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

**Mission Statement**

Fort McCoy will work as a team with parents, teachers, and the community to provide high-quality educational curriculum that effectively prepares the students for high school and beyond.

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

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| Our vision of the FMS PFEP is that we actively find ways to entice our families to school activities in which parents will engage for the purpose of learning how to help their students be successful. We see this joint responsibility, having obligations that are shared by teachers, parents and students.  Teachers will: Keep students and parents informed by providing ongoing information about student progress and behavior; provide assistance to parents so they can help their children at home; meet with parents to discuss their child’s achievement; provide a high quality curriculum and effective instruction for all students to enable them to meet the state’s high standards.  Parents will: Make sure their child attends school regularly and on time; support the child’s learning and participate in decisions relating to the child’s education; communicate regularly with the teachers; encourage the child to read at home every day; make sure the children complete classroom and homework assignments. During the SAC meetings, parents will be involved in the continual review of the School improvement plan, the parent involvement plan, and the Parent-school compact. Parents are allowed input on how Title I funds are being spent at the school site.  Students will: Work cooperatively with classmates; read at home every day; come to school prepared to learn; show respect for yourself, your school and classmates; believe that you can and will learn. |

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

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| Parent and Family Engagement activities will be designed to help teach parents how to support their child’s learning at home. If students are seeing that their parents are involved in their learning the student will be encouraged to do his or her best. When both the home and school work together to help a child learn then all concerned parties are working towards the same goal. |

**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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| Fort McCoy School will work with our SAC members and any concerned parents at SAC meetings to discuss how Title I funded programs at our school are working. The school will seek input from all participating parents as to how services can be improved throughout the year as well as how resources will be allocated. During the SAC meetings, parents will be involved in the continual review of the School improvement plan, the parent involvement plan, and the Parent-school compact. Parents are allowed input on how Title I funds are being spent at the school site. SAC members will be asked to review our PFEP and SIP during meetings. Plans will be revised based on input from SAC meetings. |

**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 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 Engagement Trainings and Workshops will be coordinated with Title I, Part A. |
| Title I Part C (Migrant) | FMS guidance identifies all Migrant students; coordinates with MCPS liaison to meet entire families’ physical, social, and academic needs. |
| Title I Part D (Neglected & Delinquent) | FMS guidance identifies any neglected/delinquent students; coordinates with MCPS liaison and community resources to meet the students’ physical, social, and academic needs. |
| Title II | Fort McCoy School participates in District and Title I professional development. |
| Title III - ESOL | Fort McCoy School participates in Title III, ELL program by providing assistance to identified students and monitoring their progress. |
| Title IV Part A | NA |
| Title IV Part B (21st CCLC) | Fort McCoy School has 21st CCLC progams on the elementary side. This program is an after school program that supports academic enrichment and supports student needs. |
| Title IX Part C - Homeless | FMS guidance identifies all Homeless students; coordinates with MCPS liaison to meet entire families’ physical, social, and academic needs. |
| Home Instruction for Parents of Preschool Youngsters (HIPPY) | 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 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 and physical development. Representatives from this program will hand out flyers at Open House and parent events and can be contacted by interested families in our school. |
| Individuals with Disabilities Education Act (IDEA) | Fort McCoy coordinates with the ESE, 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 will follow the MTSS policies and processes. |
| Voluntary Pre-Kindergarten Program | Our Voluntary Pre-Kindergarten Program is offered through two classroom settings. The students are registered through a district process. These students are offered “family style” eating curriculum and specific instruction to foster a life-long love of learning. |

**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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| Our annual meeting is currently scheduled for September 27, 2018. We will offer the meeting at two times. One from 2:30—3:30 p.m. and a second from 5:30 – 6:30 p.m. We will inform the parents by utilizing a Skylert Message, Twitter, backpack note and Peachjar electronic message. |

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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| Our Title I program is a “school wide” focused program. FMS 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. |

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

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| The meeting will discuss school specific data as measured by the 9 categories of school grading. We will also discuss the parents “right to know” and school choice. It will also cover AVID, 21st Century and other academic support opportunities. Those not in attendance can find information on our website. |

**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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| The school will offer flexible meeting times by offering a larger “window” of time for drop in events. As well as more than one meeting being scheduled such as the annual meeting with two start times ( 2:30 and 5:30 p.m.) Our student open house will have a window of time from 5:00 – 6:30 p.m. SAC meetings are held right after school every other month. Parent activities will be held during the school day, before school and after school as well as in the evening to allow for maximum parent involvement. |

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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| FMS will utilize our compacts to assist us with communicating our family engagement and support activities. |

