

NEW LEAF SCHOOL Title I, Part A Parent and Family Engagement Plan

Mission Statement New Leaf Center's PFEP describes shared responsibility by making both staff and parents accountable for family engagement in the educational and home settings. This includes collaborative and ongoing decision-making relating to student achievement. Including parents and family in student learning assists the school towards providing high quality instruction for all learners.

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

New Leaf Center's PFEP describes shared responsibility by making both staff and parents accountable for family engagement in the educational and home settings. This includes collaborative and ongoing decision-making relating to student achievement.

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

Including parents and family in student learning assists the school towards providing high quality instruction for all learners.

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.

The New Leaf Center SAC along with selected members of the Leadership Team are responsible for the planning, review, and improvement of the Title I Program. SAC is comprised of business and community leaders who are appointed to our Board of Directors, as well as teachers and a Parent Advocate/Transition specialist. Parents are notified of SAC meetings through the monthly school newsletter. The Parent Advocate/Transition Specialist stays in close contact with parents to ensure parental representation in all SAC meetings. The SAC meetings involve a continual review of the School Improvement Plan and the Parent Involvement Plan. Parent Advocate/Transition Specialist and committee input on how Title I and Parent Involvement funds should be used is documented in the meeting minutes.

All parents are invited to our Open House, Parent and Family Engagement Nights and our Title I meetings.

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.

Title I Part A	The school will use Title I funds 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. Additionally, parents will receive information regarding the Title I resource center so that they are aware of the tools available to them to help their children from home.
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Title I Part C (Migrant)	The administration will contact Christina Davidson in the Migrant Department of Grants & Federal Programs office. This office will provide support to the students and families with appropriate needs.
Title I Part D (Neglected & Delinquent)	N/A
Title II	Staff and faculty members will participate in district professional development opportunities.
Title III - ESOL	The administration will coordinate with MCPS ESOL Department to identify students. ESOL paraprofessionals will provide students with the appropriate resources and support that they might need.
Title IV Part A	N/A
Title IV Part B (21 st CCLC)	N/A
Title IX Part C - Homeless	The administration will contact the Title 1 representatives in the migrant department of grants and federal programs office.
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.
Individuals with Disabilities Education Act (IDEA)	Our school coordinates with the ESE, Student Services Department of MCPS. Supplemental instructional support will be 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	The Title I office and the VPK office will work together to coordinate transition programs for students entering the regular public school program. Activities may include: coordinate meeting with parents, VPK teachers, and the kindergarten teachers to discuss the learning gains of the students, etc.

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.

Annual meeting notification flyer is created for the September 2018 meetings. Flyers will be sent home with students, the information will be put in the monthly newsletters home, Skylerts will be made leading up to the events and information will be placed on the school website.

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Provide a description of the nature of the Title I program that is shared with parents (school wide or targeted assistance).

At the annual meeting there will be discussion with parents asking specific questions including times, dates and needs of parents for parent involvement workshops, parent-teacher conferences, SAC meetings, etc. The Parent Advocate/Transition Specialist will meet with parents during enrollment of the student to address parent needs. The information will be gathered and reviewed by the SAC and Leadership Team to ensure that we are providing parents with a convenient time for parent activities. The school's scheduled orientation, open house, and the Annual Title I meeting will be held in the evening. This allows many of our working parents to participate. At each Open House Night and Family Engagement Night, a flexible conference sign-up sheet will be offered for parents to choose from multiple times and days (1st semester and 2nd semester) to meet with teachers.

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

The Annual Title 1 PowerPoint provided by the district Title 1 office, will be shared with parents at the annual parent meeting. These topics are covered in that PowerPoint.

Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening.

