



ONE-YEAR ACTION PLAN

SCHEDULE OF SCHOOL, FAMILY, AND COMMUNITY PARTNERSHIPS TO REACH SCHOOL GOALS

School: Miller Elementary	School Year: 2017-2018
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GOAL 1: ACADEMIC: Increase student achievement in the following areas:

- By the end of the 2017-2018 school year, 80% of students in K-5 will be reading on or above grade level as measured by the HCLI assessment.
- By the end of each grade-level's unit of study for Reading and Writing, 80% of K-5 students will show increase in pre-test to post-test score demonstrating effective small groups.

PARENT-BASED ACTIVITIES	DESCRIPTION OF THE ACTIVITIES	ACTIVITY TYPE	DATES OF ACTIVITIES	GRADE LEVEL(S)	PERSONS IN CHARGE AND HELPING
Help with Homework Workshop	Workshop designed to give parents organizational tips, academic strategies, and reading/writing resources to help child during homework time.	1	9-7-2017	All	Williams, PFEC Grade level teachers
Grade Level Parent Universities	Grade level teachers conduct instructional workshops in reading, writing, and/or math and shares resources parents can use at home.	1	1 st – 9/21/17 2 nd – 3 rd – 4 th – 10/19/17 & 3/19/18 5 th -	1 – 5	Grade level teachers
Reading and Writing Workshop	Workshop designed to give strategies to parents to help their child improve their reading level and writing skills.	1	10-5-2017	K – 5	Williams, PFEC Casson, Reading EIP Grade level teachers
Parent Teacher Conference	Teachers meet with parents to discuss student academic progress and the School-Parent compact. In addition, parents receive strategies to improve student performance in areas where they are weak.	1	10-6-2017	K – 5	Grade level teachers

*Activity Types: 1=Academic/Capacity Building 2=Welcoming Climate 3=Shared Decision Making
4=Professional Development 5=Transition 6= Community Collaboration

Technology Workshop	Parents receive information about technology their child uses in the classroom and resources they can use at home. They are also given their student login info to visit learning sites and an opportunity to ask questions.	1	11-2-2017	K – 5	Williams, PFEC Golpin-Smith, Media Specialist
Georgia Milestones Workshop, 3 rd Grade Introduction	Workshop designed to introduce 3 rd grade parents to Milestones requirements and expectations for their 3 rd grade student. How to understand Milestones reports are also covered.	1	12-11-2017	Third grade	Williams, PFEC
Georgia Milestones Workshop	Workshop designed to give parents insight into test design and expectations. Test preparation resources are provided. Milestones results are explained.	1	1-17-2018	3-5	Williams, PFEC
Grade Level Newsletters	Monthly newsletters that describe what students are learning, provides teacher contact information and other important information.	1	Monthly	All	Grade level teachers

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GOAL 2: WELCOMING CLIMATE: Increase the percentage of parents that feel welcome at school.

PARENT-BASED ACTIVITIES	DESCRIPTION OF THE ACTIVITIES	ACTIVITY TYPE	DATES OF ACTIVITIES	GRADE LEVEL(S)	PERSONS IN CHARGE AND HELPING
Annual Title I Meeting	Annual parent information meeting that explains the Title I program components as well as the importance of parent and family engagement.	2	8-31-17	All	Johnson, Principal Gibson, API Miliner, APD Williams, PFEC
Meet and Greet	Families are invited to meet teachers and staff and to visit the classroom before the first day of school.	2	7-28-17	All	MES Staff
Open House	Families are invited to the school to visit the child's classroom and see what they have been learning.	2	8-31-17	All	MES Staff
Rocket Nights	Each month beginning in October a different grade level puts on a musical performance that parents of all grade levels are invited to attend.	2	October-May	K – 5	McDonald, Music teacher Grade level teachers
Holiday Lunch	Families are invited in limited numbers to have lunch to celebrate the upcoming holiday with their child.	2	11-16-17 12-14-17	All	Lunchroom staff Williams, PFEC Teachers
Volunteer Appreciation Breakfast	Breakfast served to honor the school's volunteers. Students provide entertainment and attendees receive a small token of thanks.	2	4-5-17	All	Williams, PFEC
Volunteer Training	Individuals that have passed the background check are invited to the school for a required training.	2	As needed	All	Williams, PFEC

