

# MK Rawlings Elementary

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## Parent and Family Engagement Plan

I, Rebecca Moore, 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 parent and family engagement, 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 parent and family engagement are spent [Section 1118(b)(1) and (c)(3)];
- Jointly develop/revise with parents the school parent and family engagement plan and distribute it to parents of participating children and make available the parent and family engagement 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 parent and family engagement plan and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
- Use the findings of the parent and family engagement plan review to design strategies for more effective parental involvement, and to revise, if necessary, the school's parent and family engagement plan [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)].
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**Signature of Principal or Designee**

**Date Signed**

## Engagement 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 parent and family engagement will be used [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

MK Rawlings Elementary School believes in involving parents in all aspects of its Title I programs, therefore our school will encourage parents to become active members of our School Advisory Council (SAC). More than 50 percent of the members of the SAC are required to be parent (non-employee) representatives. The SAC has the responsibility for developing, implementing, and evaluating the various school level plans, including the School Improvement Plan (SIP) and Parent and Family Engagement Plan (PFEP). Therefore, parents will be provided opportunities to give input in the development and decision-making process of all Title I activities related to the school. An annual evaluation will be conducted using surveys completed by stakeholders. The results will be analyzed to evaluate the effectiveness of the school's parent involvement program. Parents may request additional support either directly through their child's teacher or grade level administrator. A parent may also request support during regularly scheduled SAC or PTA meetings.

## Coordination and Integration

Describe how the school will coordinate and integrate parent and family engagement 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	Individuals with Disabilities Education Act (IDEA)	Supplemental instruction provided by the school will be discussed with parents during the development of the students' IEP.
2	VPK ages 3-5	MK Rawlings and the VPK office provide transition programs for students entering the regular public school program. Priority enrollment is given to students who would attend the school as their assigned zone school, creating a feeder pattern by feeding into the VPK and later, Kindergarten. Collaboration between VPK and kindergarten teachers are used to discuss learning needs of upcoming kindergarten and VPK students.
3	Kindergarten Transition Meeting	MK Rawlings provides a transition meeting for incoming kindergarten parents in January, Kindergarten Round Up. This meeting provides parents with opportunities to learn about teacher and school expectations. New parents to MK Rawlings visit pre-determined locations that kindergarteners will

		encounter during their school day (ex. cafeteria, classroom, media center, PE court, etc)
4	Head Start Connection	MK Rawlings provides our feeder Head Start tours of Rawlings prior to the beginning of the school year. Flyers and a book are mailed to surrounding Head Starts and VPK schools in our neighborhood encouraging parents of new kindergartners to attend our Kindergarten Round Up.
5	Title I	MK Rawlings provides monthly academic family involvement events. These events provide parents with activities and strategies to help their children at home.

## 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	Maintain documentation	Title I contact	September, 2019	Title I audit box housed in Principal's secretary office and documentation will be uploaded to electronic audit box
2	Annual Title I Parent Meeting	Title I contact	September, 2019	Agendas and sign-in sheets
3	Create sign-in sheets	Title I contact	August, 2019	Sign-in sheets for meeting and individual classrooms
4	Advertise/publicize event	Title I contact	August, 2019	School Messenger messages, school marquee, and posting on school website
5	Develop and disseminate invitations	Title I contact	August, 2019	Flyer with date of dissemination and posting on school website
6	Develop agenda, handouts, and/or presentation materials that address the required components	Title I contact	August, 2019	Copies of agendas, PowerPoint presentation, and handouts

## 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)].

MK Rawlings Elementary School seeks to provide excellent customer service and availability for parents. The administrators make themselves available to parents to the largest degree possible when parents come to the school with questions or concerns. Parental Involvement is key to the success of our students at MK Rawlings Elementary. We offer our events at flexible times and days during the week. Many of our parents work two jobs on various days of the week. Events/Meetings/Parent Workshops are offered sometimes in the morning, during lunch, afterschool and in the evenings. All agendas, notes and handouts from events are also located on the school website for parents who were unable to attend. Here parents may print the information that was shared at our events. A Parent Information cart is located in the front office which provides information from meetings and resources for parents, as well. In addition, a district Title I Parent Resource Center is available to all parents. The center has many parent and child resources available for check out. It is open daily (M-F) during the day with extended hours on Monday and Thursday evenings.

