

Starkey Elementary Family and Parent Engagement Plan 2017-2018

I, Audrey Chaffin, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Assurances

- The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)];
- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
- Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy [Section 1118(a)(E)];
- If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
- Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
- Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].

Signature of Principal or Designee

Date Signed

Mission Statement

Parental Involvement Mission Statement:

Providing children opportunities to love learning and reach their dreams.

Involvement of Parents

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

Response: Starkey Elementary believes parent involvement is instrumental in all aspects of the Title I program. Our School Advisory Council has the responsibility of evaluating various school level plans, including the SIP and the FPEP. In addition, all parents are given the opportunity to review the Parent Home and School Agreement (compact) plans and offer their input prior to approval. All parents were given surveys at the end of the school year seeking their input on activities, trainings and materials they need to help their child. These results were used to create our Family and Parent Engagement Plan. The results of the survey were reviewed by SAC to determine needed changes. Our PTA also reviews and approves our Compact and updated FPEP.

Coordination and Integration

Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1118(e)(4)].

count	Program	Coordination
1	VPK	Starkey Elementary and the VPK office will work together to coordinate transition programs for students entering the regular public school program. Activities may include: coordinated meetings with parents, VPK teachers, and the kindergarten teachers to discuss the specific learning needs of students, joint parent meetings to discuss transitioning, etc.
2	Individuals with Disabilities Education Act (IDEA)	Supplemental instructional support (i.e. Extended Learning Programs (Promise Time and/or Enrichment, etc.) provided by Title I will be discussed with parents during the development of the students IEP.
3	Kindergarten Round-up	Starkey Elementary will hold an orientation for Pre-K students transitioning into Kindergarten. Readiness skills will be emphasized and good choices for academic and social characteristics will be presented. Materials will be

		available as well as a variety of helpful parenting subjects ranging from parenting skills, helping with homework, and reading at home.
4	Title I, Part A	Title I Schoolwide Program
5	School Improvement Plan Goal Team	Based on Title 1 Parent Survey Results from last year, we have added a Family Involvement Goal to our SIP. This team consists of staff from across grade levels and they will coordinate programs for parents that target academic skills and multicultural celebrations throughout the school year.

Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop agenda, handouts, and presentation materials that address the required components	Principal and Title 1 Contact	August 2017	Copies of agendas, Title 1 Talking Points Handout, and handouts
2	Advertise/publicize the event	Principal and Title 1 Contact	August 2017	robo calls, marquee, website
3	Develop sign in sheets	Title I contact	August 2017	Sign in sheets
4	Missed Annual Meeting Notice	Title I contact	September 2017	parent letter, posted on Title I website
5	Title I annual meeting Talking Points handout to inform parents of all the Title I information	Title I contact	September 2017, ongoing	Title I Annual Meeting Talking Points Handout, posted on school website
6	Maintain documentation	Title I contact	ongoing	Upload to title I electronic audit box and maintain at school site

Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

Response: At Starkey Elementary parent involvement is very important and is a top priority. Therefore, we have put several flexible measures in place to meet the needs of our parents' busy schedules. Some of our workshops and activities are held before, during and after school, as well as in the evenings and Saturdays.

We offer grade level conference nights, a Meet the Teacher afternoon and curriculum trainings at varied times and week days throughout the school year. PTA and SAC meeting are held monthly with notification through our website, teacher newsletters, school marquee and a reminder in the agenda planners. This year, we will offer a Literacy Night, Math/Science Night and a Student-led Conference Night. Parent-teacher conferences are held at flexible times and can occur before, during, or after school. A late conference night has been scheduled in the fall for those needing evening conferences.

Our principal provides daily and flexible scheduled informational tours to meet the timely needs of all parents. These tours are offered to all enrolling parents of students at Starkey to start the communication process on a positive note.

Building Capacity

Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child's academic achievement [Section 1118(e)(2)]. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Kindergarten Round-up	Principal, Kindergarten Teachers	Starkey Elementary will hold an orientation for Pre-K students transitioning into Kindergarten. Readiness skills will be emphasized and good choices for academic and social characteristics will be presented. Materials will be available as well as a variety of helpful parenting subjects ranging from parenting skills, helping with homework, and reading at home.	April 2018	Sign in sheet, advertisement for event, feedback form
2	Meet the Teacher	Principal, Assistant Principal, classroom teachers	Parents and students will be able to come in to the school to see their classroom and meet their teacher. This will	August 2017	sign in sheet, parent survey

			help with a smooth transition into the first day of school		
3	SAC	Principal	Parent Involvement includes the opportunity to review spending and offer input in SIP goal implementation	Monthly meetings throughout the 17-18 school year	sign in sheet, minutes
4	PTA	Principal, PTA President	Parents are provided with information to help their students at home. Parents are given opportunities to participate in many school wide events.	Monthly meetings throughout the 17-18 school year.	sign in sheet, minutes
5	Annual Title I Meeting	Principal, Assistant Principal, Title I facilitator, classroom teachers	Overview of Title Program and its components, Discussion of Classroom expectations, testing, goals, information and resources shared to help students achieve	August 2017	sign in sheets, Talking Points Handout , agenda, missed annual meeting forms
6	Goodies with Grandparents, Muffins with Mom, Donuts with Dad	Principal, PTA, classroom teachers	Parent Involvement to increase sense of community. Parents will be given information to assist in reading with their student	Three times per school year	sign in sheets
7	Volunteer Cafe	Community Liaison	Parents/volunteers are able to participate in a monthly cafe where different projects are completed for teachers and classrooms.	Monthly throughout the 2017-2018 school year	sign in sheets
8	FSA Night	Sarah Borchardt	Parents and students in grades 3-5 attend FSA night to learn about the state testing their student's will take and access online practice test materials. Test prep strategies that parents can utilize to increase student success will be reviewed.	January/February 2018	sign in sheet, parent survey
9	Literacy Night	Rachel Terantino	Provides parents and their children helpful strategies to write, read, and share their ideas to improve comprehension and vocabulary.	January 23, 2018	sign in sheet, parent survey
	Math/Science Night	Becky Nash	Math and Science hands-on activities to engage students and their families for better	October 2017	sign in sheet, parent survey

