting. | Administration and Guidance Counselor | Improve student performance through data notebook talks with students | January- May | Teachers will have parent/student led conferences with 75% or more of their parents where the students are sharing their data and goals from their notebooks with their parents. sign in sheets, TNL reports |

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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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Fall Focus: Teachers Involving Parents PD: Teachers will be systematically trained to conduct individual conference to discuss child’s test results, expectations, progress toward benchmarks, and individual needs. | Teachers, Academic Coach, Parent Liaison | Improved student performance in all subject areas | August - December | TNL, sign in sheets |

**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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| Inform parents of the Title I Parent Resource Center Mobile Unit that comes to our campus during the school year. We will notify parents through school newsletter, website, and flyers sent home with the students. Title I provides the Parent Resource Mobile Unit flyers that are sent home four times a year, monthly school newsletters by the administration team, and flyers of events by school staff as they happen throughout the year.  Harbour View Elementary will use various school resources to assist parents and families with their needs.  Our school guidance counselor provides guidance, food, and clothes to our students in need. In addition, she assists parents in seeking counseling services when needed.  Our media center offers extended hours during events so students can use the computers and enjoy a comfortable place to read or complete research.  \*\* Fall Festival will be held in the month of October.   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. Use of the district Skylert program for parent reminders through phone calls, emails and text messages. |

**Communication**

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

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| Our school is committed to ensuring that regular two-way, meaningful communication is established between all family members and school staff. When families engage with schools to support their student’s learning, several positive effects can take place:  1. Students learn to read faster.  2. Students typically score higher on tests.  3. Students attend school on a more regular basis.  4. Students experience less disciplinary occurrences.  5. Students are more likely to graduate.  **Title 1 information will be available for parents via the Harbour View Elementary School web page and through the school front office. Parents will be made aware of related events through the school’s web page, monthly newsletter, teacher communication, marquee, and Skylerts with minimal 2 weeks’ notice. Most communication between school and home will be translated into Spanish, in addition to English.** |

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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| * STEAM Night (November 16th): Parents will come to view student projects in the area of science. This will increase the areas of reading in the content area. This science expo night will also allow families to engage in hands on science with their child, while integrating standards based discussions. 5th grade students/parents will discuss the NGSSS assessment and expectations. * FSA Parent night allows parents and students to see sample assessment items, and ask questions regarding the upcoming assessment. * Student Led Conferences is a data based event for students to share successes and goals based on assessment data (both formative and summative, including formats such as iReady and District based assessments). |

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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| Opportunities for Parent Engagement include, but are not limited to: participation in developing our Parent and Family Engagement Plan, attending grade level and/or subject area specific meetings, monthly SAC meetings, Annual Title I Parent meeting, Parent Information Nights, responding to phone calls from school, participating in the annual Parent Survey, reading and following our Student/Parent Handbook, reviewing newsletters, quarterly Report Cards and Progress Reports, referencing student agenda books, and committing to engaging in activities that can be done with their child at home. Many evening/after school events will offer childcare as an option for non-school aged children, as well as Harbour View Students during parent meetings. |

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

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| Opportunity for feedback and suggestions will remain open during the school year for parents who wish to offer feedback, suggestions, etc. Parents/families comments if the school wide plan is not satisfactory to them can be directed here as well. These parents can email Harbour View Elementary parent Liaison at [charlotte.swinehart@marion.k12.fl.us](mailto:charlotte.swinehart@marion.k12.fl.us) or request a meeting with the liaison, or administrative team if SAC meetings do not meet scheduling needs. |

**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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| * Harbour View Elementary School is ADA Accessible. * All requests for translators (native language, sign language) can be made through the classroom teacher to our guidance department. |

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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| * Title 1 information is posted to our school web page, and communication board in the school’s front office. * Parents may request this information be sent home or mailed. * All written Title 1 documents may be translated into Spanish, or additional heritage language if requested. |

**Discretionary Activities** *(Optional)*

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| **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 [Section 1118(e)(13)]. | Good News Club - local church provides afterschool program to teach reading through basic faith based curriculum. All students are invited to attend. | Administration | Students who are reading in the Content Area on a more frequent basis will show an increase in their comprehension on local and state tests. | Every Spring at the end of the year and Fall at the beginning of the year |

**Barriers**

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| * Parent involvement (approx. 125 out of area students)   + Many students come a far distance to attend our school, this creates a barrier as parents often do not have means of transportation for themselves to attend meetings/events. * Student Attendance/Tardies/Early Check outs * Limited Professional Development for school specific related needs and Title 1 focus such as ESOL and Student led conferencing, due to loss of Early Release Days |

**Action steps:**

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| * Schedule parent engagement activities at a variety of times * Scheduling for next year to have more common planning * Attendance focus program with the Guidance department in the 2018-19 school year. |