New Leaf Center teachers and administration will ensure that workshops and meetings are offered at flexible times. At the annual meeting there will be discussion with parents asking specific questions including times, dates and needs of parents for parent involvement workshops, parent-teacher conferences, SAC meetings, etc. The Parent Advocate/Transition Specialist will meet with parents during enrollment of the student to address parent needs. The information will be gathered and reviewed by the SAC and Leadership Team to ensure that we are providing parents with a convenient time for parent activities. The school's scheduled orientation, open house, and the Annual Title I meeting will be held in the evening. This allows many of our working parents to participate. At each Open House Night and Family Engagement Night, a flexible conference sign-up sheet will be offered for parents to choose from multiple times and days (1st semester and 2nd semester) to meet with teachers.

Describe how will the school provide, with Title I funds, transportation, childcare or home visits, as such services relate to parent and family engagement.

N/A

Building Capacity

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

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Informational/Orientation	Principal Teachers Paraprofessionals	Outlines student expectations. Introduces parents to Florida Standards and what evaluative methods will be used this school year.	August 2018	Participation forms and Parent Survey

Parent Conference Day	Principal	Increase student achievement through behavior redirection with assistance from parents and academic goals being set with parent as partner for teacher	December 2018 March 2019	Parent Feedback form and conference notes
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Describe how the school will implement activities that will build relationships with the community to improve student achievement.

New Leaf has partnered with the Appleton Museum, whose staff will provide monthly hands-on instruction in our classrooms. We are confident that this opportunity will provide our students with engaging and interesting instructional material that they wouldn't otherwise be able to access. In addition, our student's work will be exhibited in the museum. Our student will also have the opportunity to experience several ballets at the O'Rielly Center this year. Finally, we continue to work to build relationship with community stakeholders to provide our students with meaningful learning opportunities on our campus.

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

The Resource Van continues to visit our campus. Parents and families are notified by Skylert, newsletter and flyer of their upcoming visits and the benefits/resources that the van offers.

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

Monthly Newsletters	Assistant Principal	Increase parental awareness of New Leaf Center's academic and behavioral goals. Enhance family-school relationships and encourage parent participation in school activities.	Monthly August 2018- May 2019	Parent participation in activities, Parent survey
Weekly contact with parents/ guardians	Teachers Paraprofessionals	Increase parent involvement in achieving student goals. Strengthen parent- teacher relationships and open up channels of communication for parents to express concerns and/or ask questions, as well as for teachers to share student progress with parents.		Quarterly parent surveys

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.

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
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Effective conferencing with parents	Transition Specialist	To improve the ability of staff to work effectively with parents so that students can achieve their personal best in the classroom		Parent Conference forms completed
PBS Training	Assistant Principal of Discipline	Improving school wide expectations and behavior by developing common language among all staff members and encouraging use in students		Behavior points on treatment registers, posters, tracking forms, and discipline process
Academic Support	Assistant Principal of Curriculum	To assist teachers in providing parents with appropriate resources for helping their student academically and to reinforce skills learned in the classroom to master standards.		Student completion of parent-student home activities
MTSS Training	Principal	To assist teachers in navigating the MTSS process so that they have the ability to help struggling students and provide information to parents regarding the process so that struggling students can be identified and provided supports in order to be successful		Agenda from meeting and feedback from teachers
Call Log Implementation Training	Assistant Principal of Discipline	To implement a school wide program for making positive parent contact so that parents are able to hear about the positive accomplishments their student is making in school and increasing parent involvement in the learning process		Call logs from teachers
Teacher Newsletter	Assistant Principal of Curriculum	To provide teachers with professional development on newsletters. The newsletter will contain academic skills being focused on in the classroom and how parents can support their students in mastering those skills.		Newsletters

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.

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Effective conferencing with parents	Transition Specialist	To improve the ability of staff to work effectively with parents so that students can achieve their personal best in the classroom		Parent Conference forms completed
Call Log Implementation Training	Assistant Principal of Discipline	To implement a school wide program for making positive parent contact so that parents are able to hear about the positive		Call logs from teachers

		accomplishments their student is making in school and increasing parent involvement in the learning process		
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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.

