

Green Holly Elementary School

2020-2021 Parent and Family Engagement Plan

ESSA requires that each school establishes requirements for parental notification and involvement in the development and implementation of their child's educational program to improve student academic achievement and school performance. The St. Mary's County Public Schools' Title I Parent and Family Engagement (PFE) Plan provides for compliance with all federal requirements and mandates, as defined by Public Law 107-110. The PFE Plan is aligned with the six goals of *Maryland's Plan for Family, School, and Community Involvement* as developed by the Division of Student and School Services of the Maryland State Department of Education, March 2003.

GHES Mission Statement: Green Holly Elementary's Mission is that every child can and will be successful and confident. GHES is a school family, supporting each other and making teaching the whole child a top priority.

GHES Vision: Before any decision is made, the question is asked, "What is best for the children?" GHES focuses on the needs of the whole child (home support, confidence and feeling safe). At GHES all students are considered leaders in the making. All students are offered leadership opportunities. Building confidence in any area of their life will spill over and create a solid foundation to building a well rounded and confident student. GHES is a PBIS school that has adopted the Conscious Discipline system of support. Positive behavior is modeled and celebrated. All staff and stakeholders focus on understanding why a behavior is occurring and building students capacity to regulate, monitor and understand their own feelings.

Green Holly Elementary welcomes the input and suggestions from parents and family members to aid in the development of the schoolwide program and parent and family engagement activities. Parents will be notified and invited to participate in virtual , in-person and recorded screencasts to increase awareness of Title I services and resources. The staff will ensure Title I procedures and documents are distributed in multiple formats that are accessible and user-friendly. Parents, staff and community members may contact the school administration for questions regarding this plan at any time.

In the Spring of May 2021, parents, staff, and community members will have multiple ways in which to offer their suggestions on the effectiveness of the PFE Plan and make recommendations for staff/student budgetary needs, student resources, and the use of Parent and Family Engagement reserved funding. Parents, students and staff will be invited to participate in a school-based climate survey. Also, feedback/evaluations are obtained at the conclusion of all parent workshops, staff training, School Improvement Team meetings, Grade Level Professional Learning Community (PLC's) Monthly meetings, and via PTA notes and minutes.

The Annual District Survey that is conducted by the title I Office will also solicit feedback from parents and families on district initiatives, parent and family activities, and input on budgetary resources that involve student achievement and parent and family engagement.

Green Holly parents will also have representatives on the District Parent Advisory Council that meets four times per year providing an oversight on the SMCPS Title I District Initiatives and School Wide programs.

All ideas and suggestions are addressed during School Advisory Meetings and recommendations are made to the school leadership team. The administrative leadership along with teachers, Title I District Staff and SMCPS Support Staff work collectively to review student progress via qualitative and quantitative data, quarterly student progress reports, attendance, multi-tiered support systems, and parent feedback.

Goal 1: COMMUNICATION - Schools and families will communicate frequently and clearly about academic opportunities, school performance, student progress and our school-family partnerships.

School activities will include:

- **Parental and Family Engagement Plan** - GHES administrators, teachers, support staff, Parent Advisory Groups and District Title I Staff provide input in this plan that is reviewed and revised in the Spring of each year. Due to Covid-19 school closures, stakeholders contributed via survey and phone interviews in April and May 2020. The draft plan is reviewed again during the summer months before presented and approved by the District Title I office. Print copies of the plan are distributed to parents during no-contact pick up days when parents are retrieving technology devices and school supplies. The plan will also be available during Open House, Conference Days and parent information events. Electronic copies of the plan are available on the school website, emailed and accessible in virtual school messaging tools. Arrangements will be made to translate and or/provide video conferencing for stakeholders who require such accommodations.
- **GHES Home/School Compact** – The compacts are reviewed in the same manner as the PFE Plan. Stakeholders were asked for input via survey and phone interviews. Classroom teachers will review the compacts with students during online distance learning and in-person meetings (when feasible) . Print and electronic copies will be available for parents during in-person and virtual events. Due to Covid-19, electronic signatures on the school compacts will be acceptable in SY 2021. and will be presented via Schoology distributed to families at grade level Parent Meet and Greet and Materials Distribution.
- **Communication Methods**-GHES parents will be informed of statewide, local, and school events through Class DoJo, Remind App, weekly SMORE Parent newsletters, Robo calls, GHES website, local media and classroom newsletters. School staff will respond promptly and positively to parents' phone calls, letters, and visits.
- **School Report Card/Narrative Comments** - Each GHES parent will be provided with information detailing state academic content standards and assessments as well as the progress of the school and the level of achievement of the parent's child in each of the state academic assessments required under the law. Individual Student Report Cards will be distributed to student families four times during each school year. Parents may also log onto the Schoology to review student grades and progress at any time. All GHES teachers provided narrative comments with each report card. This provides specific information on the students strengths and needs.

