

## Snow Hill Elementary School - Project Charter

<b>PROJECT NAME:</b> Family and Community Engagement	<b>START DATE:</b> September 4, 2018	<b>CURRENT DATE:</b> September 5, 2019
<b>PROJECT LEADER(S):</b> Kristina Belcher and Jill Elliott		
<b>TEAM MEMBERS:</b> , Dr. M.A. Cooper, Caitlin Ramsyer, Clara Outten, Nyoka Mumford, Beth Shockley-Lynch, Mia Byrd		

### **OPPORTUNITY STATEMENT (PROJECT DEFINITION – what is the project about?)**

Parents are often “involved” but not necessarily “engaged.” Research shows that when parents are engaged in their child’s education, children reach higher levels of success. In order for parents to be engaged in their child’s learning opportunities, research indicates that effective and meaningful communication is key. Therefore, it is our goal to encourage parent engagement through many different avenues including through home/school communication such as the Parent Portal, the agenda connection in the Eagle Express, Class DoJo, and the Title 1 Bulletin board. We also plan to provide multiple parent engagement activities throughout the year both in the school and within the community. Events and opportunities have been put in place to ensure engagement from parents that foster a sound understanding of the importance of education that will lead to pathways to college and career readiness.

Because SHES is a Title One School, the Parent and Community Engagement Project Charter will focus on reaching all FARMS parents by planning community outreach events in a community venue. We will discuss new ways to reach out to parents and continue to collect feedback on ways to increase parent/school collaboration.

### **PROBLEM STATEMENT, OBJECTIVES & SCOPE**

**(What is the existing problem?, What is the goal of the project?, What does the project aim to accomplish?, What is the scope of the project with regards to those involved and timeframe?)**

#### **Existing Problem:**

1. **Some parents are not feeling that they are receiving enough home/school communication (backpack mail, school events, newsletters, website).**
2. **Some parents would like more communication about academic programs, expectations, quality of instruction, and ways to support their child’s learning.**
3. **Many activities are attended by the same group of parents.**
4. **FARMS students are performing below non-FARMS students in relation to iReady, PARCC math and reading scores, have lower attendance rates and higher office referrals.**

#### **Project Goals:**

1. **Increase avenues for home/school communication**
2. **Increase the number of FARMS families at parent engagement events, on/off site.**
3. **Increase the number of community partnerships.**
4. **Actively respond to the needs of the community by offering family engagement events to meet the needs of all FARMS families based on the survey results.**

#### **Scope:**

1. **Programs will be put into place to meet the needs of all families in the community.**
2. **The Program will begin in August 2018 through June 2019 with a reflection period in June.**

**ASSUMPTIONS (What can we assume, know about related to the problem?)**

**CONSTRAINTS (What will cause difficulties for the project to be successful?)**

**Assumptions:**

1. Increased attempts at communication and new venues to communicate with families will increase parent/family engagement
2. Increased parent/family engagement will positively impact student achievement
3. Tailoring to parental needs will increase attendance at engagement events.
4. Not all families in our community feel comfortable attending school related events.
5. Not all family members are available to attend events during the school day.

**Constraints:**

1. Empowering FARMS parents to become the first teachers of their children and building capacity throughout the community.

KEY PERFORMANCE INDICATORS			
District Indicators SHES Indicators	BASELINE	Mid Year Data	End of Year Data
District KPI Indicators	Enter Baseline Here	Enter CS Target Here	Enter FS Target Here
Percentage of community indicating satisfaction with SHES communications based on annual communication survey. (KPI 2.1)	Results from Scope Survey:  Percentage of high reliability  <b>Communication from your child's school:</b> School Meetings: 61.5% E/Newsletter: 61.7 School Website 60.7  <b>Communication in Key Areas:</b> Communication about how I can support my child's learning: 81.4% Communication about quality of instructional and faculty success: 81.3% Communication about academic programs and expectations: 81.3%  <b>Overall Effectiveness of Communication</b>  It is easy for me to recognize communications from the		Scope Survey to be given at the end of the year

