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

**Mission Statement** *(Optional)*

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

|  |
| --- |
| Romeo conducts outreach to parents and family members by inviting them to participate in the SAC Committee and informal information gathering sessions such as school walkthroughs and surveys. Parents are invited to give input regarding professional development activities that they want through surveys and School Dojo. The school administration is available to parents before, during, and after the school day for suggestions and requests by parents and families. The school provides parent conference opportunities with extended hours. School data is regularly shared with parents via newsletters, school Dojo, daily broadcasts, and in meetings with stakeholders. |

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

|  |
| --- |
| Success of students depends upon the meaningful inclusion of parents and communities. Students with engaged parents and families outperform students from disengaged families. The PFEP will ensure that resources and professional development are available for families so they can feel connected to their student’s education and promote learning by supporting the educational process in the home environment. |

**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.

|  |
| --- |
| Romeo Elementary School has a School Advisory Council (SAC) and a Parent Teacher Organization (PTO) consisting of parents, community members, and school staff. All parents are encouraged to become members of the SAC and PTO. Information about these groups is sent out to families via School Newsletters, SkyLert phone messages, School Dojo and other appropriate means.  Members of the SAC will be determined by the balanced representation of the ethnic, racial, and economic community served at Romeo Elementary School. More than 50% of the SAC are parent (non-employee) representatives.  The SAC meeting reviews and makes revisions to the School Improvement Plan, the Parent and Family Engagement Plan and the School Compact each year. SAC members have input on how Title I and Parent Involvement funds are used and member input is documented in our SAC meeting minutes. These minutes are uploaded onto our school’s Title 1 Google Classroom and kept for monitoring purposes. |

**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.

|  |  |
| --- | --- |
| Title I Part A | Romeo Elementary receives Title I funds. Title I Part A funds are used to provide supplemental instructional materials, equipment, and/or personnel to help students meet rigorous state standards. Staff development as well as Parental Involvement Trainings and Workshops will be coordinated with Title I, Part A |
| Title I Part C (Migrant) | The administration will contact the Migrant Department of Grants & Federal Programs office. This office will provide academic support to the students and provide families with resources they may need. |
| Title I Part D (Neglected & Delinquent) | NA |
| Title II | Staff and faculty members participate in district professional development opportunities. |
| Title III - ESOL | The administration will coordinate with Grants & Federal Programs, ESOL Department to identify ESOL students. ESOL paraprofessionals are 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 | Romeo Elementary conducts training, demonstrations, and evaluations; and provides supplementary services and community-wide drug and violence prevention planning and organizing activities for the prevention of drug use and violence among students and youth. |
| Title IV Part B (21st CCLC) | NA |
| Title IX Part C - Homeless | Romeo coordinates with the district’s homeless office to provide services to students and families of homeless children |
| 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 parent(s) 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. |
| 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 and attend their child's IEP meetings. Teachers and staff will follow the MTSS policies and processes. |
| Voluntary Pre-Kindergarten Program | Title I coordinates with the Early Learning Coalition, and schools in order to provide parents and caregivers helpful information and steps for enrolling their children in Florida’s Voluntary Pre-Kindergarten programs. VPK and (ESE) VPK classrooms are established in schools based on school and community needs. |

**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.

|  |
| --- |
| Romeo Elementary School receives schoolwide Title 1 assistance. An annual Title 1 meeting is held 30 minutes prior to the start of Open House each year. This meeting will be held on Thursday, September 6, 2018. All parents and family members are invited via newsletter, School Dojo post, and SkyLert phone messages to the Annual Title 1 Meeting. Parents attending the meeting are asked to sign in and complete an evaluation. This documentation will be maintained in the Title 1 Google Classroom and kept for monitoring purposes. |

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

|  |
| --- |
| Romeo Elementary 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.

|  |
| --- |
| The annual Title 1 meeting is presented in English and Spanish. Parents attending are presented information in a face to face format utilizing a power point. Slides 1-4 of the power point reviews what Title 1 is and how it supports students at Romeo by providing federal funding to support equitable academic supports and learning opportunities for students including yearly progress, school choice, and the rights of parents. Slide 5 highlights how Title 1 funds are generated and what Title 1 funds may be used for. Slide 6 reviews the Rights of a Parent at a Title 1 school. Parents are provided a copy of the current PFEP and the Home-School Compact. Slide 7 highlights the SAC committee and the responsibilities of the SAC Committee. Parents and Families are invited to attend the first SAC Committee meeting. Slide 8 will list the many Parent and Family Engagement activities that will take place during the school year: Strong Fathers, Night at the Museum, and Parent Conference Night. Suggestions from parents for additional activities that they would like to see this year will be solicited. Slide 8 will briefly review the current SIP. Goals and planned strategies to meet the goals will be reviewed. Slides 9-10 review the district Parent and Family Engagement Policy. The meeting will conclude with opening the floor for questions & answers and suggestions from Parents. |

**Flexible Parent Meetings**

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

|  |
| --- |
| Romeo Elementary School teachers and administration will ensure that family engagement workshops and meetings are offered at flexible times for parents and families. Parents were surveyed during 2017-18 to determine optional times to participate in Parent and Family Engagement Events. Some Parent Engagement Events will be offered multiple times at various days and times. |

