A. **Satilla Marsh Elementary** receives Title I, Part A funds in support of strengthening student academic achievement. Therefore, Satilla Marsh Elementary School must jointly develop with, agree on with, and distribute to parents a written parent and family engagement plan that contains information required by the Every Student Succeeds Act (ESSA). This plan establishes the expectations for the faculty and families to plan and implement specific parent and family activities as described in the goals of school wide plan. Satilla Marsh agrees to implement the following requirements:

B. **Jointly Developed/ Parent Input:**
Satilla Marsh Elementary School offers a variety of ways to all parents to involve them in the development, planning, review, and improvement of Title I programs. This includes the decision process regarding how funds for Title I parent and family engagement are used.

1. All parents or family members will be part of determining the Title I budget. All parents are notified and encouraged to participate in the evaluation, review and planning process for the school's Title I program, budget, parent and family engagement plan, and the School-Parent Compact in the spring through surveys, parent input meeting and also through the School Council. The results of parent surveys, event/activity evaluations and parent input/feedback meetings impact the SME Comprehensive Needs Assessment (CNA). The CNA is the foundation for determining the goals and direction of the school-wide program, the parent engagement plan, school-parent compact, and Title I budget for Parent-Family Engagement.

2. The outcome of parent surveys, event/activity evaluations and parent input/feedback meetings influence the annual review and improvement of, the school parent and family engagement plan, and the school-wide improvement plan, compact, and other Title I documents.

3. Satilla Marsh notifies all parents of the Title I parent and family engagement plan by flyer/newsletter, school website, One-Call phone/e-mail, and/or in meeting announcements in an understandable and uniform format. Alternative formats are provided upon request and, where practicable, in a language parents understand. The revised and completed plan for the school year is available to the local community on the school website. It is distributed to all parents through print and/or electronic formats including:

   - School Website (Title I and Parent heading)  
   - Copy in parent resource room  
   - Copy in media center  
   - Copy in front lobby

4. If the school-wide plan is not satisfactory to the parents, any unsatisfactory comments will be attached to the school plan when submitted to the Glynn County School System Office of Federal Programs. Parents may also submit comments directly to the Office of Federal Programs. Instructions are available on the GCSS website or through the Federal Programs Office, 267-4100, ext. 1545, Risley Annex, 2900 Albany St., Brunswick, GA, or [leslie.scarboro@glynn.k12.ga.us](mailto:leslie.scarboro@glynn.k12.ga.us).

C. **Annual Title I Meeting:**
Satilla Marsh Elementary School conducts a Title I Annual Meeting, at a convenient time, and encourages and invites all parents to attend. This informational meeting addresses Satilla Marsh’s Title I program, the nature of the Title I program and the budget, the school parent and family engagement plan, the school-wide plan, and the School-Parent Compact. The meeting is held before the end of October. At this meeting, the principal and staff explain SME Participation in Title I Part A, and parents’ right to be involved in the education of their child. The agenda will also address other ways Title I benefits both students and parents.
D. Communications:
1. Satilla Marsh Elementary School ensures that information related to the school and parent programs, meetings, and other activities, is sent to the parents in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand.
2. Satilla Marsh Elementary School offers a flexible number of meetings, and at convenient times such as mornings, lunch-time or evenings. As Title I funds allow, Satilla Marsh Elementary School will offer other services as relate to parent and family engagement, to maximize parent participation in their child’s education.
3. The Parent Involvement Coordinator makes home visits for, or with teachers, or other educators who work directly with SME students, regarding academic-related issues when parents are unable to attend conferences or workshops at school. The Parent Involvement Coordinator makes referrals and collaborates with the guidance counselor, school nurse and social worker to provide additional resources for parents in need.

E. School-Parent Compact
1. Satilla Marsh Elementary School jointly develops with parents a Parent-Student-School Compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State’s high standards. Parent-Student-School Compact is discussed at two parent-teacher conferences. Parents are encouraged to provide feedback regarding this compact during conferences with their child’s teachers and at parent input meetings or surveys in the spring.

