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

**Mission Statement**

*Our mission at Shady Hill is to create an environment where ALL children, regardless of differences, will be able to succeed academically, physically, and emotionally in an ever-changing world.*

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

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| Shady Hill Elementary recognizes the importance of parent engagement and its impact on student performance. Therefore, we strive to engage parents in a variety of ways in order to build a stronger connection between school, home, and the community. Collaboration with the community and families will aid in preparing students academically as reflected by mastery of the Florida State Standards. Collaboration will occur with input from the School Advisory Council and Parent Teacher Association. |

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

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| Involving parents in the education of their children will help to ensure that parents are made aware of expectations, state standards, classroom activities, and school-wide events. Inviting parents into the school and continually informing them about the progress of their children will make them more comfortable at school and also more comfortable being engaged in school-based activities. During parent engagement activities like Meet Your Teacher, Open House, and the Title I annual meeting, we will offer a skill building lab hosted by the Content Area Specialist (CAS), Intervention Teacher and Student Services Manager focusing building capacity and tips for improving their child’s skills at home. |

**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 engagement in decision making of how funds for Title I will be used.

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| Shady Hill Elementary will engage parents in an organized and consistent manner in the planning, review and improvement of the Title I programs available at our school. All parents are invited to attend our Meet Your Teacher Event, Open House, and Title I Annual meeting where pertinent school information is presented and discussed.   In addition to these school-wide meetings, all parents are invited to attend the School Advisory Council (SAC) 4x per year and Parent Teacher Organization (PTO) monthly meetings. A vote is taken at the first meeting of the year for SAC leadership and those in attendance are placed on the roster. More than 50% of the SAC are parent (non-employee) representatives.  The SAC meeting will engage a continual review of the School Improvement Plan (SIP), the Parent Family Engagement Plan (PFEP), and the Parent-School compact. Parent and committee input on how Title I and Parent Engagement funds should be used are documented in the meeting minutes.  Parents who are unable to attend face-to-face meetings will be provided information in their child’s Thursday folders seeking parent input and feedback on student learning and upcoming initiatives. The CAS and Intervention Teacher (IT) will share a standards-based building capacity newsletter focusing on assisting parents in improving home-learning experiences for their students. |

**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 | Title I Part A funds are used to provide supplemental instructional materials, equipment, and/or personnel to help students meet the rigorous stat standard expectations. Staff development as well as Parental Engagement Training and Workshops will be coordinated with Title I, Part A. |
| Title I Part C (Migrant) | The administration will contact the Migrant Department of Grants and Federal programs office. This office will provide academic support to the students and help families with resources they may need. |
| Title I Part D (Neglected & Delinquent) | N/A |
| Title II | Staff and Faculty at Shady Hill participate in District Professional Development opportunities. |
| Title III - ESOL | The administration will coordinate with Grants and Federal Programs, ESOL Department to identify students. An ESOL paraprofessional is placed in our school to provide students with the appropriate academic support that they need to progress in learning a second language. |
| 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 and who will provide the students and families the resources and support that they might need. |
| Home Instruction for Parents of Preschool Youngsters (HIPPY) | N/A |
| Individuals with Disabilities Education Act (IDEA) | Our school coordinates with the ESE, Student Services Department of MCPS. Supplemental instructional support is shared with parents as they are invited to attend their child's IEP meetings. Teachers and staff will follow the MTSS policies and processes. |
| Voluntary Pre-Kindergarten Program | N/A |

**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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| Develop agenda and establish date by August 1, 2018  Send announcement flyer in backpacks of all students as well as Skylert message by September 1, 2018  Hold Annual Parent Meeting by September 30, 2018  Maintain documentation by September 30, 2018   * Parents who are unable to attend on-site meetings will be provided the same information via a flier outlining each initiate and its benefit to their family and child. * Parents will also receive an alert know message to let them know important information is coming home in their child’s Thursday folders. * In addition, will receive a short paper-based survey for seeking their input and promoting their engagement in their child’s education. |