Honor Roll Celebration	Parents are invited to celebrate their child making A or A/B honor roll. Students receive a certificate, a food coupon, and parents receive a bumper sticker for their vehicle. After the ceremony, students take a picture and receive a snack.	2	End of every nine weeks	3 – 5	Gibson, API Golphin-Smith, Media Specialist Williams, PFEC
Parent Resource Center	Miller maintains a parent resource center open daily from 8:30am – 3:15pm. It contains parent resources such as brochures, pamphlets, a parent lending library, and computers for parent use.	2	All Year	All	Williams, PFEC

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GOAL 3: SHARED DECISION MAKING: Increase the number of parents who participate in shared decision making opportunities.

PARENT-BASED ACTIVITIES	DESCRIPTION OF THE ACTIVITIES	ACTIVITY TYPE	DATES OF ACTIVITIES	GRADE LEVEL(S)	PERSONS IN CHARGE AND HELPING
Parent Action Team Meetings	Parents meet to help plan and develop parent engagement activities and important Title I documents.	3	10-26-17 2-15-17	All	Williams, PFEC
Shared Decision Making Meeting for Parents and Other Stakeholders	Opportunities for parents and stakeholders to share their comments and give suggestions on Title I documents.	3	3-22-18	All	Williams, PFEC
Annual Title I Survey for Parent Satisfaction	Parent input on the school's Title I program is documented through this annual survey. Responses help with the planning of the following school year's activities and workshops.	3	Spring 2018	All	Williams, PFEC
Shared Decision Making Meeting (Faculty)	Faculty members input is solicited for Title I documents and the Parent and Family Engagement Plan for the upcoming school year.	3	March 2018	All	Williams, PFEC
School Council	Parents and community representatives are elected to participate in the planning of activities for the school.	3	Four meetings per year	All	Johnson, Principal

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GOAL 4: PROFESSIONAL DEVELOPMENT FOR STAFF: Increase the faculty and staff’s understanding of the importance of parent engagement and how to communicate with and work with parents as partners.

PARENT-BASED ACTIVITIES	DESCRIPTION OF THE ACTIVITIES	ACTIVITY TYPE	DATES OF ACTIVITIES	GRADE LEVEL(S)	PERSONS IN CHARGE AND HELPING
Staff Development	PFEC will work with parents to develop relevant trainings (4 per year) for staff on topics such as the importance of parent and family engagement, building parent capacity, effective communication, and creating a welcoming climate.	4	Ongoing	All	Williams, PFEC
Welcoming Climate – Parent Communication (Professional learning)	Last year’s Parent Satisfaction Survey questions pertaining to communication and welcoming climate were reviewed. Cultural differences when communicating with parents & creating a welcoming environment were also covered. Participants were encouraged to create a parent engagement plan.	4	8-1-17	All	Williams, PFEC
Parent Conferences (compact use)/Reaching Uninvolved Parents	Staff members were given an article to read on reaching uninvolved parents that gave different approaches to reach parents. Teachers received a copy of their grade level school-parent compact. The compacts were reviewed along with the sign-in sheet to be used during parent conferences. Homeroom teachers were asked to complete and return an exit survey about the article and the compact staff development.	4	9-20-17	All	Williams, PFEC
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GOAL 5: TRANSITION: Increase the amount of support provided to families as students transition through school. Increase the coordination/collaboration efforts with early education programs and college career ready resources.

