**Madison Street Academy SCHOOL Title I, Part A Parent and Family Engagement Plan**

**Mission Statement**

*Madison Street Academy works 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 plan is a shared responsibility.

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| *Parents are involved throughout the school year in the planning, review, and improvement of Title I programs. Lines of communication are kept open as the principal has an “open door” policy, welcoming input from parents. There are advertised meetings that are scheduled to also seek input from parents. For instance, on a monthly basis, the principal meets with the Parent Teacher Association Board Members. The School Advisory Council meets quarterly as well to offer input and review of the School Improvement Plan, Parent Involvement Plan, and the Parent-School Compact. In the spring, a school-wide survey is distributed to parents in order to gain insight and help Madison Street Academy develop relevant goals and strategies for the upcoming school year.**Our school has a School Advisory Council (SAC) and a Parent Teacher Association (PTA) 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 by School Newsletters, Skylert phone messages, and other appropriate means.* *Members of the SAC will be determined by the balanced representation of the ethnic, racial, and economic community served at Madison Street Academy. 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 Involvement Plan and the School Compact each year. SAC members will have input on how Title I and Parent Involvement funds should be used at Madison Street Academy.*  |

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

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| *Our primary mission at Madison Street Academy is to find ways of enhancing each child's learning opportunities. We strive to work collaboratively with parents and families to nurture a love for learning and to help our students become lifelong learners. We believe that each child should be given opportunities to achieve and be successful and understand active participation by parents and family will help promote this success. We will work together to establish effective family-school partnerships. School and home must also work together to help ensure our students will achieve and succeed. We are committed to ongoing, two-way, meaningful communication to help facilitate mutual understanding and to stimulate student success.**Madison Street Academy is committed to the success of students. We will work together with parents to monitor the effectiveness of our Parental Engagement and Title I Programs and to provide excellence in education. This policy will be promoted by the administrators, teachers, and other school staff as we seek active participation by our parents.* |

**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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**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 because we are a Community Eligibility Provision school. 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.* |
| Title I Part C (Migrant) | The administration will contact Migrant Dept. of Grants and Federal Programs office to help with support academics for families through resources. |
| Title I Part D (Neglected & Delinquent) | N/A |
| Title II  | *Staff and faculty members participate in district professional development opportunities.* |
| Title III - ESOL | *ESOL services are available to eligible students. The administration will coordinate with Grants & 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 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 and parent events and can be contacted by interested families in our school.* |
| 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 | Madison Street Academy will 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.

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| *Madison Street Academy will begin by developing an agenda and establishing a date for the Annual Informational Meeting. A meeting announcement flyer will be sent home to all families as well as emailed and posted on the school website. A SkyAlert phone message will be sent to notify parents of the date of the meeting. The administrative team will ensure information is prepared for the meeting.* |

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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| *Parents will be provided with information though handouts and a PowerPoint presentation that will review the following:** *Title I funds - allocation of funds and areas they support*
* *School improvement goals – focused on increasing teacher knowledge through professional development and increase student achievement through engagement strategies*
* *Parent Family Engagement Policy – describes how we engage parents in improving our school.*
* *Home/School Compact – describes responsibilities of the school, the parent, and the student for improved student achievement.*

*MSA 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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| *Parents will be provided with information through handouts and a PowerPoint presentation that will review and describe parent rights as well as the options they have for school choice. The Annual Meeting will go into detail our school’s yearly progress, focusing on student achievement gains shared through a variety of data (iReady scores, FSA scores). Parents will be given the opportunity to dive into the school data and discuss student achievement school wide. If parents were unable to attend this meeting they would be directed to our MSA website to view the agenda and notes from the meeting.* |

**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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| *Madison Street Academy teachers and administration will ensure that family engagement workshops and meetings are offered at flexible times for parents and families.* * *The school’s scheduled orientation, open house, and the Annual Title 1 Meeting are held during the day and in the evening. This allows many of our working parents to participate.*
* *Parent Training and Family Engagement Workshops are presented in the day and at evening. This allows busy parents to participate without missing work. Childcare is also sometimes available for those who are in need of this service.*
* *SAC meetings are scheduled at a time convenient to the SAC members. This will be voted on during the first SAC meeting in September.*
* *School-wide student recognition programs are scheduled each semester during the morning and are publicized at the beginning of the year. Additional opportunities are offered for students to showcase their learning at various times throughout the school 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.*
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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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| * If needed, we would utilize our Title I funds to provide transportation for parents to attend Parent Engagement activities.
* Title Funds will be used for childcare during our Parent Engagement activities and we will utilize our paraprofessional for this services.
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**Building Capacity**

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

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| *Madison Street Academy will implement a variety of activities to engage parents meaningfully. Activities will include Curriculum Night that will engage all families in taking part in learning more about the standards and curriculum their children are involved in every day. Parents will be able to hear from teachers about what their child is learning and engage with their child and the teacher in meaningful activities related to curriculum and our school.* |

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

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| *The school’s scheduled orientation, open house, and the Annual Title 1 Meeting will invite parents in to be engage in our school community as we work together help our students succeed.**School-wide student recognition programs are scheduled each semester for students to showcase their learning in various ways.* *The Media Center is open before and after school hours for parents to actively participate in reading with their child.**Parent-Teacher conferences are scheduled at various times for teachers to build relationships with parents as they assist students academically.**School Advisory Committee (SAC) provides and families the opportunity to be involved in the academic program of the school. The SAC develops, monitors, and evaluates the School Improvement Plan for our school to implement programs and services that support students.* |

