**(Greenway 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.

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| **Greenway Elementary believes that parental involvement and engagement is essential for student development and achievement. Greenway will strive to build a positive relationship with parents, indicating our commitment to a TEAM approach to help *every child succeed*.** |

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

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**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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| **Greenway Elementary believes in involving parents in all aspects of its Title One programs. Our SAC (School Advisory Council) committee will develop, implement, and evaluate all aspects of the School Improvement Plan and the Parent and Family Engagement Plan. The committee reviews the SIP, school data, develops revisions, and presents proposals to the SAC. All SAC members are provided opportunity to review and offer input to the plan, prior to offering their approval. Throughout the year, parents are presented with school involvement surveys to evaluate the school’s current parent activities. Data collected from parent surveys guides the activities planned for the following school year.**  **SAC members are chosen through the process of a vote. Parents wishing to participate in SAC are put on a ballot and then parents vote to elect new SAC members. We will appoint more SAC members in the case that we need a more even ratio for our school’s ethnicity. Fifty percent or more of our SAC members are non-employees.**  **Parent input will be recorded in the minutes at every SAC meeting. Each SAC meeting will have an agenda that reflects school initiatives that need to be addressed. SAC meeting minutes will be documented and kept as record of parent and family participation. SAC meeting minutes will be uploaded to the school’s Title Google Classroom 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.

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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 provided supplemental instructional materials, equipment, and or personnel to help students meet the rigorous state standard expectations. Staff development, as well as Parental Involvement Trainings 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 the resources they may need. |
| Title I Part D (Neglected & Delinquent) |  |
| Title II | Staff and faculty members participate in district professional development opportunities. |
| Title III - ESOL | The administration will coordinate with Grants and Federal Programs, ESOL department to identify students. ESOL paraprofessionals are paced in our school to provide appropriate academic support that they need to progress in learning a second language. |
| Title IV Part A | Our school organizes various academic events throughout the year to engage both students and parents in additional activities to extend their learning outside of the classroom environment. |
| Title IV Part B (21st CCLC) | Our school is grant funded for the 21st Century afterschool program. This program provides additional academic enrichment activities to our students. |
| Title IX Part C - Homeless | The administration will coordinate with the District Homeless Liaison who will provide students and families the resources and support they need. |
| Home Instruction for Parents of Preschool Youngsters (HIPPY) | Home Instruction for Parents of Preschool Youngsters (**HIPPY**) is a home-based, family focused **program** that helps parents provide educational enrichment for their preschool child. The parent is provided witha 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. |
| Individuals with Disabilities Education Act (IDEA) | Our school coordinates with the ESE, Student Services Department of MCPS. Supplemental instructional services and support are shared with parents as they are invited to attend their child’s IEP meetings. Teachers and staff will follow the MTSS policies and procedures. |
| Voluntary Pre-Kindergarten Program | Our school offers a voluntary Pre-Kindergarten program. |

**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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| The school will notify parents via Skylert, flyer, and on the school marquee when Title I programs or meetings are taking place. We are currently working on a link to live broadcast our meetings for those parents who can’t attend in person. |

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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| Greenway hold an annual Title I meeting at open house. At this meeting, parents are informed on what a Title I school is, what additional funds are allocated to Title I schools, and what additional academic resources are purchased to support academic achievement. |

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

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| During the Title I meeting, parents will be notified of their parent rights and invited to sign up for our SAC committee. The principal will explain how parents can become active within the school throughout the year, and encouraged parents to attend the SAC meetings to discuss the school’s academic progress. |

**Flexible Parent Meetings**

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

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| Parent conferences will be held before and after school, as well as during the day as needed. School-wide planners will be used as a communication tool for scheduling parent meetings upon request. Social workers are also available to conduct home visits if parents are unable to attend a meeting in person.  School activities will be held on alternate days during the week. Administration will seek to determine parent availability and preference of activity times. PTO meetings will be held in the morning. If members voice the need for evening meetings, we will work to accommodate those needs. Parent nights will be advertised and held at times when it seems most convenient for our parents to attend.  The parent survey will monitor and document the success of our flexibility. |

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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| All of our school activities hosted through Title I are aligned to build stronger academic experiences between school and home. Our school encourages parents to attend academic parent nights in order to gain a better understanding of their child’s learning experience at Greenway. |

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

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| Greenway will offer opportunities for students to participate in various academically focused events. Flyers are sent out for parents to sign up for the event.  Through our Muffins for Moms and Donuts for Dads, we are able to build positive social and academic connections with our parents. |

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

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| Parents/families are also encouraged to visit the District Tile I Parent Resource Center located at Howard Academy Community Center. Teachers are encouraged to utilize the Teacher Check-Out program that the center offers. |

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

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| During parent/family engagement night, we encourage all family members to attend and have activities for all age groups. |

**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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| Teachers will be informed of ongoing best practices when communicating with parents, progress monitoring student achievement, and communicating upcoming events that encourage parent attendance, input, and feedback. |

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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| Teachers will be trained on the effectiveness of parent communication. Teachers will be taught effective communication strategies when discussing their students’ academic and social well-being. Effective parent conferencing will lend to parents understanding on how to help their child in all academic areas. |

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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| Teachers will be trained in the MTSS implementation process. Teachers will have a better understanding of the intervention strategies needing to be implemented to ensure academic success in all academic areas. This will include parent communication throughout the process to gain additional academic support at home. |

**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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| Greenway will host Publix Math Nights. This activity increases the student’s ability to work and apply real world mathematical applications so math ability will be enhanced.  Literacy night is an additional activity Greenway will host this year. Teachers at each grade level will present parent friendly presentations of the current literacy standards. Parents will leave with tools they can use at home to assist in raising their child’s literacy achievement level.  Pastries for Parents is another annual event at Greenway. This is a literacy activity just for Kindergarten parents to provide parents with strategies they can use to enhance their child’s reading ability.  For our grade levels 1-5, our Muffins for Moms and Donuts for dads explores reading in the content area tied to standards. As parents are taught reading strategies, they can work with their child at home to increase their child’s reading ability. |

**Communication**

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

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| Parents are provided communication through teacher newsletters, the monthly parent newsletter (Gator Tales), and various printed handouts. The stated types of communication are sent home with the students. Communication in Spanish is sent home as needed. |

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 our informational open house night, parents will be informed on the various progress monitoring assessments used throughout the year. Parents will also receive a sample parent report that will explain what the data is explaining, and how to support their child at home based on their academic need. |

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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| Parents are encouraged to join either the school’s SAC or PTO organization. Both forums provide an opportunity for parents to share their suggestions to improve the school’s academic progress, as well as serving as an integral part of the school’s decision making team. |

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

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| Our School Advisory Council (SAC) committee will develop, implement, and evaluate all aspects of the School Improvement Plan and the Parent and Family Engagement Plan. The committee reviews the SIP, school data, develops revisions, and presents proposals to the SAC. Parents can submit comments/concerns to the school principal who will then report back to the SAC committee. |

**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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| School activities will be held on alternate days during the week. Administration will seek to determine parent availability and preference of activity times. The school will seek to schedule dates and times that are aligned to parent availability. |

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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| All school-wide information is sent home via print, phone call, email and website. Documents or emails are transcribed as 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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| 2017-2018 feedback stated that parents were not available to attend events afterschool due to work or transportation issues. |

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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| Our school has ESOL paraprofessionals who work with both our students and parents throughout the year. We also have a parent liaison who serves as a community outreach facilitator for our parents. |