**Maplewood Elementary School Title I, Part A Parent and Family Engagement Plan**

**Mission Statement** *Maplewood is a school where all children can learn and develop to their fullest potential. Each student’s success is based upon the school, home, and community working side by side to ensure that each child will become a life-long learner and develop a sense of self-worth.*

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

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| The school will work side by side with families to ensure a successful partnership. Teachers will deliver high quality instruction that enables students to master the Florida Standards while providing a supportive learning environment that enables students to grow personally. Families will be invited to assist the school in learning and will be involved through parent trainings, climate surveys, SAC, and PTO. The school will work closely with families to reflect on goals and determine future actions and needs. |

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

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| The Parent and Family Engagement Plan includes opportunities for parents to better connect and be engaged in the educational process for their children. Parents will have opportunities to come to the school for curriculum trainings/ideas and learn ways to support their students with the Florida Standards at home. Those who are unable to attend may send input to the school through parent surveys , phone calls, or written suggestions. |

**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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| SAC meetings have been set on the school calendar at different times to allow flexibility with family schedules. Parents will have the opportunity to attend these meetings and make decisions involving school and family needs, and how Title I funds will be used. These meetings will be advertised at school through flyers and newsletters. SAC reviews and approves school compact, PFEP and SIP; Those who are unable to attend may send input to the school through parent surveys , phone calls, or written suggestions. |

**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 utilized 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 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 members participate in district professional development opportunities.  Federal Nutrition Program  Our guidance department identifies families in and ensure that these families receive food and clothes if needed. |
| Title III - ESOL | The administration will coordinate with Grants and Federal programs, 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 | N/A |
| Title IV Part B (21st CCLC) | N/A |
| Title IX Part C - Homeless | The administration will coordinate with local resources, including our business partner, “Church at the Springs,” to provide the students and families the resources and support they need alongside our school guidance counselors. |
| 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 environment. |
| 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 invites and attend their child's IEP meetings. Teachers and staff will follow the MTSS policies and processes. |
| Voluntary Pre-Kindergarten Program | The school coordinates with the Early Learning Coalition, in order to provide parents and caregivers helpful information and steps for enrolling their children in Florida's Involuntary 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.

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| School Administration will develop agenda and power point for the annual Title I parent meeting to occur during Open House. **The PowerPoint will be presented to parents sharing the school grade, tests results, and our goals created for the school to improve.** Parents/families will also learn about Title I guidelines and their rights to be engaged in their child’s educational career at this meeting.  School administration will send a flyer home to all students as well as use the Sky Alert messaging service to inform all families.  Parents unable to attend may request copies of the information shared through the front office. It will also be uploaded to the school website.  Sign Documentation and evidence of this meeting will be sign-in sheets and parent evaluations.  Documentation will be uploaded to the school’s Title I Google Classroom and maintained for monitoring purposes. |

Provide a description of the nature of the Title I program that is shared with parents.

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| MWE 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. The Title I program is shared through multiple ways including School Calendar and Student Handbook that goes home to every student and their family. In addition, information about Title I is included in the quarterly newsletters and given to parents at Title I parent nights, SAC meetings, etc. |

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

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| Parents/families will learn about Title I guidelines and their rights to be engaged in their child’s educational career at the Title I meeting and PowerPoint presentation will cover yearly progress, school choice, and the rights of parents. This will be done through a presentation and Power Point. |

**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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| **Maplewood Elementary School administration and teachers will ensure that family engagement workshops and meetings are offered at flexible times for parents and families.**  **Examples of flexible meetings and trainings at our school are:**   * **SAC meetings at different times. Some meetings will be at 2:30 while others are at 6:00.** * **Orientation will be in the morning from 8:30-10:00 while Open House will be in the evening from 5:30-6:30.** * **Student award ceremonies are presented during the school day at a variety of times at the end of the year.** * **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 for teachers. If parents need to meet during the day, coverage will be provided for the teacher to attend** * **Oct. 1st-Raised Beds dedication and FANS overview –The school will share standards based curriculum alongside the Hospital Grant initiatives** * **Publix Math Night Family Engagement event will occur in November from 5-7** * **Veteran’s Recognition Ceremony will occur Monday, November 12 at 9:00** * **Winter Christmas Performance will occur Dec. 13 at 9:30 a.m.** * **Fall Festival will be Oct. 6 from 5-7** * **Arts/Science Night will be April 11 from 5-7-Parents will hear how standards are infused between science and the arts and have opportunities to work on standards based activities with their students.** |