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

|  |
| --- |
| NA |

**Building Capacity**

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

|  |
| --- |
| Romeo will implement activities based on needs identified in the 2017-18 Parent/Survey conducted by the district as well as an informal request for great ideas issued to all parents via School Dojo. At the end of every newsletter sent out there is always a request to parents to share great ideas on how to move our school forward and to let us know what they need as parents. Throughout the year as these great ideas are implemented parents are given credit for their contribution to the school. Several of these ideas include providing light meals at evening events that occur during traditional evening meal hours, classroom & school walkthroughs, use of School and Classroom Dojo, access to computers, ESOL on call para professional, outside play areas for Pre-K and Kindergarten, and including standards based math activities at Night at the Museum.  The school continually uses these needs to drive Parent and Family Engagement Activities for the 2018-19 school year. One of the activities suggested by parents for this year including community resources during Open House. |

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

|  |
| --- |
| Romeo Elementary builds relationships with families and the community by providing translators for all Parent and Family Events. Romeo uses Class and School Dojo, SkyLert, newsletters and flyers to communicate with families. Romeo hosts a Career Day, inviting many members of the community to the school to share their career with students. Romeo also invites local Veteran’s to take part in a school sponsored Veteran’s Day. The local Kiwanis Club Chapter presents awards monthly on the morning show. A group of Volunteers from On Top of the World also visits classrooms monthly to read to classes. Many volunteers spend countless hours at Romeo working with individual and small groups of students. Romeo leads the district in the number of volunteer hours at a school. |

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

|  |
| --- |
| Romeo will the following materials and trainings during the 2018-19 school year:   * September 2018- Annual Title 1 Meeting and Open House & Community Resource Fair * 2018-19 School Year -The Parent Resource Center is open every day during school hours for parents to check out resources to use at home with their child to build skills in reading and math. Materials may also be checked out over the phone and sent home with the student. * Feb. 2019 Night at the Museum IV Parents and Families have an opportunity to engage in fun, game like learning activities that support academic and special area growth. All activities are modeled and coached by teachers. * Romeo will host two Parent Conference Nights with extended hours to accommodate parents’ schedules. Opportunities will be available for both face to face meetings and phone conferences. * Student achievement in the area of reading as measured by i-Ready will remain stable over the summer months, thereby increasing students’ achievement in the area of reading upon return to school. Parents will be trained on Summer Slide activities at all end of the year events (graduations, awards ceremonies). The program will be supported through ongoing updates via Romeo’s Summer Slide Facebook page and School Dojo. * Strong Father’s Events: 3 Strong Father’s events will be hosted at Romeo during the 2018-19 school year. |

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

|  |
| --- |
| Romeo provides reasonable support by providing translators, offering a light meals when the activity occurs during dinner hours, plan activities that are engaging for all members of the family so that children, regardless of age can attend. Romeo’s Teachers also have 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.

|  |
| --- |
| * Strong Father’s overview provided to all staff members * Best practices to engage Parents and Families in their child’s education * Student Led Conferencing – how to conduct, how to prepare students and families * Spanish 101 for interested staff |

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.

|  |
| --- |
| Class Dojo- Best Practices  Parent Conference- Best Practices  Building relationships with students and families –Best Practices  How to effectively communicate with the non English speaking parent |

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.

|  |
| --- |
| We have found that by radically changing the format of our Parent and Family Engagement activities from “sit and get” to hands on experiences centered activities where teachers, staff, parents and students work side by side to provide resources and great ideas to parents and families that relationships with stakeholders has improved Parent and Family Engagement greatly. Romeo will continue to engage in a partnership with parents to foster academic success of students. Teachers are provided with professional development throughout the year at faculty meetings on best practices for parent engagement. During pre-planning teachers were trained on use of class dojo and the Interactive Home-School Notebook to engage parents and families. At weekly collaborative planning meetings teams of teachers will discuss the type of parent engagement activities that they will send home each week.  Throughout the year teachers and staff will be provided articles that share great ideas for Parent Engagement as well as the research on student achievement and parent engagement. Teachers will be provide an overview (types of materials and how to access) of the Resources available in the Parent Resource Room at Romeo as how to access materials for families from the District Title 1 office. Lastly, during a faculty meeting teachers and staff will receive a training on how to access the Connected Classroom.  Other professional development activities include Night at the Museum, Strong Father’s, Student Led Conferencing, and Summer Slide activities. |

