



# ONE-YEAR ACTION PLAN

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

School: Miller Elementary	School Year: 2018-2019
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**GOAL 1: ACADEMIC:** Increase student achievement in the following areas:

- By the end of the 2020 school year, 80% of students in K-5 will be reading on or above grade level as measured by HCLI assessment.
- By the end of the 2018-2019 school year, 80% of the students in K-5 will be writing on level 3 using the Houston County rubrics for the narrative, informational, and persuasive genres.

PARENT-BASED ACTIVITIES	DESCRIPTION OF THE ACTIVITIES	ACTIVITY TYPE	DATES OF ACTIVITIES	GRADE LEVEL(S)	PERSONS IN CHARGE AND HELPING
Open House	Teachers invite families to visit their child's classroom to learn about academic expectations, assessments, and to view student work.	1	30 Aug 2018	All	MES Staff
Homework Workshop	Parents receive organizational tips, academic strategies, and reading/writing/math resources to help child with homework.	1	20 Sept 2018	All	Williams, PFEC Grade level teachers
Parent Teacher Conference	Teachers and parents discuss student academic progress and the school-parent compact. Parents receive strategies to help improve areas where student performance is weak.	1	5 Oct 2018	K - 5	Grade level teachers
Reading/Writing/Math Workshop	Parents learn strategies to help improve their child's reading level, writing and math abilities.	1	22 Oct 2018	K - 5	Williams, PFEC Grade level teachers
Technology Lunch & Learn	Parents and students explore the various educational websites that used both in the classroom and at home. Parents receive their student's login information to have for use at home.	1	7 Nov 2018	K - 5	Williams, PFEC Golphin-Smith, Media Specialist  Grade level teachers

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

GMAS 3 <sup>rd</sup> Grade Introduction Workshop	Third grade parents receive information about Milestones testing requirements and expectations. Parents learn how to understand test results.	1	6 Dec 2018	Third grade	Williams, PFEC
GMAS Workshop	Parents of students in grades 3 – 5 receive information about test design and expectations. Parents also receive test preparation resources and learn how to understand test results.	1	22 Jan 2019	3 – 5	Williams, PFEC
Grade level Newsletters	Newsletters that describe what students are learning and provides other important information. Provides teacher contact information.	1	Monthly	K – 5	Grade level teachers
Grade level Math Newsletters	Provides parents with math strategies and examples to help student at home.	1	Every nine weeks	K – 5	K-5 Math Department Grade level teachers
Grade level Parent Universities	Grade level teachers conduct instructional workshops in reading, writing, and/or math and shares take home resources with parents.		K: 9/13, 10/18 & 1/31/19 5 <sup>th</sup> : 10/23	K – 5	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
Meet and Greet	Families are invited to visit their child's classroom and to meet the teachers and staff before the first day of school.	2	30 July 2018	All	MES Staff
Annual Title I Meeting	Parent information meeting that explains the Title I program components as well as the importance of parent and family engagement.	2	30 August 2018	All	Johnson, Principal Gibson, API Miliner, APD Williams, PFEC
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	Unthank, Music teacher Grade level teachers
Holiday Lunch	Family members are invited in limited numbers to have lunch to celebrate the upcoming holiday with their child.	2	15 November 2018 13 December 2018	All	Lunchroom staff Williams, PFEC
Dads, Doughnuts, and Dropoff	Adult male family members or friends are invited to bring their student to school, have a doughnut, and drop their student off to class and meet or greet the teachers	2	30 November 2018	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. After the ceremony, students take a picture and receive a snack.	2	End of every nine weeks	3 <sup>rd</sup> – 5 <sup>th</sup>	Gibson, API Kelly, Instructional coach Williams, PFEC
Parent Resource Room	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
Shared Decision Making Meeting for Parents	<u>Primary Source for Input</u>	3	Opportunity for parents and families to share their comments and give suggestions on Title I documents.	All	Williams, PFEC
Shared Decision Making Meeting for Faculty		3	Faculty member input is solicited for Title I documents and the Parent & Family Engagement Plan for the upcoming school year.	All	Williams, PFEC
Parent Action Team Meetings	<u>Secondary Source for Input</u>	3	25 October 2018 21 February 2019	All	FEC
Parent Satisfaction Survey	<u>Secondary Source for Input</u>	3	February-March 2019	All	FEC
Online Feedback Form	<u>Secondary Source for Input</u>	3	Ongoing	All	FEC
School Council		3	Parents and community representatives are elected to participate in the planning of activities for the school.	All	PFEC

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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. *(2 opportunities per semester requirement)*

PD ACTIVITIES	TOPICS and DESCRIPTIONS	ACTIVITY TYPE	DATES OF ACTIVITIES	GRADE LEVEL(S)	PERSONS IN CHARGE AND HELPING
PD of Staff Activity #1 <b>Title I Program information/Parent Engagement Classroom Plan</b>	Review of Title I components, laws, and the role of the PFEC. PE classroom plan included suggestions on how to engage parents and build relationships.	4	August 2018	All Faculty	Williams, PFEC
PD of Staff Activity #2 <b>Parent Conferences</b>	Faculty and staff received information/tips on parent conferences. Teachers were given a sample parent conference sign in sheet to reinforce how to complete them correctly. Teachers also received a folder that contained a blank sign in sheet and a grade level school parent compact in English and Spanish if applicable.	4	19 September 2018	All Faculty	Williams, PFEC
PD of Staff Activity #3		4		All Faculty	Williams, PFEC
PD of Staff Activity #4		4		All Faculty	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 Tour	Families new to Miller receive a guided tour of the school by front office staff.	5	Ongoing	All	Front Office Staff
Daycare Center Outreach	Local daycare centers in the immediate area receive letters and flyers about dates/times for Pre K and Kindergarten registration at MES.	5	Spring 2018	Pre K Kindergarten	Central Registration MES front office staff
Kindergarten Workshop Daycare Invitations	Parents at feeder daycares are invited to attend the Kindergarten Readiness Workshop to receive information about Kindergarten to ease transition for parent and child.	5	February 2018	Daycare Facilities	Williams, PFEC
Daycare visit to Miller	Daycare staff, students and their parents are invited to visit Miller and the Kindergarten classroom to introduce daycare students to the public school environment.	5	13 March 2019	Daycare Facilities	Williams, PFEC Kindergarten teachers
Kindergarten Readiness	Pre K parents, incoming kindergarten parents, and local daycare parents are invited to visit Miller and the Kindergarten classrooms to introduce new students to Pre K.	5	3 April 2019	Pre K	Williams, PFEC Kindergarten teachers

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**GOAL 6: COMMUNITY COLLABORATION: Increase community engagement and participation in school activities.**

C.C. ACTIVITIES	DESCRIPTION OF THE ACTIVITIES	ACTIVITY TYPE	DATES OF ACTIVITIES	GRADE LEVEL(S)	PERSONS IN CHARGE AND HELPING
Weekly snack bags	Trinity United Methodist Church and the Islamic Center of Central Georgia alternate bi-weekly providing snack bags for students identified as needing extra resources for the weekend.	6	August 2018 – May 2019	Trinity UMC, Islamic Center,	Williams, PFEC
Summer Rocket Reading	The Nola Brantly branch of the public library sends representatives to inform parents of activities and events at the library during the summer. They also assign library to families that need them. Miller provides reading resources for parents.	6	29 April 2019	All	Williams, PFEC Meredith McCook, Youth Specialist Director
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