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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| Free childcare will be provided for SAC meetings |

**Building Capacity**

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

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| A parent evening will be planned to help parents learn art, math and science standards relevant to their grade levels. This will occur at our school-wide Arts and Science night on April 11th. We will have our annual Fall Festival event for our students and their families to participate in engaging activities together. During our Arts and Science Night, parents will be able to visit booths and explore a variety of art and science activities with their students and learn how these activities are connected to the standards. Parents unable to attend will be able to refer to the District Website under Community Reads to gain powerful engagement opportunities they can use in their homes. We will provide a link to this on our school website. |

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

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| Maplewood has partnered with the local Martial Arts Center which will implement a character development program at school. We have also partnered with First Baptist Church and Church at the Springs who have volunteered to help support our students and school by volunteering their time and talents to assist students. |

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

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| The district Title I van will visit our school multiple times throughout the year offering free resources for parents to check out and use at home. These visits will be advertised through flyers and our school website. The Media Center is also available for parents to check out books and other materials to use at home for no cost. Additionally, our Content Area Specialists will be readily available to meet with parents about individual students and provide suggestions and resources to use at home that will support the instruction in the classroom. |

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

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| The school will maintain ongoing communication with families through SAC meetings, parent conferences, and survey feedback to determine additional family engagement needs and then plan for those activities. The school also has 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/familie

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| Woody Clymer from student services will present a training to all staff before school begins on the importance of family engagement, ways to engage, and how to develop effective communication with families. Teachers will receive training on how to hold an effective parent conference to help support parents and their child(ren) in the learning process. The staff will receive PD on cultural competency which will help value family contributions to students’ education. The school will use feedback from the Parent Survey to determine needs. |

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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| Mr. Clymer will present a Power Point on “How to Win with Families” and share experiences and examples on ways to proactively engage families in building a school-home relationship. He will be a continued resource throughout the year to support our school. |

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 Principal will speak with staff on an ongoing basis about building relationships and the importance of building ties between families and the school. The Principal will attend parent teacher conferences as needed or as requested and ensure that teachers are effectively communicating with families and encouraging them to attend programs at 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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| Each parent will receive a Calendar of Events, which provide important dates for parent involvement and engagement opportunities throughout the school year. The school will also use the Title I Resource Family van when available. The media center will also remain open on event nights for those parents who would like to visit the library with their students. |

**Communication**

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

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| Parent Information Nights will be held to share information about the Title I programs 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. This will be communicated via the school website, flyers, and student invitations. |

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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| Parents will receive detailed student reports (with written explanations) about iReady assessments quarterly, FSA results sent home with parent letter explaining levels and grade level expectations, and parents will get individual information during parent conferences. In the quarterly newsletter, a section will be dedicated to curriculum updates and news for parents to have a better understanding as well. Teacher newsletters will also have information about standards being taught relevant to their specific grade level. Parents unable to attend school trainings or meetings can find this information under the Curriculum tab on our school website. |

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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| SAC committee parents are invited to formulate suggestions for school wide initiatives. All parents are invited to attend parent conferences, Progress Monitoring Meetings/Student Assistance team meetings for their children, IEP meetings when applicable |

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

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| In the student handbook, a phone number is printed for parents to contact the school with any comments regarding the school plan not being satisfactory. The Principal is also willing to meet with parents on this concern and take input. |  |

**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 parental involvement events and family engagement workshops. 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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| Quarterly newsletters will be sent home in English and in Spanish for our families. Flyers will be sent home to advertise events, Class Dojo will be used to advertise events for all parents when related to their grade levels, Maplewood website and Twitter will help advertise events and information for parents. School reports and Parent Portal will also be encouraged and available for parent use. Lastly, a calendar is sent home to all students and their families with events for families to plan ahead. Parent portal is also a resource all parents can utilize to find or update information on their students. |

**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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| The time of trainings and days made it difficult for some parents. |

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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| Training days and times will vary for the upcoming school. Feedback will be used from the Parent Survey to determine changes needed. Parents unable to attend will receive important school information via flyers and Skylert messages. |