**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).

|  |
| --- |
| Parents have access to computers in the library before and after school to access Student Portal Resources.   Each parent will receive a Calendar of Events which provides important dates for Parent and Family Involvement activities. A Parent-School Compact will also be given out at the beginning of the school year that will outline expectations for parent/families, teachers, and students. Teachers will use/review/revise this Compact in discussions with parents concerning their child's progress throughout the 2018-19 school year.  Students in grades 3rd-5th will receive a planner that allows for written communication between teachers and parents. Planners will be updated with academic notifications. All students will receive a school communication folder (Nicky’s Folder) that will be sent home weekly with student work, classroom and school newsletters, student data, and additional important information.   District Parent Surveys will be advertised on our school marque, SkyLert messages, School Dojo and school newsletter. They can be accessed both electronically and in print. They are available in both English and Spanish.   School volunteers are recruited at the beginning of each year through information sent home to parents, by the classroom teacher, via School and Classroom Dojo and at Parent and Family Engagement events. At the end of the year, volunteers are celebrated with an appreciation breakfast.  The Title 1 Parent Resource Center Mobile Unit will visit the school campus 4 times during the school year. Notification of the date of the visits will be advertised in the school newsletter.   Parents and families are encouraged to visit the District Title 1 Parent Resource Center and our teachers will utilize the Teacher Check Out Program.  Parents will have the opportunity to access the Teacher Check Out Program to gain access to Title 1 Library Resources. This will allow parents opportunity to access learning materials without driving 30 miles into Ocala. The materials are checked out and sent home with the student by the school. When the materials are returned to Romeo they are sent through the courier to the Title 1 office.   The Home-School Connection Newsletter will be sent home monthly with every student. |

**Communication**

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

|  |  |
| --- | --- |
| Our school 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 September 6, 2018.  Students in grades 3rd-5th will receive a planner that allows for written communication between teachers and parents. All students will receive a school communication folder that will be sent home weekly with student work, classroom and school newsletters, student data, and additional important information.   |  | | --- | | Teachers, counselors and other school personnel will maintain regular contact with parents through personal calls, phone, texts, Dojo messages and emails in an attempt to reach parents who do not or cannot participate to seek input and increase involvement.  Home visits are provided by Social Services as needed.  Parent Engagement Training and events will be distributed to parents via flyers, monthly school newsletter, SkyLert messages, School Dojo and will be advertised on our school’s marquee. |   All school information is disseminated through a monthly newsletter, the school’s SkyLert calling system, and School Dojo. This is inclusive of those parents who did not attend planned 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.  Phone calls using the SkyLert messaging system will be provided in English and Spanish. School and classroom newsletters are provided in both English and Spanish. All other school communication is provided in the language that parents can understand. |

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.

|  |
| --- |
| Our school 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 September 6, 2018.  This information is also shared during Open House sessions, Parent-Teacher Conferences, Child Study Team Meetings, Student Led- Conferences and during all SAC Committee Meetings and with all meetings with Stakeholders.  As in past years the meeting is recorded, uploaded and sent to all parents via School Dojo. This same information is also shared throughout the school year at all parent and family engagement events, on school Dojo and through the monthly school newsletter. |

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).

|  |
| --- |
| First and foremost teachers and administration are available at all times to meet with parents regarding the education of their child. Meetings are conducted face-to-face or over the phone. Meetings are held at varied times. Parent concerns are dealt with in a timely manner. School Wide Parent Conference Nights are held each semester. |

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

|  |
| --- |
| If the school wide plan is not satisfactory to parents the information is share with the SAC Committee and the faculty. This information is utilized during the yearly needs assessment and plan development to better meet the needs of Romeo’s families. |

**Accessibility**

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

|  |
| --- |
| Our facility is ADA accessible. Parents with disabilities are regularly invited to all parental involvement events and family engagement workshops. If support is needed to accommodate a disability, appropriate arrangements will be made.  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.  Parent Engagement funds are used to provide parent engagement personnel who stay after school to provide additional support to parents who are seeking assistance. One of these staff members speaks both English and Spanish. |

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.

|  |
| --- |
| All communication to parents is shared in English and Spanish. That includes written communication, School & Class Dojo, and SkyLert.  School newsletters are specially designed with minimal text, graphics, and bullets to appeal to the busy parent. All written communication is proofed by parent volunteers for readability and comprehension. These Parent volunteers guide the editing of the school newsletter until it is easy to read and understandable. |

**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.).

|  |
| --- |
| Light meals are provided if the Parent and Family Engagement activity occurs during meal time. |

**Barriers**

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

|  |
| --- |
| Time of events, accessibility of school to home, language of parents, parents aren’t comfortable in the American 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).

|  |
| --- |
| **Time of Events**: Offer some events on multiple days at various times, evening hours for parent conferences  **Accessibility:** Plan some events when we already know parents will be comping to school such as awards ceremonies, Romeo Round Up, before and after school to allow more accessibility  **Language:** Translators available and some events are presented in Spanish  **Parent Comfort**: Staff learning some Spanish, front office personnel friendly, staff member always on call to assist non-English speaking parents, school is welcoming in appearance, school staff participate in community events to meet parents in a more comfortable setting first.  **Virtual Engagement:**  parents are provided the option to participate in conferences via the phone. Parents are also provided daily virtual school updates via School Dojo. Parents are surveyed electronically throughout the year as needed via Dojo and the school website. Parents are provided Classroom Connect resources on a regular basis. Parents and families are also given the opportunity to engage via the Parent-School Interactive Notebook, Skyward, Teacher Websites and student Google classrooms. New this year will be a virtual Parent Council that agree to provide electronic feedback to the principal on various topics on a regular basis. |