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

**Mission Statement** Positive caring educators will provide a rigorous curriculum incorporating high expectations with emphasis on character education. Legacy Elementary students will be responsible and respectful members of the community who take pride in all they do.

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

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| Our school has a School Advisory Council (SAC) consisting of parents, community members, and school staff. All parents are encouraged to become a member of the SAC committee. Information about SAC is sent out to families by School Newsletters, Skylert phone messages, Electronic Marquee, and other appropriate means. Members of the SAC will be determined by the balanced representation of the ethnic, racial, and economic community served at Legacy Elementary School. More than 50% of the SAC are parent (non-employee) representatives. Parent and family input is valued at Legacy Elementary. An implementation evaluation of all Title I, Part A funded programs will be provided to parents during these meetings, and feedback will be solicited from parents to help improve the quality of services to students and parents. SAC meeting minutes will document all parental input. Feedback may be immediate change or help to guide decisions that impact funding, programs, and activities for the following year. |

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

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| The parent and family engagement plan is a shared responsibility developed through a collaborative effort. This collaboration allows strategic support to families to ensure student and family engagement and a quality instruction for all students. Additionally, parents will have access to rigorous and relevant events that will support academics and help all learners succeed. |

**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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| The faculty and staff at Legacy also encourage parents to become engaged by signing onto the Family Access in the Skyward portal to review grades, etc., communicating with teachers through class Dojo, attending parent information events, attending parent conferences and establishing a line of communication with their child’s teacher. Parents may also become involved by volunteering in a variety of ways i.e. tutoring, helping with PBIS initiatives, helping students read, etc. Our school has a School Advisory Council (SAC) consisting of parents, community members, and school staff. All parents are encouraged to become a member of the SAC committee. An implementation evaluation of all Title I, Part A funded programs will be provided to parents during these meetings, and feedback will be solicited from parents to help improve the quality of services to students and parents. SAC meeting minutes will document all parental input. Feedback may be immediate change or help to guide decisions that impact funding, programs, and activities for the following year. |

**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 | 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 I Part C (Migrant) | The administration will coordinate with our District Migrant Coordinator who will provide the students and families the resources. Services are varied and determined by need. |
| Title I Part D (Neglected & Delinquent) | N/A |
| Title II  | The district provides opportunities for staff and faculty members to participate in professional development opportunities designed to build capacity and improve instructional delivery which ultimately improves students’ academic achievement.During summer 2018, teachers were offered courses through the district’s Summer Professional Development Academy. Additionally, the district will provide opportunities throughout the year for teachers including veteran and new teachers, administrators, and paraprofessionals. |
| Title III - ESOL | The administration will coordinate with Grants and Federal Programs, ESOL Department to identify students. An ESOL Resource Facilitator is assigned to Sunrise to support teachers, parents, students, and paras. Additionally, ESOL paraprofessionals are assigned to schools to provide students with the appropriate academic support they need to progress in learning a second language and adapt to a new culture. |
| Title IV Part A | N/A |
| Title IV Part B (21st CCLC) | N/A |
| Title IX Part C - Homeless | The administration will coordinate with our District Homeless Liaison who will provide students and families necessary resources and supports. Services are varied and determined by need. |
| Home Instruction for Parents of Preschool Youngsters (HIPPY) | N/A |
| Individuals with Disabilities Education Act (IDEA) | The administration and school’s Counseling Department coordinates with the Exceptional Student Education (ESE), Student Services Department of MCPS to ensure identified students are provided services as prescribed by their individual education plan (IEP). An ESE Specialist is assigned to Legacy as a liaison to ensure students with IEP’s receive appropriate services to help them achieve academically, socially, and emotionally. |
| Voluntary Pre-Kindergarten Program | Title I, Part A funds are used to supplement Early Learning funds to provide Pre-Kindergarten opportunities for 40 students. Parents may help their children with foundational skills by reading with their students for 15 minutes nightly. This program serves as a transition to Kindergarten. Therefore, parents and students become accustomed to school operations. |

