

Family and Community Engagement Action Plan (Title I Component 6 & NCLB Requirement 8)

Master Plan Goal #6: Effective management of systems will support student achievement. Priority #1: Communicating effectively and proactively with external stakeholders. Priority #2: Communicating effectively and proactively with internal stakeholders. Priority #3: Ensuring parental involvement in the development and implementation of the education policies and procedures in the City Schools. Priority #4: Documenting the involvement of external stakeholders.					
School Objective: Between July 2009 and June 2010, all schools will support strong school, family and community engagement in all aspects of school programs and activities for measurable improvement in student achievement by implementing, monitoring and sustaining all components of Baltimore City Schools Family and Community Engagement Policy (FCE).					
Assessment: By the end of the 4 th quarter, the FCE Binder will reflect the documentation that demonstrates progress for all activities in the Family and Community and Engagement Action Plan.					
Strategy #1: Communication – Communicate with families about school programs and student progress through effective school-to-home and home-to-school communications.					
Activities	Timeline	Person Responsible	Budget/Funding Sources	Evaluation / Monitoring / Evidence	Status Report
a. The Family and Community Engagement Action Plan be distributed to parents by back pack. [Meets Title I, Sec. 1118(b)(1)]	October 31, 2009	Principal	Title I	Return of sign off slip	
b. The school will invite parents to at least one annual meeting to inform them of: <ul style="list-style-type: none"> • Their rights as parents • School expectations, policies and procedures in areas such as attendance, discipline, and school choices and transitions • Parent involvement and other programs • Title I requirements, where applicable [Meets Title I, Sec. 1118(c)(1)]	October 31, 2009	Principal	Title I	Letter	
c. The school will use written correspondence to inform and educate parents on the following: <ul style="list-style-type: none"> • Student progress data (e.g. testing 	Quarterly	Principal	Title I	Letter/flyer	

such as Stanford 10, MSA, HSA) <ul style="list-style-type: none"> • School data (e.g. Benchmarks, Unit Assessments) • Title I requirements, where applicable [Meets Title I, Sec. 1118(e)(1)]					
d. The school will use telephone call blasts, newsletters and other correspondence to invite parents to participate in the community budget meetings?	February 2010	Principal	FSF and Title I	Logs and copies	
e. The school will regularly communicate with parents (e.g. newsletters, Global Connect and phone calls, flyers, emails, online FCE calendar, bulletin boards, posters)?	Entire school year	Principal	FSF and Title I	Logs and copies	
f. Plan and offer parent workshops which support parents as partners in student achievement. Plan and offer parent workshops which support parents as partners in student achievement	Quarterly	Parent Liaison	Title I	Sign-in sheets; Agendas; Evaluations	.
g. How will the school make sure that information is presented in a format and language parents can understand (e.g. avoid acronyms, use large text, clear graphics, translate materials)? [Meets Title I, Sec. 1118(e)(5)]	Documents will be reviewed to ensure they conform to requirements.	BEN/Principal	FSF and Title I	documents	

h. How will the school solicit additional parent comments on this Family and Community Engagement Action Plan after it is submitted to the district? [Meets Title I, Sec. 1118(c)(5)]	Quarterly meeting	Principal	Title 1	Documents, sign-in sheets	
Strategy #2: Shared Decision Making - Include families as participants in school decisions, governance and advocacy through organized parent groups, the School Family Council, Engagement Team, Advisory Team, committees, action teams and other opportunities.					
Activities	Timeline	Person Responsible	Budget/Funding Sources	Evaluation / Monitoring / Evidence	Status Report
a. Parents will be involved in jointly developing this Family and Community Engagement Action Plan through participation in FCE meetings. [Meets Title I, Sec. 1118(b)(1)]	Year round	Principal, FCE Chair	FSF and Title I	Meeting agenda Attendance sign-in sheet	
b. Parents be involved in decisions regarding the spending of parent involvement funds through participation in FCE meetings. [Meets Title I, Sec. 1118(3)(B)]	Year round	Principal, FCE Chair	FSF and Title I	Meeting agenda Attendance sign-in sheet	
c. The written School-Parent Compact that supports instructions will be jointly developed with parents and distributed to parents through discussion at meetings. [Meets Title I, Sec. 1118(d)]	Year round	Principal, FCE Chair	FSF and Title I	Meeting agenda Attendance sign-in sheet	
d. Invite parents to become active members of the PTO and notify all parents of schedules organized parent group meetings through various means of communication	Monthly	PTO (parent and school representatives)	Title I	Newsletters; Telephone log sheets; Communication Log	

e. Identify two parents; one from the organized parent group to serve on the School Improvement Team.	November 2009	SIT; *PTO; Teachers	Title I	Meeting sign-in sheets	
f. How will the School Family Council appoint two community members?	November 30, 2009	Principal	Title 1	Membership	
g. How will the school encourage parents to complete the Parent Climate survey?	Within one week after survey arrives	Principal	Title 1	Flyer and returned surveys	
Strategy #3: Collaboration - Coordinate community resources and services for students and families with the school, businesses, agencies, and other groups, to maximize services provided to the school community.					
Activities	Timeline	Person Responsible	Budget/Funding Sources	Evaluation / Monitoring / Evidence	Status Report
a. How will the school use the School-Parent Compact as a tool that supports student achievement (e.g. Parent-Teacher Conferences)?	January 2010	Principal	Title 1	Signed compacts/parent teacher conferences	
b. How will the school coordinate with programs and community resources that involve parents (e.g. Head Start, Library, Health Dept.)? [Meets Title I, Sec. 1118(e)(4)]	January 2010	Principal	Title 1	Parent involvement	
c. What type of resources will the school give to support parent activities (e.g. childcare, transportation)? [Meets Title I, Sec. 1118(e)(6-14)]	January 2010	Principal	Title 1	Parent involvement	
d. How will the school, <u>with the help of parents</u> , educate school staff to work with parents as equal partners in their children's education (e.g. group forum, staff development led by parents)? [Meets Title I, Sec. 1118(e)(3)]	Quarterly	Principal	Title 1	Staff engaging parents	
e. How will the school provide parents and	Quarterly	Principal	Title 1	Training material and parent	

staff with training on effectively involving families and the community?				involvement	
f. How will the school utilize district resources and support, such as the Family Institute, Parent Portal, FCE staff, website, Command Center, and Summer Bridge?	Year round	Principal	Title 1	Parent utilization of resources	
g. How will the school recruit, use and support volunteers?	Year round	BEN/Principal	Title 1	Parent involvement	
Strategy #4: Accessibility – Provide full opportunities for the participation of parents who are limited in English, parents with disabilities, parents of migrant children and parents of Special Education children .					
Activities	Timeline	Person Responsible	Budget/Funding Sources	Evaluation / Monitoring / Evidence	Status Report
a. How will the school include parents who: <ul style="list-style-type: none"> • Are limited in English • Have disabilities • Have migrant children • Have children with special education needs [Meets Title I, Sec. 1118(f)]	Year round	Principal	Title 1	Recruit and develop relationships with Spanish speaking community organizations	