	<p>school/district when I receive them: 89.1%</p> <p>I am able to understand the communication I receive from the school district: 89.1%</p>		
Percentage of SHES employees indicating satisfaction with SHES communications as measured by annual communications survey. (KPI 2.2)	We did not receive feedback from the county for this survey. It is our goal to use Panorama to gather this data for the future.		
<b>SHES Indicators</b>			
Percentage of parents attending at least one parent engagement event. (all parents)			
Percentage of FARMS parents attending at least one parent engagement event.			
<b>Achievement Data</b>	2018 PARCC Data		
Percentage of FARMS students achieving Level 4 or 5 Math	34.6		
Percentage of FARMS students achieving Level 4 or 5 Reading	34.6		
<b>Community Partnership</b> Create and strengthen significant partnerships with community organizations	<p>August-Baxter Enterprises/ Snow Hill MCDonalds, Pepsi Of Salisbury, Snow Hill Auto Body, Snow Hill Fire Co, Captains Cove, Utz, Snow Hill library, Worcester County Rec Center, Boy Scouts, Girl Scouts, Julia Purnell museum, MD 4H,Netstream Technologies, Scott Baker Landscaping</p> <p>September-Maryland Food Bank, Kindness Bus, Salisbury University, Berlin Optimist (fingerprinting)</p> <p>October-Snow Hill McDonalds, Worcester County Health Department, Salisbury University, SHVFD, Worcester County Dental, Maryland Food Bank, Lions Club</p> <p>November-Worcester County Bar association (30 Thanksgiving Dinners), Town of Snow Hill, Salisbury University, Cub Scouts, Maryland Food Bank</p>		

<p>December-Elks Club, Lions Club, Wal Mart, Dollar General Toy Drive, Bates United Methodist Church (family sponsorship), Salisbury University, Pocomoke River Canoe Company, Maryland Food Bank, Berlin Optimist,</p> <p>January-Snow Hill Police Department, Worcester County Library, Wor-Wic Community College, Salisbury University, Shorebirds (Hit the Books Campaign), Wal Mart (Vision screening), Maryland Food Bank</p> <p>February-Salisbury University, Girl Scouts, Snow Hill Dental Associates, Shorebirds, Worcester County Health Department, Maryland Food Bank</p> <p>March-Salisbury University, Care First Grant, Maryland Food Bank</p> <p>April-Lowes DIY Night with Parents, Claude Hall Memorial 5K (McDonalds), Snow Hill Rotary Club, Maryland Food Bank</p> <p>May- Salisbury University, Mid Atlantic Symphony Orchestra, Vehicle Day Partnerships (Maryland State Highway Administration, Choptank Electric Cooperative, NASA, VA U.S. Fish &amp; Wildlife Service, Hauck Farms, SHVFD, Pocomoke River Canoe Co., Salisbury Coca-Cola, Worcester County Emergency Services, Delmarva Shorebirds, Care First Grant, Maryland Food Bank, MD Artist in Residence, Paul M. Jones Lumber Comp.</p> <p>June-SHVFD, Wor. Women's Commission (McGuffy Books), Maryland Food Bank</p>
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**FUTURE STATE**

Increase venues of communication for all parents and families, increase the number of FARMS families that attend school events, and have a positive impact on the education of the children at Snow Hill Elementary School. Possibly offer an incentive for parents to attend events in the upcoming academic year (2018-2019)

Steps	ACTION PLAN (HIGH LEVEL)	WHO	DUE DATE	COMPLETION
<b>Parental Involvement Events</b>				
1	<b>Back to School Caravan</b> Back to School Supplies Give away and popsicle event	Leadership Team SHES Teachers & Staff	August 23, 2018	100%
2	<b>Big Bash Back to School Carnival</b>  This back to school Big Bash is an opportunity for families, students, school faculty, and staff to gather in a fun atmosphere in order for new and returning students and their families to meet and greet their teachers and become familiar with the policies and procedures around academics in the 2018-19 school year. Each student is provided with a daily communication folder and an agenda that will be used for home/school communication. Parents will attend a workshop to familiarize themselves with the agendas and how they will be used as a means	Title I Parent Advisory Committee Dr. Mary Anne Cooper Mrs. Karen Baker Caitlin Ramsyer Kristina Belcher Jill Elliott	August 29, 2018	303 parents attended

