Myrtle Grove Elementary Title I, Part A Parental and Family Engagement Plan

Involvement of Parents

Describe how the school will involve parents and families in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used {ESEA Section 1116}.

Myrtle Grove school will involve parents through various avenues that will allow parents input into their child's and the school's educational journey towards success. School Advisory Council meetings (SAC) and communication from teachers and school administration are a few methods used at Myrtle Grove. Parents receive notification of all programs, meetings and activities in the form of newsletters, phone calls, flyers, parent/teacher conferences, marquee, school web page and the "School Messenger" which calls homes to give updates. These notification methods allow parents the opportunity to be aware of programs offered at the school, such as: after school activities, parent meetings, and Parent/Child Literacy Nights. Parents receive notification regarding student progress through frequent phone calls, student progress reports, report cards, teacher conferences, classroom newsletters and report cards. There is a shared home school connection that gives parents the tools to extend learning to the home by providing resources such as FOCUS and other websites to support student learning in the home environment. A volunteer program is available for parents interested in supporting the school. Signs are posted in different locations promoting volunteerism. A volunteer coordinator is always available to ensure all volunteers are treated with respect, have answers to questions and are placed in a comfortable location. Parents have a part in the decision making process through the School Advisory Council which meets 4-8 times a year. The Advisory Council members assist in evaluating, implementing, and developing policies for the school. Parents can provide input regarding budgets and have the opportunity to discuss and give ideas on how Title 1 funds will be spent. After the budget is developed, parents, through SAC, review and approve it. All School Advisory Council meetings are open to the public. Parents represent a cross-section of the school's population taking into account grade levels, ethnic/racial backgrounds, parents of students with disabilities and parents with limited proficiency in English. Parent input is documented by surveys, minutes, and comments.

Coordination and Integration with Other Federal Programs

Describe how the school will coordinate and integrate parent and family engagement programs and activities that teach parents how to help their children at home {ESEA Section 1116}.

#	Program	Coordination
1	Individuals with Disabilities Education Act (IDEA)	Supplemental instructional support provided by Title 1 will be discussed with parents during the development of the student's IEP.
2	Meet and Greet	Teachers call parents and students inviting them to attend Meet and Greet with the teacher. This allows parent and teacher to establish communication and become familiar with grade level standards and expectations.
3	Parent/Child Literacy Nights	Parents will have the opportunity to check out books to encourage family reading at home. Teachers model instructional strategies for parents.
4	Open House/Title One	Informs parents of expectations of their child and will help them better assess and assist in their child's learning. We also inform parents of services provided through Title One.
5	Pre-School Orientation	Parents and students of local daycare providers can tour the school and participate in storytime.
6	Curriculum Night	Parents will have the opportunity to collaborate and receive hard copy information on grade level expectations.

Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents and families of participating children about the school's Title I program, the nature of the Title I program (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, and the rights of parents are covered at the annual meeting.

#	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop meeting materials	Principal	August 2017	Agenda, handouts, etc.
2	Advertise/publicize event	Teacher/Staff	August 2017	Flyer/invitation and Sign-In sheet
3	Title I Parent Meeting	Principal	August 2017	Sign-In sheet
4	Maintain documentation	Secretary	On-going	Sign-In sheets/Parent Input/Agenda/Meeting Minutes

Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental engagement {ESEA Section 1116}.

Myrtle Grove believes in the importance of parental involvement and gives careful consideration to family schedules and outside commitments when determining the days and times for meetings.

Parent meetings and workshops are held:

* After school in the afternoon or evening

* Before school

* During the school day

* During the day on a teacher inservice day

Myrtle Grove offers varying times for workshops/meetings to allow for greater participation by parents. We try to accommodate all times of availability for our parents by holding workshops both in the a.m. and p.m.

Parent conferences for each teacher are provided at the parents' convenience. Principal, guidance counselor, and teachers conduct home visits when the parent cannot come to the school. The visiting teacher conducts home visits when the parent cannot be contacted.

Building Capacity

Describe how the school will implement activities that will build the capacity for meaningful parent/family involvement, and building relationships with the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help parents assist parents/families to work with their child. Include information on how the school will provide other reasonable support for parent/family engagement activities under {ESEA Section 1116}.