**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** |
| Develop agenda and establish date for Annual Informational Meeting. Obtain power-point template from Title I Staff. | Principal/Assistant Principal | August 31, 2018 | Copy of Flyer Copy of Power Point |
| Send Meeting Announcement flyer in backpacks of all students. Send Skylert phone message(s). | Principal/Assistant Principal | September 14, 2018 | Copy of FlyerCopy of Skylert Message Report |
| Title I Annual Meeting  | Principal/Assistant Principal | September 20, 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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| **Activity/Tasks** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **TimeLine** | **Evidence of Effectiveness** |  |
| Title I Annual Meeting  | Principal/Assistant Principal | The meeting will explain how the school earns Title I status and supports students in the school wide model. To ensure parents understand the entire program explanation of the following:a parent’s right to knowstudents have equity and equal access to a high quality educationparent engagementsupplemental curriculum * activities/programs offered to students
 | September 20, 2018 | Sign in forms |  |

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

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| An annual meeting to inform parents of Title I requirements, provisions, and their rights will occur September 20, 2018 and will occur prior to the “open house” event. The administration will provide the above information to parents as well as the information below:student data and school performance dataschool choice* parameter’s for the school’s Title I school wide program
* information regarding student’s achievement data (current and historical)
* school grade data
* mission and vision of the school
* plan to help students academically, behaviorally, and emotionally
* provide parents with specific information concerning their rights as a Title I parent

If parents are unable to attend, information will be placed in the front office and school website. Documentation as evidence for this meeting will be a copy of the announcement/flyer that was sent home to all families, a script of Skylert phone message, sign-in sheets, parent evaluation forms and a copy of the presentation used at the meeting. All documentation will be uploaded to our school’s Google Classroom and maintained for monitoring purposes. |

**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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| Legacy provides events at flexible times for parents and families. * The school’s scheduled orientation is held during the day, 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 early morning (before work) and 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.
* SAC meetings are scheduled at a time convenient to the SAC members. This will be voted on during the first SAC meeting in September.
* Student award ceremonies are presented during the school day at a variety of times on a quarterly basis. The Media Center is open before and after school hours for parents to participate in the book fair, check out books, and use the school computers, when needed.
* Parent-Teacher conferences are scheduled at various times, convenient for parents and families as well as for teachers.
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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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| Title I, funds are not used at Legacy to fund transportation and childcare as the school is a neighborhood school with many families living in the neighborhood. However, childcare is provided as well as home visits via the HIPPY program. Additionally, parents are provided interpreters to translate meetings, conferences, and events to ensure family understanding and engagement. |

**Building Capacity**

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

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| **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Read and Rise | Administration, Content Area Specialists (Literacy) | 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 reading along with the Florida Standards and resources that can be used.  | December 6, 2018 | 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 7, 2019  | Parent Survey/ Sign In Log |
| Math/Science Night | Administration, Content Area Specialists, 5th grade teachers | Showcase of scientific process and hands on science experiments while parents attend "break out" training sessions for science and math. Additional emphasis on math and science will help students improve scores on Math FSA and FCAT Science. | April 4, 2019  | 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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| * Volunteer & Mentor Appreciation Program - At the beginning of the year {August 10, 2018} recruitment and training will be offered to potential volunteers and mentors by the Volunteer Coordinator. At the end of the year {May 15, 2019} a breakfast will be held to celebrate their service and commitment by the administration team.
* Parents are offered a myriad of activities, events, and trainings to build capacity. Many are funded via Title I funds, others are not. All meetings and events will occur at a time conducive to families’ schedules and will provide families with background knowledge of their rights, Florida standards and assessments as well as support for students.
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Describe how the school will provide materials and trainings to assist parents/families to work with their child(ren).

