

**Parent and Family Engagement Plan**

Date: September 28, 2018

Madison County Central School

2093 West US Hwy 90

Madison, Florida 32350

**Assurances**

* Describe how parents of children served in Title I, Part A are involved in decisions about how Title I, Part A funds are spent.
* Describe how the school will carry out the programs, activities, and procedures in accordance with the definitions in Section 8108 of ESEA.
* Describe how the school’s Parent and Family Engagement Plan was jointly developed/revised with parents and made available to the local community.
* Describe how the parents and families at the school are involved in planning, reviewing and improving the school wide program plan.
* Describe how the plan uses the findings of the parent and family engagement plan review to design strategies for more effective engagement.
* Describe how the school will notify each family, in a timely manner, when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher or teachers who are out of field.
* Describe how the school will provide each family with timely notice regarding their right to request information on the professional qualifications of the student’s classroom teachers and paraprofessionals.
* Describe how the school will provide each family with an individualized student report about the performance of their child(ren) on the State assessments. [ESEA Section 1116]

# **Mission Statement**

The mission at Madison County Central School is to educate all students in a safe, quality learning environment that ensures student success for all.

# **Goal**

The goal is for all of our families to be involved in the educational process of their children. Madison County Central School will provide opportunities for families to be able to support their students throughout this process.

## **Strategies/Action Steps**

**Strategy: Parent Resource Center**

**Action Steps:** Develop a parent information center at the school with resources on academic and school-related topics as well as parenting and family issues. This center is available to all MCCS parents.

**Strategy: Create Open Lines of Communication**

**Action Steps:** 1. Try to ensure that the school is welcoming and friendly. 2. Plan meet and greet events to introduce families to staff. 3. Make time to address parents' questions and concerns. 4. Actively invite parents to participate in all school activities and functions.

**Strategy: Collaborating with Community**

**Action Steps:** Actively seek school volunteers from community clubs, civic clubs, churches, and private industry/business.

## **Involvement of Parents**

Describe how the school will involve 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. [ESEA Section 1 1 1 6]

Parental involvement is a vital part of student success at Madison County Central School. There are numerous opportunities for parents to become involved in their child's education. MCCS will utilize members of our School Advisory Council and Parent Teacher Organization in the planning, reviewing, and improvement of our Title I Program. These members will be selected by nomination and voted into office by their fellow parents, support staff, or teachers. Parental collaboration is vital in this process. We will conduct an annual Title I Parent Meeting to inform attendees about the supports provided by Title I funds and programs. The policies and procedures learned in the orientation will be used as our guideline in working with our parents in the development of our school Parent and Family Engagement Plan. To maintain a positive rapport with our parents, we will also provide follow-up meetings throughout the year. Our team and parents will be able to review current policies, programs, and funding to maintain and improve the quality of education on our campus. During these meetings, we will analyze progress and decide whether to maintain current plans or amend, as necessary. The administration, MTSS Coordinator, teachers, and parents will collaboratively assume accountability for the effectiveness of the plan. This will be measured by surveys/evaluations and a review of academic progress data.

## **Coordination and Integration with Other Federal Programs**

* Describe how the school will coordinate and integrate parent and family engagement programs and activities.
* Describe how the school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home. [ESEA Section 11
* Title I Parent Night – During October/November, meetings are conducted to make parents aware of relevant information pertaining to Title I and other program services and accommodations.
* Federal Programs – Title I materials and services are provided by the parent liaison, as requested or needed.
* PTO-Parent Teacher Organization – Every second Monday of the month, the PTO will meet, discuss, and make plans on how to fund raise for the school to enhance learning in the classroom.
* One Call Messaging – Administration utilizes this program as a means of communication regarding upcoming events and/or emergencies.
* School Advisory Council Meetings—The SAC is committed to the following:
* Developing the school's vision and mission.
* Examining all aspects of MCCS and its School Improvement Plan.
* Assist in the preparation and evaluation of the SIP.
* Decide on how the expenditures of the SAC funds will be allocated to staff based on reaching school improvement and academic performance goals.
* Bronco Pride Assembly (quarterly) – These activities are designed to provide parents and students recognition for being engaged and for participating as partners in creating a learning environment that is conducive for learning.
* Family Education Nights – MCCS will conduct grade-level Family Education Nights throughout the year. There will be two Family Education Nights per grade level, one each semester. Student materials will be disbursed and parents trained on how to work with their student at home on the skills necessary for them to be successful.

## **Annual Parent Meeting**

Describe the specific steps the school will take to conduct the annual meeting to inform parents and families about the school's Title I program, including a description of the nature of the Title I program, and a description of how the meeting will cover adequate yearly progress (AYP), school choice, and the rights of parents.

Our Annual Parent Meeting will be conducted prior to our monthly PTO meeting during the month of October/November. During this meeting, parents will be informed on the school's Title I program and how our funds have been spent prior to this point. Parents will also be informed on other planned events/parent participation events occurring at the school (Bronco Pride Programs, Family Education Nights, etc.). The Parent Liaison and administration will encourage parents to ask questions and make suggestions on the Title I process and use of funds. Parents will be invited to the meeting by several means: backpack flyers, One Call Messaging (phone tree), school website, and/or newspaper announcements. Sign-in sheets, minutes, and agendas will be maintained for documentation.