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Effective conferencing with parents	Transition Specialist	To improve the ability of staff to work effectively with parents so that students can achieve their personal best in the classroom		Parent Conference forms completed
Teacher Newsletter	Assistant Principal of Curriculum	To provide teachers with professional development on newsletters. The newsletter will contain academic skills being focused on in the classroom and how parents can support their students in mastering those skills.		Newsletters

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).

<p>Parent Conferences-Scheduled throughout the 2018-2019 school year to encourage effective communication between the school and families.</p> <p>Parent Advocate/Transition Specialist: Will hold meetings with parents each semester to encourage and support parents.</p> <p>Each parent will receive a calendar of events which will provide important dates for parent involvement throughout the year. Each parent will also receive a student handbook that will outline the expectations for parents, teachers, and administrators.</p> <p>Parents and families will be encouraged to visit the District Title 1 Parent Resource Center.</p> <p>Home visits are provided by Social Services.</p> <p>The principal is responsible for ensuring that each of these activities is completed and effective.</p> <p>Our school will hold an Orientation Day in August, 2018 to increase parent awareness of the school and teachers' goals and expectations.</p>

Communication

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

The New Leaf Center SAC along with selected members of the Leadership Team are responsible for the planning, review, and improvement of the Title 1 Program. SAC is comprised of business and community leaders who are appointed to our Board of Directors, as well as teachers and a Parent Advocate/Transition Specialist. Parents are notified of SAC meetings through the monthly school newsletter. The Parent Advocate/Transition Specialist stays in close contact with parents to ensure parental representation in all SAC meetings. The SAC meetings involve a continual review of the School Improvement Plan and the Parent Involvement Plan. Parent Advocate/Transition Specialist and committee input on how Title I and Parent Involvement funds should be used is documented in the meeting minutes.

All parents are invited to our Open House, Parent and Family Engagement Nights and our Title 1 meetings.

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.

The monthly newsletters include information regarding curriculum, assessments and student progress. Weekly phone calls home to parents provide regular opportunities for open communication regarding specific student performance and requirements/expectations. In addition, parent conferences and open house allow for this information to be shared with parents and families as well. Finally, our Transition Specialist meets with parents upon enrollment to explain each of these topics.

Describe how, if requested by parents, the school provides opportunities for regular meetings to formulate suggestions to participate, as appropriate, in decisions relating to the education of their child(ren).

If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children

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

Our school will hold an Orientation Day in August, 2018 to increase parent awareness of the school and teachers' goals and expectations.

The Parent and Family Engagement Plan will be sent out in print to each home through the student in October. It will be printed in English and Spanish. The PFEP will also be available on the school website. Teachers and administrators will be available to discuss the PFEP with parents as needed. Additional copies will be in the school office.

Parents and families may submit comments via email, in person, in writing or over the phone if they find the schoolwide plan to be unsatisfactory.

Consented (10-772) - 10/10/18 10:00 AM
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Accessibility

Provide a description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families.

Parents with disabilities will be assisted based on their needs to ensure their full involvement in their child's academic success. Our facility is ADA accessible. Parents with disabilities are regularly invited to all parental involvement

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activities and if support is needed to accommodate a disability, appropriate arrangements will be made. The school will work diligently to provide a translator at specific parent activities as a way to provide opportunities for our ESOL parents to become more involved.

Flexible scheduling for conferences is offered. The school's scheduled orientation, open house, and the Annual Title I meeting will be held in the evening. This allows many of our working parents to participate. At each Open House Night and Family Engagement Night, a flexible conference sign-up sheet will be offered for parents to choose from multiple times and days (1st semester and 2nd semester) to meet with teachers. In addition, we allow for phone conferences.

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.

Bi-lingual materials in Spanish and French will be made available to identified parents by our Parent Advocate/Transition Specialist. The Transition Specialist will work with ESOL K-12 Academic Services to provide parents with school information translated in their native language as needed. Parents with limited English proficiency will be assisted at teacher conferences by appropriate personnel as needed.

Monthly newsletters and other communication will be provided for parents in English and Spanish (approved by principal and copies are filed for documentation).

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.).

N/A

Barriers

N/A

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).

N/A