**(Marion Oaks Elementary) SCHOOL Title I, Part A Parent and Family Engagement Plan**

**Mission Statement***)*

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

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| To work collaboratively with parents and families in providing high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the Florida State Standards and effectively prepare them for middle school. |

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

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| All activities will assist in providing high quality instruction for parents, students and all stakeholders. All methods used will be research-based and MCPS approved. |

**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.

All parents are invited to attend our Orientation (8/10/18), Fall Open House (8/12/18) and Annual Title I Meeting (8/12/18). All parents are invited to attend our Teacher Orientation, Fall Open House and the Title I meeting where pertinent school information is presented and discussed.

In addition to these school-wide meetings, all parents are invited to attend the monthly School Advisory Council (SAC) meetings. Our first one will be held on 8/30/18 at 5:00pm. A vote is taken at the first meeting of the year for SAC leadership roles and those in attendance are placed on the roster. More than 50% of the SAC are parent (non-employee) representatives.

The SAC meetings will involve a continual review of the School Improvement Plan (SIP), the Parent and Family Engagement Plan (PFEP) and the Parent-School Compact. Parent and committee input on how Title I and Parent Involvement funds should be used, is documented in the meeting minutes. This documentation is uploaded to the School’s Title I Google classroom form.

**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 Involvement trainings and workshops will be coordinated with Title I, Part A funds. |
| Title I Part C (Migrant) | The administration will contact the Migrant Department of Grants & Federal Programs office who will provide academic support to the students and help families with resources they may need. |
| Title I Part D (Neglected & Delinquent) | Not applicable |
| Title II | Staff and faculty members participate in district professional development opportunities when offered. |
| Title III - ESOL | The administration will coordinate with Grants & Federal Programs, as well as, the ESOL Department to identify 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 | Not Applicable |
| Title IV Part B (21st CCLC) | Not Applicable |
| Title IX Part C - Homeless | The administration will coordinate with our District Homeless Liaison who will provide the 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 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. Representatives from this program will hand out flyers at Open House, any parent event held and can be contacted by interested families in our school. |
| Individuals with Disabilities Education Act (IDEA) | Our school collaborates 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 be required to 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 Pre-K ESE 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.

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| Our **Annual Parent Meeting** will take place on **Wednesday, September 12, 2018 at 5:30 PM**. We will provide sign in sheets, parent evaluations and information about Title I resources to parents. We will communicate this information through Skylert , flyers and signs in the carline. |

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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| We will explain the process of how Title I funds are allocated and utilized to provide every child equal access to a public education by leveling the playing field with funding for students. MOES 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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| Through the informational PowerPoint that will be shared with parents at our annual meeting, we will cover our progress as a school and willingly inform parents of their right to know information about the school and how Title I directly impacts their children. Families unable to attend the event will be given the information on our website and information will be provided to students to take home. |

**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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| Marion Oaks Elementary teachers and administration will ensure that workshops and meetings are offered at flexible times for parents and families. Examples of flexible meetings and trainings at our school are:  The school’s scheduled Orientation, Open House and the Annual Title 1 Meeting are held in the evening. This allows many of our working parents to participate.  Training and workshop activities are presented in the evening and a meal is provided. This allows busy parents to attend, without missing work or having to prepare a meal for their family before coming to a school event.  SAC meetings are scheduled at a time convenient to the SAC members.   The Media Center is open before and after school hours, for parents to participate in the Scholastic Book Fairs and use the school computers, when needed.  Pre-Kindergarten classes present at parent programs during the school day and in the evenings.  Parent-Teacher conferences are scheduled at various times when convenient for parents and families, as well as, teachers. Phone conferences will be offered to parents that are unable to come on campus.  Families unable to attend will be sent the information home by their student, can view the information on our website or come in and request copies of the information given at trainings. |

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 We have not set aside Title I funds for childcare. Families are welcome! |

**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** | | *Family Reading Night* | *Administration,*  *Content Area Specialists* | *By providing a Family Reading Night, parents and families will be invited to engage in reading activities with their children and encouraged to support literacy development at an early age. Grades K-5 students will make gains in reading, as demonstrated in outcomes on QSMAs, FSAs and Writing scores.* | *October 18, 2018* | *Agenda,*  *Parent sign-in sheet,*  *Parent evaluations* | | *Math Nights*  *(K-2) & (3-5)*  *Special Areas Events* | *Assistant Principal(s), Content Area Specialist, Lead Teachers, Special Areas* | *Parents and families will learn how to support the school’s STEAM program. Scores on FSAs and QSMAs will increase.* | *January 2019* | *Agenda,*  *Parent Sign-in*  *Sheet,*  *Parent Evaluations* | | *Science Night*  *Strong Dads; Strong Families* | *Administration,*  *Parent Liaison,*  *Content Area Specialist*  *Trained Personnel* | *Explore science project-based learning ideas. Students will be able to present standards-based science projects. Parents will engage in these activities with their children to increase their involvement and understanding of science standards. Scores on Science FCAT will increase.*  *Fathers will be encouraged to come out and participate in games with their children(Math Night may be one of these events)* | *February 21, 2019*  *December 2018 or January 2019* | *80% or more of parents/families will attend*  *Agenda*  *Parent Sign-in*  *Sheet,*  *Parent Evaluations*  *Agenda,*  *Parent Sign in,*  *Parent Evaluations* | |