#	Building Capacity Activity for Families	Person Responsible	Materials/Training Provided to Parents/Families	Timeline	Evidence of Effectiveness
1	Parent Volunteer Orientation - Instrumental in building strong parental support and effective involvement for all students and their families.	Administration	The orientation will provide information that will help in performing the services at Myrtle Grove. It is designed to help parents feel more comfortable in the role of volunteer and provide additional information.	October	Sign-In sheet
2	Reading Nights	Media Specialist	Content specific sessions will be provided for parents. Information will include grade level proficiency, strategies parents can use at home, and assessment methods.	On-going	Sign-In sheet
3	Open House/Title 1 - This event gives parents the opportunity to visit classrooms, learn more about Title One, induct the PTA board, listen to the treasury report, and visit our parent resource room.	Administration	Informs parents of expectations of their child and will help them better assess and assist in their child's learning and sign up for conferences.	August 31, 2017	Sign-In Sheet/Agenda
4	School Advisory Council - Composed of appointed members of the school, home, and community. The purpose of the council is to assist in formulating and defining school policy, and to serve as the liaison between the school and community.	Principal	Myrtle Grove's School Advisory Council is a consultative body which advises the principal on policy-related school issues.	4x's a year	Sign-In Sheet
5	Volunteers	Administration	Parents have the opportunity to participate in their child's learning through volunteer activities.	On-going throughout year	Volunteer form
6	Parent/Teacher Conference - Funded through Title 1 to involve parents instruction in the classroom and at home. Teachers will offer a variety of times to meet the needs of the parents. Home visits can be arranged to extend learning and communication.	Teachers	Teachers inform parents on the progress of their child and offer strategies and solutions to promote high achievement.Parents have the opportunity to share their concerns with the teacher.	On-going	Sign-In sheet

7	Parent/Child Literacy and Academic Nights	Teachers	Promote awareness of curriculum requirements	On-going	Sign-in sheet
8	Title I Parent Meeting - This event gives parents an opportunity to provide input into our parent involvement activities.	Administration	Informs parents of ways to assist in their child's learning and inform parents of services provided through Title I.	August 31, 2017	Sign-in sheet/ agenda

Staff Development

Describe 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 how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents/families, and in how to implement and coordinate parent/family programs, and build ties between parents/families and schools {ESEA Section 1116}.

#	Building Capacity Activity for Staff	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Teacher Training on Volunteer Guidelines and Responsibilities	Administration	Forms a collaboration and understanding of the guidelines and responsibilities both the teacher and parent volunteer must have to ensure a cohesive bond for success of all children.	October	Sign in sheet
2	Training on Parent Portal	District	Parent access to academic information and grades.	On going	Implementation

Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their children {ESEA Section 1116}.

Workshops will be offered based on the results of parent surveys. A lending library is available with videos, books, discipline strategies, technologies and other materials to enrich parenting skills.

Communication

Describe how the school will provide parents of participating children the following:

- Timely information about the Title I programs;
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the achievement levels students are expected to obtain;
- 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 children and
- If the school wide program plan is not satisfactory to the parents of participating children, the school will submit the parents' comments with the plan that will be made available to the local education agency {ESEA Section 1116}.

Timely information will be sent to parents within the first six weeks of school. Information will be sent home by students, posted on the web site, newsletters, marquee, phone calls and parent conferences. The Parent Portal will be utilized to give parents access to information without coming directly to the school. Conferences, meetings and activities will be available during school and after school hours.

Information will be in a language that is understandable, to the extent that is feasible. Myrtle Grove Elementary uses "School Messenger" as a vehicle to disseminate information regarding events and activities at the school. The School Messenger phone system allows Myrtle Grove to have the ability to dispense concise, on-time messaging to notify parents, within minutes, from any location. We provide interpreters for parents speaking other languages as well as deaf parents.

The School Advisory Council allows parents the opportunity to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children. The School Advisory Council is required to meet four (4) times a year. Myrtle Grove meets at least four times to allow parents the opportunity to be apart of every aspect of their child's education.

Regarding the "Parents' Right to Know" provisions in the law, a letter is sent out with information on the child's level of achievement on state assessments,along with a timely notice that the child has been assigned to or has been taught by a teacher who does not meet the highly qualified teacher requirements for four or more consecutive weeks. All teachers at Myrtle Grove are highly qualified.

Upon the request of parents, Myrtle Grove provides opportunities for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. Myrtle Grove will respond to any such suggestions as soon as practicably possible.

Accessibility

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents. Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable, uniform format and in a language that parents/families can understand.

Myrtle Grove will provide full opportunities for participation in parental involvement activities by: website, voice mail, newsletters, phone, marquee, word of mouth (other parents), flyers, letters, school messenger, and parent conferences for all students. Hard copies of school activities are written in English and Spanish. We have used translation programs to improve communication with Spanish speaking student's families when necessary and an interpreter for deaf parents. Due to the integration of general education and ESE, all forms of communication are provided for all students. We welcome parents phone calls and visits to the school for clarification or information on school activities.

Barriers

Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are disabled, have limited English proficiency, and parents/families of migratory children) {ESEA Section 1116].

#	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Time of day each activity is held	Vary the meeting times
2	Transportation	Provide limited transportation and more advance notice

Assurances about the Parent and Family Engagement Plan

I, Robin G. Maloy , do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Assurances

- Describe how the school will carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds are spent;
- Plan was jointly developed/revised with parents and distributed to our families and the local community;
- Involve parents and families in the planning, review, and improvement of the school wide program plan;
- Use the findings of the parent and family engagement plan review to design strategies for more effective parental involvement, and to review, if necessary, the school's parent and family engagement plan;
- Provide to each parent an individual student report about the performance of their child on the state assessment {ESEA Section 1116};
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is out of field;
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.

Signature of Principal or Designee	Date Signed (2017/18)
Robin G. Maloy	10/18/17

(typed signature denotes approval of PFEP)