PARENT-BASED ACTIVITIES	DESCRIPTION OF THE ACTIVITIES	ACTIVITY TYPE	DATES OF ACTIVITIES	GRADE LEVEL(S)	PERSONS IN CHARGE AND HELPING
School Tours	Families new to Miller receive a map and tour of the school by a front office staff member.	5	Ongoing	All	Front office staff
Daycare Center Outreach	Local daycare centers in the immediate area receive letters and flyers with information about dates/times for Pre K and Kindergarten registration at MES.	5	Spring 2018	Pre K Kindergarten	Central registration MES Front office staff
Kindergarten Readiness	Parents of Pre K students, incoming kindergarten students, and local daycare students meet with Kindergarten teachers to receive important information that will make the transition kindergarten more effective.	5	4-3-17	Pre K	Kindergarten teachers Williams, PFEC
Kindergarten Workshop Daycare Invitations	Parents at three feeder daycares were invited to attend the Kindergarten Readiness Workshop to receive information about Kindergarten.	5	Spring 2018	Daycare Facilities	Williams, PFEC
Daycare Visit	Daycare staff, students and their parents were invited to visit Miller and the Kindergarten classrooms to introduce daycare students to the public school environment.	5	4-4-17	Daycare Facilities	Williams, PFEC Kindergarten teachers
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GOAL 6: COMMUNITY COLLABORATION: Increase community engagement and participation in school activities.

PARENT-BASED ACTIVITIES	DESCRIPTION OF THE ACTIVITIES	ACTIVITY TYPE	DATES OF ACTIVITIES	GRADE LEVEL(S)	PERSONS IN CHARGE AND HELPING
Beulahland Bible Church Book Bag Giveaway	Beulahland Bible Church conducted a community book bag giveaway that was open to the community. Speakers spoke on parent engagement, free refreshments were served and a total of 500 book bags with supplies for elementary, middle and high school were given away.	6	7-29-17	ALL	Beulahland Bible Church Staff MES Staff
Community Resource Fair	Various types of community organizations are invited to set-up tables and provide information about their services. Raffle prizes are given away and vendors have the option to give a short presentation.	6	9-25-17	All	Williams, PFEC MES Staff
ADVANCE Program	A Warner Robins Police officer comes for 12 weeks to present information to fifth grade students on the importance of staying drug free and away from gangs and bullying.	6	September – December 2017	Fifth	WRPD Fifth grade teachers
Starbase	Once per week for six weeks fifth grade students visit the Museum of Aviation to attend a Science workshop hosted by Robins Air Force Base.	6	9/26/17 – 10/31/17	Fifth	Fifth grade teachers Museum of Aviation Robins AFB
Weekly Snack Bags	Trinity Methodist Church and the Islamic Center alternate bi-weekly providing snack bags for students identified as needing extra resources for the weekend.	6	August-May	All	Trinity United Methodist Church Islamic Center of Central Georgia Williams, PFEC
Weekly Grocery Box	The Women's Interfaith Alliance of Middle Georgia provides weekly non-perishable goods to two families identified as needing extra resources.	6	August-May	ALL	Women's Interfaith Alliance of Middle Georgia Williams, PFEC

Summer Rocket Reading	The Nola Brantley branch of the public library sends representatives to inform parents of activities and events at the library during the summer. They also assign library cards to families that need them. Miller provides parents with reading resources.	6	4-30-17	ALL	Williams, PFEC Meredith McCook, Youth Specialist Director (Nola Brantley Branch)
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Requirements to Build Parent and Family Capacity for Engagement

1. Provide assistance to parents in understanding:
 - a. State's academic content standards (Georgia Standards of Excellence)
 - b. State's academic achievement standards
 - c. State and local assessments
 - d. How to monitor a child's progress
 - e. Work with educators to improve the achievement of students
2. Provide materials and trainings to help parents work with their children to improve their achievement
 - a. Capacity building, learning at home activities
 - b. Literacy training
 - c. Technology training
3. Educate administrators, teachers and staff in the value of parent and family engagement and how to communicate with, and work with parents as equal partners
4. Coordinate and integrate family engagement with early learning centers and college career ready resources
5. Ensure that information is sent out in a format and language that parents and families can understand
6. Provide such other reasonable support for parental engagement activities