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

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| Our Business Partner is Family Life Church. Much of the community outreach we provide is in conjunction with our BPIE. Additionally, we have hosted McTeacher Nights and Sonny’s Family Nights to gather our families and the community as a part of our educational community endeavor. We will also be a part of the Back to School Bash that will be held on Saturday, August 11, 2018 from 9 am to 1pm at the Marion Oaks Community Center. This is a way to give back to our community by providing book bags full of school supplies to our students. |

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

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| We will provide Parent Resources at every family engagement activity we will have. Fall Book and Blanket on the Lawn Reading Night, Math Night, Strong Dads; Strong Families and Science Night will all provide resources for parents to use at home with students. CAS’s and Teacher Trainers will show parents what to do to assist their children at home. |

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

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| 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. Our school will hold a Student Orientation on August 10, 2018 to increase parent awareness..  Home School Connection Newsletters will be sent home monthly and its' link will be shared on the school’s website. We 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.

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| |  |  |  |  |  | | --- | --- | --- | --- | --- | | *Florida Standards Trainings* | *Administration, Content Area Specialist, Lead Teachers* | *Training for teachers on the new FSA standards will result in higher achievement and proficiency on the FSA tests in grades 3-5. K-2 will also participate.* | *Grade-level collaboration to unpack the standards will occur weekly.* | *Teacher sign-in sheets,*  *Agenda* | |

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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| |  |  |  |  |  | | --- | --- | --- | --- | --- | | *Family Access (Parent Portal)* | *Principal, Assistant Principal(s), School Counselor(s)* | *Student success and parent involvement will increase.* | *August 10, 2018 at Student Orientation - June 2019 (as needed by parents).* | *Parent Portal report (number of parents registered)* | |

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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**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 equipped with computers to allow parents/families to log on and register for the Parent Portal. The Resource Room will also have various school supplies, learning activities, games and books that will assist with learning and support family engagement. The Parent Resource Room is maintained by the school’s Media Specialist. |

**Communication**

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

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| District Parent Survey dates will be advertised on our school’s marquee, website and by sending a note home, within a timely manner. Parents will also receive information on the use of school computers, if needed. We will send Skylert messages and Tweet out important reminders, as well. |

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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| Each Parent Night has an academic focus. During each meeting we will inform parents of the academic standards and requirements that their child must achieve to be successful. We will provide information in the form of presentation, role-play and parental academic coaching. This will ensure that families are given the opportunities to test out and apply what they have learned with their students at home. |

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, School Counselors and other school-based personnel will maintain regular contact with parents through personal calls, planners and communication folders/binders, in an attempt to reach parents who do not or cannot participate in an effort to seek input and increase involvement.  Home visits are provided by Social Services, when needed.  Parent training and workshop information will be distributed to parents via flyers and by utilizing the Skylert telephone calling system. Events will also be advertised on our school’s marquee. SAC meetings will be held four times during school year. Dates will be announced and sent through Skylert and flyers for home. |

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

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| Comments will be gathered and discussed in a SAC meeting with the appropriate persons involved. |

**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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| Our facility is ADA accessible. Parents with disabilities are regularly invited to all family engagement opportunities and if support is needed to accommodate a disability, appropriate arrangements will be made. |

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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| Newsletters, flyers and parent notices will be provided in English and Spanish. Phone calls using the Skylert system will be provided in English and Spanish, by the Principal, Assistant Principal(s) and a bilingual staff member. Translators for those in need of assistance with Spanish and/or American Sign Language (ASL) are available upon formal request, as well as informally, through our many bi-lingual staff members in an easy to understand language without educational jargon. |

**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.).

This is not applicable to Marion Oaks Elementary.

**Barriers**

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

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| Our parent participation at events is usually very good. However, the Parent Survey return data has not been ideal. We have increased since the 2016-17 year and want to increase it at least to 60% by the end of this school year (18-19). |

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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| During the time of the Parent Survey, we will ask parents to complete the survey while on campus for other events. We will ensure that each parent is given access to a computer in the labs and have bilingual support for the surveys. We hope that this will increase parent survey data for our school, as parent feedback is critical to our decision-making. |