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| The school will use Title I funds to purchase materials for trainings and family activities. Title I funds will also be used to keep parents informed via newsletters, technology (in which to communicate), and fliers for activities and events. Families are given the opportunities to practice and apply new skills. Parents will be provided feedback and coaching during the trainings. Title 1 Parent Resource Van will be available for parents/families to receive materials that will assist them in working with their child(ren). |

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

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| The school will collaborate with the HIPPY team, Migrant, ESOL, Homeless, and ESE Departments to ensure students have adequate resources as needed. Representatives from each of these departments will be invited throughout the year to provide information and assistance to parents. |

**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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| The faculty and staff at Sunrise will be trained to use the Christel Clear and Strong Families, Strong Fathers’ Initiatives. They will also be trained in Family Engagement Workshops to help connect and engage families. These initiatives will help:* Provide a welcoming environment
* Build open lines of communication
* Ensure parents’ engagement
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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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| Faculty and staff members will participate in training to understand the importance of the compact and how communication improves student and family engagement. |

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** |
| Teachers Involving Parents | Administration /Content Area Specialists, Parent Liaison | Improved student performance in all subject areas | September 26, 2018 | 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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| * Parent Resource Corner - A Parent Resource Corner in the lobby is equipped with computers to allow parents/families to log on and register for “Family Access.” A Parent Involvement Library gives information and suggestions on academics and behavior. The Parent Resource Room is maintained by the Parent Liaison and is open every school day the school is open.
* Each parent will receive a monthly newsletter with a Calendar of Events which provide important dates for parent involvement throughout the school year.
* Book Fair – September 25-29, 2018
* Orientation – August 10, 2018
* 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.
* Volunteer & Mentor Appreciation Program - At the beginning of the year {August 10, 2018} recruitment and training will be offered to potential volunteers and mentors by the Volunteer Coordinator. At the end of the year {May 15, 2019} a breakfast will be held to celebrate their service and commitment by the administration team.
* 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 Mobil Unit will be sent out via newsletter, Skylert 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 shared on the school’s website.
* Our school will hold an Open House in September 20, 2018 to increase parent awareness of the school and teachers' goals and expectations.
* Our school will recruit additional SAC members to help research available resources, school needs, and establish a year-long plan.
* “Family Thanksgiving Dinner” (annual) in November 15, 2018. Parents are invited to have dinner with their child.
* Holiday production. Evening in December 13, 2018.
* Talent Show – evening in April 25, 2019 for all participants, families, and friends.
* Vehicle Day in May 17, 2019. Provides career ideas to students and families.
* Fifth Grade Walk May 24, 2019. Parents are invited to take pictures/walk with students on their last walk through Legacy halls.
* Kindergarten Program (completion) – May 22, 2019
* Fifth grade Graduation ceremony - May 23, 2019
* “Award Banquet” for grades 3-5 and families in May 22, 2019.
* Open Door policy throughout the year for parents to walk their child to class in the morning and eat lunch with child.
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**Communication**

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

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| Legacy 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 20, 2018.Teachers, counselors and other school personnel will maintain regular contact with parents through personal calls, phone texts (DOJO), emails, Skylert in an attempt to reach parents who do not or cannot participate to seek input and increase involvement. 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. Phone calls will be provided in Spanish, by the our ESOL Paras or bilingual teachers when necessary. Home visits are provided by Social Services. 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. 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, school newsletters, school website, teacher websites, and classroom newsletters. All school information is disseminated through a monthly newsletter, school website, and the school’s Skylert calling system. This is inclusive of those parents who did not attend planed 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.  |

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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| During parent/teachers conferences and planned Events (Open House/FSA Parent Hour/Reading Night), Legacy will provide opportunities to describe and explain the curriculum, forms of assessment used to measure student progress and the achievement levels students are expected to obtain. If parents are unable to attend, information will be placed in the front office and school website.  |

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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| Teachers, counselors and other school personnel will maintain regular contact with parents through personal calls, phone texts (DOJO), emails, Skylert in an attempt to reach parents who do not or cannot participate to seek input and increase involvement. |

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

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| The school newsletter will have a section that offers an opportunity for parents/families to submit comments and feedback. Parent satisfaction surveys will provide insight as to perception.  |

**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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| The facility is ADA accessible. Parents with disabilities are afforded the same opportunities for engagement as their non-disabled counterparts. If arrangements are needed, the administration will work with the Director of Equity to accommodate needs. |

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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| 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. |

**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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**Barriers**

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

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| The barriers that hindered participation by parents during the previous school year were work schedules and language barriers for some parents. |

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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| * Provide a person to translate during the events, as needed.
* Offer flexible meetings/events in the morning and evening to increase parent participation.
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