	of daily communication between home and school. A Title 1 table will be set up in order to provide resources and information to families including a bookmark for the agendas highlighting Title 1 events for the 2018-2019 school year.	Clara Outten Jen Spivey Nyoka Mumford Anne Fletcher Amy Nock LaKeisha Justice Jessica Evans Mary Slaughter Shawnee Furst Dawn Davis Connie West Leslie Becketts Emily Moore		
3	<b>100 Book Challenge Classroom Visitation</b> Parents of k-2 students will engage in reading and writing activities that support the implementation of the county-wide reading program from "The American Reading Company." The 100 book challenge creates a culture to celebrate the act of reading at school and at home. The program requires all students to engage in eyes-on-print time for at least one hour daily. The expectation is that students read for 30 minutes at school and 30 minutes at home. This aligns with our Comprehensive Needs Assessment which indicates the need for focus on enhancing reading comprehension and vocabulary. This event will be an opportunity to encourage the at home reading time that needs to be supported by a parent or family member that is familiar with the expectations of the program. Parents will be introduced to evidence based research techniques and strategies that are used in the program such as the Home Contract, Reading Logs, Step counting, and Power Goals. They will leave with a copy of a book.	K,1,2 classroom teachers Kristina Belcher Lisa Billings	September 19,2018	49 parents attended
4	<b>Science Fair Drop in Nights</b> Families have the opportunity to come into the school for information ideas, and materials to help their child(ren) to complete Science Fair projects. Drop in sessions are any Thursdays from October 4 <sup>th</sup> -November 1 <sup>st</sup> from 3-5 p.m.	Beth Shockley-Lynch SHES After Care Academy	October 4, 11, 18, 25, and November 1	
5	<b>Title I Review Meeting</b>	Kristina Belcher Jill Elliott	October 16, 2018	
6	<b>Parent/Teacher Conferences</b>	SHES faculty and staff	October 16, 2018	
7	<b>Donuts with Dad</b>	Judy Center Staff	October 26, 2018	
8	<b>Munchies with Mom</b>	Judy Center Staff	November 16, 2018	
9	<b>Daddy Daughter Dance sponsored by Haven House</b>	Haven House Staff	November 16,2 018	
10	<b>Community Reading Night at the Snow Hill Fire House</b>	Leadership Team Dr. M.A. Cooper	November 29, 2018	

	<p>This event is an opportunity for parents to gain strategies to support their child's reading decoding and comprehension skills as identified as critical areas of focus through our Comprehensive Needs Assessment. At the event, students and families listen as several teachers participate in a Teacher Reader's Theater at the Snow Hill Fire Hall to celebrate reading and the approaching holiday season. Students will practice listening, visualizing, and reading comprehension skills, while parents will receive a skill card sharing the importance of reading aloud to children, suggestions on how to do it, and which books are best. To encourage at home replication of the reading activities and strategies, each family in attendance will receive a copy of one of the spotlighted texts. The event will have a holiday theme, complete with lighted trees and holiday goodies because this evening coincides with the town of Snow Hill's community tree lighting ceremony.</p>	PE Project Team		
11	<p><b>Math with Families-American Education Week</b>  During American Education Week, parents are invited into classrooms to engage with hands-on math activities. Projects are unique to each grade level, and each lesson will highlight a specific grade-level standard identified as an area of focus based on HLA and PARCC data. In addition, the lessons are designed to showcase and share with parents the Standards of Mathematic Practice Lessons.</p>	Leadership Team Dr. M.A. Cooper PE Project Team All SHES faculty	November 12-16, 2018	
12	<p><b>Parent Collaboration Carnival</b>  Our winter parent conference night is carnival themed and offers many opportunities for students and community members to become involved with the goals of SHES. Approximately 200 parents and students will visit our school this evening to become informed about Title 1, the technology being utilized at SHES, and the power of setting goals/encouraging parents and students to set goals to make them college and career ready. Parents who visit the Title 1 information session/table will receive a book to take home. Dinner will be provided.</p>	Leadership Team Dr. M.A. Cooper Mrs. K Baker	January 9, 2019	
13	<p><b>Title I PAC meeting</b>  At this event, breakfast and lunch refreshments will be provided for the 2018-2019 PAC members as we share school data, advise parents of their rights, review and finalize the Parent Engagement Plan, Compact, and Budget for the 2019-2020 school year based on the Comprehensive Needs Assessment and assessment data.</p>	Dr. M.A. Cooper Mrs. K. Baker Kristina Belcher Jill Elliott	January 10, 2019	