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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| SHE operates a school-wide Title I, Part A program, which is the largest federally funded grant program for grades K-12. Title I, Part A is designed to provide all children that attend low-income schools significant opportunities to receive a fair, equitable, and high-quality education.  Parents will have access to the school’s improvement plan and parent engagement plan through the school website. At School Advisory Council meetings, the school’s Title I plan including budget information will be shared with parents. Parents will also be made aware of all Title I activities at our school’s Open House. |

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

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| Yearly progress, including school grade data and calculation will be shared with parents. Parents will also view school-wide data throughout the year and be able to see progress towards our school’s goals. School choice information as well as parent rights will be shared at various meetings as well.  The above information with be shared in a paper-based format as-well-as an alert now message to ensure all stakeholders are informed of SHE goals and progress toward said goals. In addition, parents/guardians will receive a Title I, Part A Right to Know notification to ensure they are kept up to date on the mission, goals and general learning environment of their child. |

**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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| Shady Hill Elementary teachers and administration will ensure that workshops and meetings are offered at flexible times for parents and families.  The school's scheduled orientation, open house, and the Annual Title I Meeting are held in the evenings. This allows many of our working parents to participate. Training and workshops activities are presented in the evening. This allows busy parents to attend without missing work.  SAC meetings are scheduled immediately following the school day at 2:30 p.m.  Student award ceremonies are presented during the school day on a quarterly basis. (a.m. hours)  The media center is open before and after school hours for parents to participate in the book fair and use the school computers, when needed.  Parent-Teacher conferences are scheduled at various times, convenient for parents and families as well as teachers. Teachers also contact parents/family members on a regular basis through emails, newsletters, phone calls, class DoJo, Remind, etc. A parent conference night will be set up in January from 3-7 p.m.  **SHE will host a FSA night outlining the changes regarding Florida Standards Assessment (FSA) and its impact on their child’s learning. This information will also be provided in a flier for families unable to attend the traditional school based meetings.** |

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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| N/A |

**Building Capacity**

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

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| Shady Hill offers a variety of parent nights throughout the year at various times to elicit parent engagement. Parents are invited to Reading, Math, and Fine Arts nights. Reading nights will include parents reading with their children and will also include activities that parents can do with their children at home. Math night will include a trip to Publix where parents and students work together to solve real-life math problems. They are taught strategies that they can use at home. During Fine Arts night, parents and students will work together in all content areas including the fine arts. |

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

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| School board members, business partners, and volunteers are invited to all events taking place at Shady Hill. Examples are Veteran’s Day, Holiday concerts, SAC meetings, Fall Festival, Career Day, Volunteer Appreciation, etc. Families have an opportunity to interact with the community members and business partners and students are able to learn about what they do for a living and how to get there if |

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

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| Handouts and ideas for at-home strategies will be distributed to parents at parent nights. They will also be readily available for parents who request additional at-home practice for their students. The Tile I Van will come to our school periodically and items will be available for check-out. Teachers can also request materials from the District’s Title I Department to send home with students. |

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

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| Shady Hill administration has an open-door policy. We encourage transparency and open communication with families. When organizing parent nights, we have multiple staff members on hand to assist parents. In addition, Publix and SHE host a Real Math Night. Parents, students, teachers, and members of the community collaborate and work together to apply the Florida State Standards (FSS) for math.  SHE also utilizes Connected Classroom with Cyber Coaching as a tool to assist in developing educators’ confidence as they are implementing newly learned strategies. SHE uses the Teacher Talk forum which offers educators resources and networking opportunities, as well as, share success. |

**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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| Implementation and coordination:  Staff development focusing on available parent engagement resources at the district level. |

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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| Communicating and working with parents:  District Title I Fall training focusing on best practices for supporting parents at home through creative parent engagement opportunities. |

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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| The Student-Led Conference:  During this training, teachers will learn how to effectively hold a student-led conference with student and parents and how the student is accountable for their learning. |