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

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| *Multiple trainings will be planned to provide information to parents regarding online programs that can be utilized at home to work with their child. These trainings include IXL, iReady, and MyOn. During these trainings, parents will be given a tutorial of how their child can access these programs and how to navigate the different platforms. Then, parents will learn how to assist their child in utilizing the program to practice areas that teachers have identified as needing practice.* |

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

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| *Parents will be able to participate in a book study focused on ways they can support their child and help them succeed academically and in life. Two books will be covered, Anxious Kids Anxious Parents and Why Smart Kids Worry.* |

**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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| *Select staff along with the leadership team will participate in a district-led professional development activity to assist in the value and utility of contributions of parents/families. The focus of this year-long activity will be planning and implementing strategies in The Schoolwide Enrichment Model. They will focus on the three E’s of higher achievement: Enjoyment, Engagement, and Enthusiasm for Learning which leads to Student Achievement. This will tie into our schoolwide focus for the school year. These group members will provide guidance and support to all staff in implementing the enrichment model and will engage parents in a variety of activities related to this focus.* |

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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| *Collaborative planning meetings will be held throughout the year to focus on student achievement data. The leadership team will work with teachers on how to communicate data and goals to students and parents. They will utilize a variety of ways to communicate with parents regarding their child’s progress, and will provide opportunities for families to learn about resources available to assist their child.* |

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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| *We will offer parent trainings led by lead teachers that will focus on tools and resources that teachers and parents can utilize to work together to assist their children to succeed in school. These trainings will include IXL, iReady, and MyOn programs in which students can work and practice skills they are learning in school. Including parents in these trainings will help build capacity and connect home to school. Parents that are unable to attend will be directed to the MSA website to view the materials provide at the training.* |

**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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| * *In order to help parents/families stay informed of the many opportunities at Madison Street Academy, a variety of communication tools are utilized. Wednesdays are used primarily as the day of the week to send out school-wide communications. “Weekly Wednesdays” is to help parents be aware of when expect school-wide information. The web site, text-message, and email notifications is also utilized on a consistent basis. Quarterly newsletters along with monthly Home School Connection Newsletters will be sent home and a link is shared on the school’s website.*
* *The web site and quarterly newsletters publicize the calendar of events for Madison Street Academy. A Parent-School Compact will also be given out at the beginning of the school year that will outline expectations for staff, parents, and students. Teachers will use/review this Compact in discussions with parents concerning their child’s progress throughout the school year if needed. Students in grades 3-5 utilize academic planners that allows for written communication between the teacher(s) and parents. Planners will be updated daily by students with academic requirements.*
* *Volunteer & Mentor Appreciation Program - At the beginning of the year {September} recruitment and training will be offered to potential volunteers and mentors by the Dean of Students. Email distribution lists will be utilized to help inform and invite parents to organizational meetings prior to events in order to promote a wider base of parent involvement. At the end of the year {May} a reception is held to celebrate their service and commitment by the administration team. Volunteer and teacher input surveys are collected in May to gauge the effectiveness of the volunteer program.*
* *The Title I Parent Resource Center on Wheels will visit the school campus 4 times during the school year. Notification of the date of the visit(s) of the Title I Resource Center on Wheels will be sent out via newsletter, Phone Message Alerts, and noted on marquee/website for all parents/families.*
* *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. This resource is publicized in the school’s newsletter.*
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**Communication**

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

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| *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 in August 2018.**All school information is disseminated by using a variety of methods. For instance, Parent Training and Workshop information will be distributed to parents via flyers and by utilizing the telephone calling system, text messaging system, and email distribution. These sessions/resources will be publicized on the web site as well. Materials will be provide in our families native language if requested.* |

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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| *Parent Training and Family Engagement Workshop information will be distributed to parents via flyers, and by utilizing the Skylert telephone calling system.* *Power-point presentations will be available to parents/families who could not attend the District Trainings and Family Engagement Workshops.**We have a planned Curriculum Night were parents will receive detail information about the standards that will be taught in the grade levels during the school year. They will also be given information about the different assessments offered in our district.* |

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, counselor and other school personnel will maintain regular contact with parents through personal calls, phone texts, and emails in an attempt to reach parents who do not or cannot participate to seek input and increase involvement.*  |

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

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| *The School Advisory Committee (SAC) will address any parent/family concerns and/or comments regarding the school wide plan. Parents can submit their input or questions in writing to the Principal, Ryan Bennett via email.* |

**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 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 bi-lingual staff members.**Parent Engagement events are scheduled at a variety of times to ensure families can attend.* |

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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| *Information will be shared in a consistent manner for each school event. Parents will receive flyers, emails, and SkyAlert messages in easy to understand language and without educational jargon* *regarding upcoming events, as well as dates posted on the school marquee and website. Phone calls using the SkyAlert messaging system will be provided if needed in English and Spanish.* |

**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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**Barriers**

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

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| *A major barrier that our school encountered is times of engagement activities. Although a variety of times are planned in order to provide parents with multiple opportunities to attend activities, it is still difficult to ensure that all families are available to attend. During the previous school year, we planned activities in the morning, after school, and in the evening in order to best accommodate families. Parents with a variety of work schedules find it difficult to attend more events.* |

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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| *Before our upcoming events we will reach out to our families that need assistance based on their disability, language barrier or any other specific circumstances to ensure their needs are met so that they feel comfortable and welcome at each event.* |