14	<p><b>Winter Game Day</b>  The purpose of this engagement activity is to have parents and students interact and play games to enhance math and literacy skills specifically identified as critical areas of focus in our Comprehensive Needs Assessment. Parents will be shown how playing simple board, card, and dice games can enhance reading and math skills as well as and reinforce content learned in the classroom. In order to encourage replication of the skills and strategies modeled during this event. Parents will leave with a goodybag of math manipulatives.</p>	Kristina Belcher Jill Elliott Connie West Jen Spivey PE Project Team	January 19,2019	
15	<p><b>Title I Compact Day</b>  To encourage parents and students to follow and sign the SHES compact, all students who return signed compacts will participate in Title 1 Compact Day. This celebration will include a popsicle for each child.</p>	Leadership Team Kristina Belcher Jill Elliott PE Project Team	January 30, 2019	
16	<p><b>One School One Book</b>  The One School, One book, book club is a month long literacy initiative aimed at increasing achievement in the area of reading comprehension. This focus directly aligns with our Comprehensive Needs Assessment. In addition, OSOB helps to foster a love of reading at home. This initiative is for students in grades K-3 and their families. PreK students do not participate because they participate in the Raising a Reader revolving take-home library program. This year, the book club will feature the novel "Appleblossom the Possum" by Holly Goldberg Sloan and Gary Rosen. The book was selected and approved at our July, 2018 PAC meeting because of its Lexile level, and gender friendly main character. In addition, an opossum is an animal native to our area and as such, student interest should be piqued. Each student K-3 will receive a copy of the book, a reading calendar, and question packets which focus on the comprehension of a literary text. All questions are standards based and this event will close with a culminating possum project led by the science teacher during Science is Alive.</p>	Leadership Team Jen Spivey Kristina Belcher Jill Elliott PE Project Team	Mid February-Mid March	
17	<p><b>Writing Gallery Walk</b>  As evidenced by our Comprehensive Needs Assessment, a focus on writing instruction is essential. Parents will be invited into classrooms where all students will select and share a piece of writing. Parents will have a chance to rotate and view each student's writing and give them positive feedback. In order to support and further enhance their child's writing at home, parents will have the opportunity to learn about different types of writing our students are engaging in within the classroom, and each family will receive a journal, fancy pen, and a flyer that explains the stages of writing.</p>	Leadership Team Kristina Belcher Jill Elliott Jen Spivey Ali Giska PE Project Team	February 22, 2019	