F. Coordination of Services:
Satilla Marsh Elementary School coordinates with district initiatives to integrate parent and family engagement programs and activities with Head Start and public preschool.
Families of rising kindergarten students are invited to school activities and to visit the SME parent resource center, to encourage and support parents in more fully participating in the education of their children. Kindergarten teachers are invited to the FACES Pre-K Center each spring to explain kindergarten expectations to parents of future kindergarten children from throughout the county.
Parents of current fifth graders are offered opportunities to meet middle school faculty or staff at SME or at middle school-sponsored events.

G. Building Capacity of Parents
Satilla Marsh Elementary School will build parents’ capacity to participate effectively in the education of their child through a partnership of support among the Satilla Marsh staff, parents, and the community to improve student academic achievement, through the activities specifically described below:
1. encourage parents to partner with their child’s teachers for specific ways to support their child to achieve their educational goals.
2. participate in a variety of opportunities to contribute to their child’s progress throughout the year. One of these primary opportunities for a parent to contribute to his/her child’s success will be through parent-teacher conferences. The parent’s responsibilities for supporting their child’s learning will be explained to include, monitoring academic progress, attendance, tardiness (if applicable), homework completion, behavior, making flash cards and science games at home to strengthen reading skills, and volunteering at school events.
3. provide parents of new students a new parent packet that includes the business card to contact the PIC
4. provide parents information that describes and explains various topics through the following ways:
   • Curriculum, Assessments and Georgia Standards of Excellence
     o Fall and spring curriculum, Eureka Math, and Georgia Milestone events,
     o School Council meetings
     o Parent/Teacher/Student conferences and student lead conferences,
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- Retention/Promotion meeting.
- Individual student assessment results and interpretation of those results
  - Progress reports,
  - Student reports from Read 180 or Accelerated Reader,
  - Infinite Campus
  - requests for additional teacher conference

5. Opportunities for regular meetings to formulate suggestions and to participate in decisions relating to the education of their children

6. Educational materials, coaching on use of materials and concrete strategies to work with their child at home.

7. Fund a part-time Parent Involvement Coordinator (PIC) to
  - maintain the Parent Resource Center
  - organize parent activities, materials, and training
  - assist parents to access Infinite Campus
  - provide “parent computer stations” in the Parent Resource Room and Media Center to increase parent access to Infinite Campus and personally monitor their children’s progress, attendance, assessments, discipline and other information about their child
  - promote and receive parent input and feedback to the Title I program
  - coordinate and plan sessions for parents at the school or on a home visit to learn techniques to help their children be successful
  - collaborate with guidance counselor on resources within the community to provide parent meetings about relevant topics to parents during the year
  - offer various opportunities with flexible scheduling for parent and family engagement through activities such as observing, conferencing, and volunteering in classroom and school events

H. Building Capacity of School Staff:

1. The principal will provide professional learning to Satilla Marsh Elementary School faculty and staff to ensure that Satilla Marsh Elementary has a process in place to “...educate teachers, specialized instructional support personnel, other school leaders, and other school staff, with the assistance of parents, in the value and utility of contributions of parents”. This process will include how Satilla Marsh will provide, at a minimum, two options per semester with at least one of which being a primary, in person or online meeting; a list of required documents to be maintained as evidence of compliance; and the person who is responsible for ensuring that the school will meet federal requirements to build staff and capacity.

2. This process will include training in how to reach out to, communicate with, and work with parents as equal partners; how to implement and coordinate parent programs and build ties between home and school; how to provide information in a format, to extent practicable, in a language the parents can understand; an how to respond to parent requests for parent-family engagement activities.

I. Please direct any questions, concerns or comments regarding this plan to Tere Miller, Principal, Satilla Marsh Elementary School, tmiller@glynn.k12.ga.us, Front Office Phone: (912)265-3675 Ext: 1402, or Lauren Sapp, Parent Involvement Coordinator, Satilla Marsh Elementary School, lauren.sapp@glynn.k12.ga.us Phone: (912) 265-3675 Ext: 1431