10			understanding of science investigations.		
11	Student-led Conferences	Angela Moslek	Students will run conferences, informing their parents about their progress, goals they have set and met, as well as an opportunity to show off their work.	February 22, 2018	sign in sheet, parent survey
12	6 M's Culturally Responsive Training	Principal EWS Committee	Targeting families of black families to increase understanding of learning styles.	October 16, 2017	sign in sheet, parent survey, handouts

Staff Training

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Review Parent Survey Data	Principal	Increased awareness of the positives as well as the negatives that parents are concerned with.	October 2017	Surveys and minutes of the meeting.
2	PD - Creating a Safe and Respectful Classroom Environment	District Guidance Support Personnel	Increased knowledge of how to create supportive and positive classroom environments as well as how to build relationships with parents and families.	October 2017	Sign in sheet, agenda, presentation notes

Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

Response: Starkey Elementary has a Title I parent resource center in the front office. Parents are able to pick up different information on how to help their students at home. We promote the District Parent Resource Center located at the Title I Center which offers parents free training opportunities and materials. Different events facilitated by the PTA (Spring Fling, Valentine Dance, etc.) will allow more opportunity for parents to be

involved in their child's school. Parents also have the opportunity to access school wide and community information (Health Fairs, Safety Fairs, Community Resources) through our school and district websites.

Communication

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

- Timely information about the Title I programs [Section 1118(c)(4)(A)];
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)];
- If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children[Section 1118(c)(4)(C)]; and
- If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents' comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

Response: At the annual parent meeting in August, information will be presented about the Title I programs, the curriculum, and academic assessments. Parents will learn about the school wide program, how to schedule parent teacher conferences, and for participation in decisions related to the education of their child. Sign in sheets will be collected and a letter will be sent home with families that were not in attendance to notify them about missed information.

Accessibility

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

Response: Hard copies of our FPEP will be available in the Title 1 parent resource center in the front office. The complete FPEP will be posted on the school's website. Parents who need translations will be available upon request.

District and school forms, policies and plans can be requested to be translated as needed in other languages. Starkey Elementary will send the material to the district office to provide the translations. The English Language Survey results will be used to determine the number and specific needs for translations into a language other than English.

The District has Parent Advocates and Parent Support Groups available to assist

parents as needed. Interpreters are available for parents who are deaf, hard of hearing and need help in understanding parent conferences, family workshops and trainings. Parents with physical disabilities will be accommodated when needed. The accommodations will differentiate based on the parent's needs. Recruiting and retaining a multiculturally diverse staff also helps meet the needs of our increasingly diverse population.

Discretionary Activities

School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

Not Applicable

Upload Evidence of Input from Parents

- Upload evidence of parent input in the development of the plan

[April 20 PTA mintues.docx](#)

Upload Parent-School Compact

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload an electronic version of the Parent-School Compact.

[2017-2018 Title 1 Compact.docx](#)

Upload Evidence of Parent Involvement in Development of Parent-School Compact

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload evidence of parent input in the development of the compact.

[April 20 PTA mintues.docx](#)

Building Capacity Summary

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Meetings/Activities where parents are invited to school to participate in curriculum related events	5	1200	Increase parent involvement and student achievement
2	Title 1 Annual Meeting	1	375	Share information with parents on how Title 1 benefits our school. Impact on student achievement would be from more parental involvement and parents supporting student learning at home.

Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118 (e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	ESE Training: Understanding Trauma Informed Care and Resiliency when Working with Students with Disabilities	1	10	Staff will learn how trauma effects student learning for students with disabilities. They will learn interventions and strategies as well as identify signs and symptoms of trauma in children with a variety of disabilities.
2	Book Study: Better Than Carrots or Sticks: Restorative Practices for Positive Classroom Management	6	8	Teachers will establish procedures and expectations for student behavior that encourage the development of positive interpersonal skills.
4	Training on The 6 M's of Culturally Responsive Instruction	1	55	Staff members will increase their knowledge of how to effectively plan for students with diverse needs. This will strengthen parent communication and rapport with the school.

Barriers

Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Have to work	Schedule meetings at a variety of times and days of the week to accommodate working parents schedules. A yearly calendar of events will be shared at the beginning of the school years so families may plan accordingly.
2	Childcare at nightly events	Consider providing childcare when available and appropriate – all events during 2016-17 were student friendly so child-care for school age students should not have been an issue. Leading us to question if child care was needed for infants and toddlers.

Best Practices (Optional)

Describe the parental involvement activity/strategy the school implemented during the previous school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

count **Content/Purpose** **Description of the Activity**