18	Muffins with Mom	Judy Center Staff	February 22,2019	
19	Read Across America	Beth Shockley-Lynch	March 2,2019	
20	Title I Annual Review Meeting Parent Conferences	Kristina Belcher Jill Elliott	March 19, 2019	
21	<b>Science Is Alive at SHES-Celebration with Families</b> For this event, parents are invited into the science classrooms where they will work with their children to create a possum model as a culminating activity linked to our One School One Book selection. Students will compare both fiction and non-fiction information about possums and their habitats. This aligns with our Comprehensive Needs Assessment as reading comprehension of fiction and informational texts is an area of focus. Students will enhance their vocabulary as they learn and define terms like marsupial and nocturnal. All activities are connected with Next Generation science standards.	Leadership Team Beth-Shockley Lynch Kristina Belcher Jill Elliott PE Project Team	March 11-15, 2019	
22	<b>Summer Care Expo and Camp Out</b> This event will provide families with the opportunity to learn about community events during the summer to continue supporting the learning process during the summer break. Community partners and agencies will be invited to share their summer activities with parents. The goal is to help parents network with local agencies to find summer care for students.	Leadership Team Kristina Belcher Jill Elliott PE Project Team	April 10, 2019	
23	<b>Title I Parent Advisory Committee Meeting</b> At this event, lunch refreshments will be provided for the 2018-2019 PAC members as we review and finalize the Parent Engagement Plan, Compact, and Budget for the 2019-2020 school year based on the Comprehensive Needs Assessment and assessment data.	Leadership Team Kristina Belcher Jill Elliott	July 18, 2019	
<b>Partnerships</b>				
24	Maryland Food Bank Establish partnership to create on-site food pantry for SHES FARMS students/families.	Dr. Gray Jack	2015-present	Continue to renew grant
25	SHES Food Pantry Creation -Contact in Summer of 2015 with Carol Green -Signed contract with Maryland Food Bank in December -Survey to FARMS families to determine interest in Food pantry and services -Deliveries began on December 4, continue weekly -Community Foundation of the Eastern Shore Partnership for a community garden project	Dr. Dave Gell/Now Karen Baker Mary Jo Price/Now Dr. Gray Jack April Winterson Mia Bryd	September 2015-Present	Continue to renew grant
	Salisbury University Develop increased partnership as a PDS school with the Super saturation of methods students and interns	Dr. Mary Anne Cooper Clara Outten	N/A-Present	Continue to partner with Salisbury University

	Provide assistance to SU with strategic planning *More fully developed in PRti Project	Beth Shockley-Lynch		
26	Worcester County Garden Club Partnership with SHES for 14 years Continues to grow and support science at SHES	Beth Shockley-Lynch	2002-present	Continue partnership with Worcester County Garden Club
27	Worcester County 4-H Partnership with ASA since 2014-2015 Edible ABC with Prekindergarten classes Ready for Health lessons with Kindergarten classes	Beth Shockley-Lynch Mary Jo Price/Now Dr. Gray Jack	2014-present	Continue partnership with 4H
<h2>Communication</h2>				
28	<b>Parent Portal</b> The Parent Portal is a new link on the Snow Hill Elementary School website that provides parents with valuable information about curriculum. Parents can access videos, resources, and photographs that showcase how students are learning to read, write, and solve math problems. In addition, parents and family members can see ways that students are engaging in learning opportunities to promote social and emotional wellness, and information about upcoming Parent Engagement events are also displayed.	Leadership Team Kristina Belcher Jill Elliott Mary Ellen Nugent PE Project Team	Initiated 2018	
29	<b>Agenda Connection</b> Each week in the Eagle Express, there will be a connection to a weekly activity in the agenda in order to strengthen the home/school connection.	Kristina Belcher Jill Elliott Mary Ellen Nugent	2018	
30	<b>Parent Engagement Bookmark</b> Families were provided with a bookmark that shares valuable Title 1 information including the dates of all Parent Engagement events for the 2018-2019 school year.	Kristina Belcher Jill Elliott	2018	
31	<b>Title 1 Bulletin Board</b> Upcoming Parent Engagement events will be highlighted and celebrated monthly.	Kristina Belcher Jill Elliott	2018	
32	National ESEA Conference in Kansas City MO	Dr. Mary Ann Cooper Jen Spivey LaVerne Cray Jill Elliott	January 29-Feb2, 2019	

### IMMEDIATE NEXT STEPS

- Determine next Parent Event based on need.
- Develop/distribute and tabulate parent surveys.
- Continue to distribute food pantry meals/including fresh produce from the Community Garden when possible.
- Find a prize to be raffled at end of year as parent engagement incentive

**FUNDING –**

- **Title One – Parental involvement**
- **Judy Center grant**
- **Grants for the garden, Food Bank**
- **Donations from community partners**