**Building Capacity**

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

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| FMS will conduct quarterly engagement activities that will invite families to join the school in working together to help students be successful. FMS will use multiple methods to communicate event dates and times. FMS will offer flexible meeting times to better serve our parents’ needs. Through utilizing the 17-18 Annual Parent Survey data, we will focus on being accessible to parents in a variety of ways and at different times. |

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

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| FMS will conduct a Kindergarten Orientation on Friday, August 10 at 5:30 for parents and students. Orientation for all other students is August 9th from 10-11:30. This activity is designed to open the door to building relationships with families. This will provide a time for parents and students to meet the child’s new teachers and find the location of classrooms before school begins. Parents will be able to provide contact information to teachers and to begin to open the lines of communication between home and school. All parents are encouraged to join SAC to support relationships between home and school.  FMS will also conduct an Open House event on September 13th 5-6:30. Families will be invited to follow their child’s schedule and hear presentations from all teachers about the curriculum, assessments, and expectations for achievement. This activity will further build relationships between home and school.  We also have our community volunteers who work in classrooms, media center and other locations throughout the campus to support our relationships with community. We work with area churches to support our need of volunteers to support student achievement. |

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

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| FMS will offer a semesterly family engagement activity to help parents learn ways to help their children learn at home. These activities will provide each family with the training and materials (pre-made kits) needed to work with the children at home. The materials will be provided at no cost to our families. During these parent nights, the parents will have an opportunity to test and apply the skills being demonstrated so that they can receive feedback and support. |

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

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| FMS will offer movie time in the cafeteria with supervision to support the need for supervision for school aged children during our parent engagement events. Flyers explaining the demonstrations will be sent home. |

**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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| FMS will provide professional development to staff in the area of iReady and student led conferences to support the understanding of the value of contributions of parents/families. The resources available through coordination of our CAS, media Specialist, Parent Liaison and family members to build staff development will include reports to share from iReady and the understanding of these reports. Another training will further expound this knowledge to empower students to lead conferences which will leverage the assistance of families in supporting student growth. |

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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| FMS will provide this ongoing support of iReady and student led conferences to become part of how we communicate with parents through our parent night events and parent conferences. In this way, we can reach out to the parents in a meaningful way with ongoing support. The professional development will also help parents understand the reports available, how to interpret them and how they can be an equal partner in their child’s learning. |

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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| FMS will work with the teachers, CAS, Administration, Parent Liaison and community to gain attendance in the parent nights and conferences through which the information will be shared. The reinforcement of student’s sharing their progress with student led conferences along with the parent understanding of the iReady data reports will build 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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| FMS will offer a session on parent electronic resources including gradebook, course offerings, career opportunities, writing assistance etc. for middle school and gradebook, reading strategies and academic support for the elementary students. We will teach strategies to our parents to help keep them in the know as they utilize programs that rely on the internet. |

**Communication**

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

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| A Title I meeting will be scheduled during the month of September. The meeting will be offered at different times to allow for greater parent participation. Parents will be notified of the meeting by various methods. We will utilize Skylert messages, flyers, Twitter and Peachjar as means of communicating the meeting invitation. |

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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| The school will conduct an Open House evening during the first quarter of the school year (September 13th). Parents will be able to hear a presentation from each of their child’s teachers explaining the curriculum, forms of assessment, and the achievement levels that students are expected to obtain in each teacher’s classroom. Any parent unable to attend can view teacher web pages and web sites for additional information. |

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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| FMS provides weekly opportunities for parents to set up meetings with the teachers of their children. Parents are also invited to participate in all school initiated meetings (504, ESE, ESOL staffings, etc.) a 10 day notice is provided. |

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 will work with all parents to resolve concerns. SAC will have input into the plan. |

**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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| FMS will use multiple means of communication to advertise our meetings, programs and activities. We will utilize our district support ESOL person to help us translate flyers into the heritage language of our ELL students. FMS will also utilize flexible meeting times as a means of providing additional opportunities for parent engagement. Our site is accessible by parents who may have disabilities. Any parent who may need assistance due to a disability will be accommodated as appropriate. |

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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| FMS will utilize backpack flyers (English and Spanish versions) to advertise our meetings, programs, and reports. We will also use Skylert messages , Twitter and Peachjar as a means of communicating electronically with parents. |

**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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| FMS will provide some students with AVID supplies to aid in the support of the curriculum and communication being established between home and school. The notebook provides an effective means of organizing students and promoting communication between parents and teachers. |

**Barriers**

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

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| Notification of the events. Many flyers that were sent home with students did not get delivered to the parents. Some parents did not receive Skylert Messages due to incorrect phone numbers being on file. |

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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| FMS will take greater steps to ensure that we have “working” phone numbers on file for all of our students. The IPC will be tasked with researching the reports of incorrect phone numbers and attempting to obtain up to date contact numbers. FMS will also use Twitter AND Peachjar as a means of communicating electronically with our parents. |