- **Virtual Open House and Grade Level Drive Through Meet and Greet-** Due to COVID 19, the school building is closed to the general public. Events will be held in the school bus lot when feasible or virtually. Parents will be greeted by staff; picked up consumables & school supplies, and provided information about Parent and Family Engagement, a description of the goals and support provided by Title I, and the right of parents to be informed about staff and Title I requirements. Families will have the opportunity to meet their child's classroom teacher(s). Additionally, each teacher will host virtual Open House/Meet the Teacher during the first week of the school year.
- **Teacher/Paraprofessional Qualifications** – GHES parents have the right to request information concerning the professional qualifications of their child's teacher and qualifications of classroom paraeducators. (ESSA Requirement)
- **Parent Conferences** –GHES teachers will offer parents the opportunity to participate in a parent-teacher conference, at least annually (**October 12, 2020**), during which the school-parent compact shall be reviewed as it relates to the child's achievement. (ESSA Requirement)
- **Community Support:** Partnerships with Southern Maryland Food Bank, Good News Club, United Way, and several local churches will provide support for families during planned events throughout the school year. Partners are invited to parent and family engagement activities and monthly Expectation Celebrations.
- **Awards Assemblies** – While buildings are closed to the general public, student celebrations will be virtual or published on the school website and social media outlets. When in-person learning resumes, parents can be invited to assemblies where students are recognized for Reading Awards, Academic Improvement, Good Citizenship, and Perfect Attendance. School-wide
- **Reading Incentive Program** –As a part of our IRLA framework implementation, students are encouraged to read at home with family members. Students and family members will record the number of steps read which are in increments of 15 minutes. Upon completion of a set goal, students will be recognized for their achievements during planned celebrations.

Goal 2: PARENTING - Schools and communities will work together to support families' parenting skills and activities that prepare young children for school and promote ongoing achievement.

School activities may include:

- **Parent Workshops:** As a result of the COVID pandemic, Parent Workshops will be virtual until further notice. GHES will start with a workshop to support parents in navigating our online learning platform Schoology on **October 21, 2020**. Monthly Grade Level Parent Virtual workshops will be scheduled. (see GHES Parent Involvement Calendar 2020-21).
- **Conveying Title 1 Information:** At Open House, parent/teacher conferences, music concerts and Literacy and Math events we will inform parents of their school's participation in the Title I program. We will provide them with a description of the goals and support provided by Title I, and the right of parents to be involved. Additionally, our school pamphlet provides information about our participation in the Title I program.
- **Virtual Parent Nights: Managing Stress (October 12, 2020)** The GHES school counselor will provide an opportunity for parents to learn about strategies to manage stress in their lives and supporting their children during the Covid-19/virtual world. Virtual Parent Informational Night (10/21/19) The GHES staff will show parents how to navigate Schoology/and review Bridges math resources and IRLA reading resources to use at home.

- **Home Visits** – Home visits will be scheduled when there is a significant concern about absenteeism or a student's welfare. Students rising to the level of concerns will be carefully monitored and appropriate supports provided to the student and family. The PPW, counselor, and/or Title I Supervisor will work with parents and teachers to create incentives and action plans for students. PST meetings, parent conferences, counselling sessions, and referrals to local resources are a few of the strategies GHES staff will utilize to support students and their family.
- **End of Year Parent Survey** – GHES and the District Title I Office will collaborate and distribute an annual survey to parents in the Spring of 2021. The survey is intended to get a parent's input on the schoolwide program, resources, and use of funds for Parent and Family Engagement activities. Surveys will be widely distributed in print, electronically, via phone interviews, and in multiple languages as deemed appropriate.

Goal 3: STUDENT LEARNING - Families will support academic achievement at home by reading with children, helping them with homework, and engaging them in educational activities.