## **Flexible Parent Meetings**

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening. Also, describe how the school will provide, with Title I funds, services (i.e. child care, home visits) to assist with parent and family engagement.

Madison County Central School provides a variety of opportunities to ensure flexibility such as:

* Parent conferences are scheduled before and after school, as well as during teacher planning times, based on requests from parents, teachers, or administration.
* Parent volunteering is encouraged.
* PTO and SAC meetings will be held on the second Monday of every month.
* The SAC will meet at 5:30 p.m., and the PTO will meet at 6:00 p.m.
* Childcare and home visits will be provided, as needed.
* The School Intervention Team (SIT) meets twice monthly to provide strategies, techniques, and interventions for the student's needs.

# **Building Capacity**

* Describe how the school will implement activities that will build the capacity for meaningful parent/family involvement.
* Describe how the school will implement activities that will build relationships with the community to improve student achievement.
* Describe how the school will provide materials and trainings to assist parents/families to work with their child(ren).
* Describe how the school will provide other reasonable support for parent/family engagement activities. [ESEA Section 1116]

MCCS will conduct grade-level Family Education Nights throughout the year. There will be two Family Education Nights per grade level, one each semester. Student materials will be disbursed and parents trained on how to work with their student at home on the skills necessary for them to be successful on their grade level.

Madison County Central School will actively seek community volunteers to work with students in the classroom as tutors and mentors. An organizational meeting will be held and volunteers assigned to classrooms. Volunteers will be instructed on how to effectively work one-on-one with students.

Parent workshops on student data will be held during the Family Education Nights. During these times, teachers will explain to parents how to interpret their child's grades and data. Parents and teachers will participate in conferences, as needed (grades, behavior, etc.).

## **Staff Development**

Please describe the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, and other school leaders and other staff with the assistance of parents/families in the following:

* the value and utility of contributions of parents/families
* how to reach out to, communicate with, and work with parents/families as equal partners
* implementing and coordinating parent/family programs, and in building ties between parents/families and schools. [ESEA Section 1 1 1 6]

Madison County Central School will use Parent-Teacher Organization meetings in order to increase parent involvement for active participation in school business. Professional Learning Communities (PLCs) and grade-level team meetings will be held weekly to increase staff knowledge on parent involvement, etc. The administration will also conduct professional development with staff on increasing parent contacts and conducting parent conferences. Teachers will also be trained, as needed, to use teacher notes and updates in Skyward, the Management Information System.

## **Other Activities**

Describe other activities (i.e. parent resource center) the school will conduct to encourage and support parents and families in more meaningful engagement in the in the education of their child(ren). [ESEA Section 1 1 16]

The Parent Resource Center (PRC) is located at MCCS and provides resources and information for parents to access in assisting their child to be successful at school, both academically and socially. A Parent Liaison assists parents in finding resources needed. At the Title I Annual Meeting, information about the PRC and its location are provided. Backpack flyers contain information about the PRC also.

**Communication**

* Describe how the school will provide timely information about the Title I programs.
* Describe how the school will describe and explain curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain.
* Describe, if requested by parents, how 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).
* Describe how the school will submit parents’/families comments if the school-wide plan is not satisfactory to them. [ESEA Section 1 1 16]

Parents are provided Title I information through a variety of ways including, but not limited to, the following:

Open House, Parent Night, Family Education Nights, Monthly PTO meetings, Monthly SAC meetings, ESE/Title I Parent Liaison Workshops, Parent/Teacher conferences, SIT/RTI meetings, One Call Messaging

Through these various communications, parents can acquire information about their child's progress throughout the year, State Standards and FSA/EOCT information, progress monitoring data and assessments, and resources available for parent involvement in student academic success. Sign-in sheets and minutes of all meetings are recorded for documentation.

## **Accessibility**

Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families. Also, describe 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.

MCCS provides all communication in both English and Spanish as needed. One Call Messaging, backpack flyers, information from the parent resource center, and meeting translators are some of the means that can meet the accommodations, as required. When needed, we provide transportation, child care, and materials that parents can use in working with their students.

**Migrant Education Program**

The Migrant Education Program which is funded under Title l, Part C is a program designed to provide additional assistance to families and children who qualify as migrant within the school district.

**Migrant Parent Resource Center**

The Migrant Parent Resource Center is located in the 1100 building of Madison County Central School and serves students from each school within the district who are involved in the program. Please contact Nicolas Gonzalez or Soneyda Jarvis at 805-973-5192 for more information.

**Migrant Parent Advisory Council**

Our Migrant Parent Advisory Council, also known as MPAC, provides an opportunity for the parents of students in the Migrant Education Program to gather together and receive additional resources to assist with their child's education.

## **Discretionary Activities**

Describe any activities that are not required, but will be paid for through Title l, Part A funding.

Madison County Central School currently does not provide discretionary activities that are paid for through Title I, Part A funding.

# **Barriers**

Describe the barriers that hindered participation by parents during the previous school year, and include a 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).

[ESEA Section 11 16]

Barriers that hinder participation by parents during the last school year included the lack of transportation and technology that requires Internet access. To help alleviate these barriers, MCCS will schedule several activities on the same evening to eliminate too many evenings for single events. For families with limited Internet access, MCCS will provide printed copies to families for reading and/or text resources.