**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 Room - A Parent Resource Room is available for parents use computers to log on to the Parent Engagement library which gives information and suggestions on academics and behavior. The Parent Resource Room is maintained by the Media Specialist.   Each parent will receive a Calendar of Events which provide important dates and family engagement opportunities throughout the school year. Parent-School Compact will also be given out at the beginning of the school year that will outline expectations for parents, teachers, and administrators.   Information on District Parent Surveys will be shared with parents providing information on use of school computers if needed.  Volunteer & Mentor Appreciation Program - At the beginning of the year {September} recruitment and training will be offered to potential volunteers and mentors.  The Title I Parent Resource Center Mobile Unit will visit the school campus four times during the school year. Notification of the date of the visit(s) of the Title I Resource Center Mobile Unit will be sent out via newsletter, Skylert calls, and noted on marquee/website for all parents/families.  Parent Portal Registration – This will take place during orientation on August 9th, and also will continue throughout the year.  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 sent home monthly (Beginning Reading - Pre-K-2, Science + Math-3-5) and a link will be shared on the school's website. |

**Communication**

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

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| Communication will be provided in a variety of methods to ensure our parents and school community are well informed. These opportunities include the school website, Skylert messages, the Home School Connection Newsletters, and the monthly Hoofbeats newsletter. All are intended to promote family engagement with their child’s learning and a summary of Title I initiatives.  The school website is updated on an on-going basis by administration, teachers, and others. The web page provides an abundance of helpful information and tips on student learning. The web site also serves as a one stop shop for families and the community for updates and progress toward our mutual goals.  Skylert Messages notify parents of upcoming engagement events and that important information is being sent home in their child’s Thursday folder.  The Home School Connection Newsletters will be provided quarterly with report cards updating parents on upcoming events and information, as well as updates on our progress toward our school goal.  The monthly Hoofbeats newsletter is an ongoing message from SHE to the school community updating them on events, activities and opportunities for both the parent and students to actively engage in the school community. |

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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| SHE disseminates information via Open House, SAC meetings, and parent conferences, etc. The information includes but is not limited to: FSA data, Quarterly Assessments, and iReady data will be shared with parents and will be ongoing.  Open House will be held on Thursday, September 6, 2018. During this event parents will have to opportunity to visit their child’s classroom where the teacher will host an overview of the classroom and provide tips to assist parents in engaging their child in home learning activities. In addition, the CAS and Intervention Teacher will host a building capacity work shop for parent who want to hone their skills in the FSS to assist improving their child’s learning. This time also service as a school community engagement with the participation of the school’s business partner, Signature Brand Products, and other community members.  SAC meetings are scheduled for 9/27/18; 11/15/18; 2/21/18; 4/18/18. During the SAC meetings parents, teachers, and our business partner discuss school data and make plans for improving the learning environment for our children. Our goal is the continued improvement of the students’ educational experiences and growth for ALL learners.  Parent-Teacher Conferences center on the needs of individual children. During these meetings the specific students’ progress and growth are discussed, as well as ways to improve their learning experience. |

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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| Conference requests by parents are set up by teachers and/or administrators. Parents/guardians unable to attend face-to-face meeting are offered the opportunity to participate via phone. The implementation of the Thursday folder, allows for parents without phone access to communicate with the teachers via planner and comments sheet provided. |

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

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| School administration has an open-door policy. In addition, parents can use email, written notes, or parent surveys to express their opinions. |

**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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| All parents are invited to school-wide events. Accommodations are provided to parents with special 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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| The school will work diligently to provide a translator at specific parent activities, such as SAC and/or PTO, as a way to provide opportunities for our ESOL parents to become more engaged.  Newsletters and other written communication will be written in the language that is read in the home whenever needed. |

**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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| N/A |

**Barriers**

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

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| Some parents do not read home-school correspondence  Some parents may not answer the Skylert messages  Days/times of event may conflict  Parents may not feel comfortable in the school setting |

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 wide variety of communication. Offer events at different times or different days. Provide excellent customer service and make parents feel welcome. Ensure that event notices occur weeks in advance to ensure as many as possible may make plans to attend. |