School activities may include:

- **Home-School Compact** – Green Holly Elementary shall develop, in collaboration with parents, a school-parent compact that outlines how parents, school staff, and students will share the responsibility for improved student academic achievement. (ESSA Requirement) Develop a kid-friendly compact to which students will have daily access. Add compact to website. Student Learning Compact Contract will be reviewed with students in class, and during other assemblies.
- **Parent Workshops** – GHES will be holding monthly Parent Informational Nights (see GHES Parent Involvement Calendar)
- **Parent Conferences** – GHES will offer parents the opportunity to participate in a parent-teacher conference, in October 2020 during which the school-parent compact shall be reviewed as it relates to the child's achievement. (ESSA Requirement)
- **Technology/Online Accessibility**
 The need to ensure students have the equipment necessary to participate in distance learning, SMCPs and GHES both conducted surveys to identify students/families in need. Survey results revealed an inequality both in availability of devices and connectivity. Of the 300 responses on the survey, the results are as follows:
 Question #1 - Does your child have a device (laptop, tablet, etc.) so they can access online learning?
 60% - "No" 40% - "Yes"
 Question #2 - Does your student have internet access at home to participate in online learning?
 87.5% - "Yes" 6% - "No" 7.5% - Limited Access
 Technology has been obtained and distributed starting August 15, 2020 and will continue until every student has a device. Hot Spots will be distributed to families with no internet access.

Goal 4: VOLUNTEERISM - Parents and community members will volunteer in support of school improvement and student success.

School activities will include:

- **NOTE:** In-person volunteer opportunities will be limited until schools reopen to the general public. Efforts to keep past and future volunteers informed of school and student needs will be maintained by the school administration.
- **Volunteer Solicitation** – Parents will be notified of the procedures and expectations for volunteering at Green Holly during Virtual Open House (8/31/20) and during Parent Material Distribution (volunteer opportunities will be posted).
- **Volunteer Training** – Green Holly will provide training and support to ensure volunteers participate in a meaningful capacity that supports school improvement goals. Virtual training is scheduled for Thursday, October 12, 2020.
- **Volunteer Log** – Green Holly Elementary will maintain an electronic volunteer log of all persons working in the school building.
- **Volunteer Recognition** – Green Holly will express volunteer appreciation to recognize school volunteers in the weekly online SMORE newsletter. When feasible, appropriate end-of-the-year recognitions will be planned for May 2021).
- **Volunteers for PBIS Expectation Celebrations** – Families will be invited to join in the quarterly celebrations virtually, in-person and/or through printed means of recognition.

Goal 5: SCHOOL DECISION MAKING - Parents, schools, and community members will collaborate on educational decisions that affect children, families, and school improvement.

School activities may include:

- **Parental and Family Engagement Plan** - GHES administrators, teachers, support staff, Parent Advisory Groups and District Title I Staff provide input in this plan that is reviewed and revised in the Spring of each year. Due to Covid-19 school closures, stakeholders contributed via survey and phone interviews in April and May 2020. The draft plan is reviewed again during the summer months before presented and approved by the District Title I office. Print copies of the plan are distributed to parents during no-contact pick up days when parents are retrieving technology devices and school supplies. The plan will also be available during Open House, Conference Days and parent information events. Electronic copies of the plan are available on the school website, emailed and accessible in virtual school messaging tools. Arrangements will be made to translate and or/provide video conferencing for stakeholders who require such accommodations.
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- **School Improvement Team/GHES Stakeholders** – Parents and stakeholders will be invited to participate in the regularly scheduled school improvement team meetings, including Title I school budget planning and decision-making in May 2021.
- **Information Sessions** – Will be provided on various areas of the curriculum, program and resources, grade level curriculum, portfolio review, IRLA and Bridges resources, Support for Stress and Anxiety Due to COVID-12, Schoology support.
- **School Events** – Families will be highly encouraged & supported by all staff members to participate in school events. Weekly reminders and robo calls will be made before events.

Goal 6: COMMUNITY COLLABORATION - St. Mary's County Public School System, including all Title I schools, will strive to collaborate effectively with The Maryland State Department of Education and local community organizations, agencies, and businesses to promote the academic achievement of all students and the success of all schools.

School activities may include:

- **Community Organizations:** Representatives from our community partners will be invited to school to speak with families so that they are aware of support in the community and to offer resources at our monthly PBIS Expectation Celebrations, Recognition Ceremonies, Parent Engagement Events Parent events. The Good News Club Kindness Club and FLOW Mentoring Program support students in developing leadership skills.
- **Volunteer Recognition** – Green Holly will express volunteer appreciation to recognize school volunteers in the weekly online SMORE newsletter. When feasible, appropriate end-of-the-year recognitions will be planned for May 2021).
- **Career Day** - The School Counselor will organize community workers & helpers to present on careers in order to support students in making connections to their daily instruction. Additionally, the School Counselor will also work with grade level teams to embed career awareness/opportunities into their interdisciplinary units of instruction.