## Building Capacity

Describe how the school will implement activities that will build the capacity for strong parent and family activities, 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	Back to School Night/ Annual Title I Meeting	Principal, Assistant Principal, and Title I Contact	Assist parents and students with school-wide and classroom expectations so that their child(ren) will be successful during and after school.	August 2019	Sign-in sheets, handouts, agendas, and presentation materials
2	Parent conferences	classroom teacher	discussion of common assessments, PMP's and student progress	September 2019, January 2020, May 2020	Conference logs, PMP documentation, Compact
3	Math Family Engagement Event	Math Goal Group	Share with parents math strategies to help their children at home	October 2019	Sign-in sheets, parent survey

4	Reading Family Engagement Event	Reading Goal Group	Share with parents strategies to support their children in reading, as well as encourage the love of reading	February 2020	Sign-in sheets, parent survey
5	Science Family Engagement Event	Science Goal Group	Provide parents with hands on science activities	November 2019	Sign-in sheets, parent survey
6	FSA Parent Involvement Night	3-5th grade teachers	Share with parents information about state testing	January 2020	Sign-in sheets, parent survey

## 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	Ongoing PLC	Principal, Assistant Principal, Instructional Coaches	Data analysis to plan for differentiated instruction, target students, lesson plan and problem solve behavior issues in the classroom.	August 2019- May 2020	PLC Feedback Sheets and other appropriate documentation as required
2	Parental Involvement and Communication PD	Title I contact	Strategies on communicating with students' families, increasing parent communication and parent support	August 2019 January 2020	Sign-in sheets, handouts
3	Restorative Practices	RPIT	Strategies to build healthy communities, increase social capital, decrease crime and antisocial behavior, repair harm and restore relationships	August 2019-May 2020	Sign-in sheets, handouts

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## 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)].

MK Rawlings Elementary School will maintain a system to provide parent resources, as well as inform others of their availability. We are working together with parents to update email contacts in Focus and work with teachers to support teacher-parent communication via email. Our Parent Resource Cart provides resources for our parents. This cart is updated every 2 weeks, by our Family and Community Liaison, with new information. Information includes, Rawlings policies and procedures, as well as information on child safety such as bullying, water and bicycle safety, etc. Information regarding study habits and strategies and websites for math and reading are also located on this resource cart. The Title I Parent Resource Center is advertised in our school's monthly newsletter, on our website and fliers are located on our Parent Resource Cart.

## 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)].

MK Rawlings Elementary School will provide information to parents regarding Title I programs in a timely manner using various methods of communication including meetings, letters home, the school messenger, email and the school website. At the Back to School/ Annual Title I Meeting, information about Title I programs, curriculum, and academic assessments will be shared in a general meeting. Teachers will maintain sign-in sheets and provide a copy to the Title I coordinator who will also maintain documentation on the dissemination of information, distribution methods, and timelines. Upon conclusion of the general meeting, parents will be invited to visit their child's classrooms and meet staff. During the classroom visits, teachers will provide additional information on the subjects they teach, assessment plans, and how parents can help at home. The same information will be provided in an informational packet distributed the following day for all parents unable to attend. Copies of the School Improvement Plan, Parent Involvement Plan, Title I 5 Year Plan and additional

information regarding Portal access, SAC, and PTA will be located in the front office at the Title I Parent Station.

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## **Accessibility**

Describe how the school will provide full opportunities for participation in parent and family engagement 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)].

MK Rawlings Elementary School provides opportunities for parents with limited English proficiency to receive information in their home language. Our Parental Involvement Plan is available to parents on the school's website. A hard copy of the plan will be housed in the "Parent Station" located in the front office and will be copied upon parent request. Written communication may be requested to be translated in languages other than English. All District letters are translated into Spanish and sent home to parents whose home language is Spanish. Visuals and break down of information is also available including accessibility of district advocates for parents with developmental disabilities. Upon parent request, a translator will be made available at parent meetings and in the school office to provide translation services to ensure that parents are able to fully participate in parent meetings. American Sign Language (ASL) translation services will also be made available upon parent request.

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## **Discretionary Activities**

School Level Parent and Family Engagement Plan Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

Not Applicable

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## **Upload Evidence of Input from Parents (into the Audit Box KIA Folder)**

Upload evidence of parent input in the development of the plan

## **Upload Parent-School Compact (into the Audit Box KIA Folder)**

Note: As a component of the school-level parent and family engagement 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.

## Upload Evidence of Parent Involvement in Development of Parent-School Compact (into the Audit Box KIA Folder)

Note: As a component of the school-level parent and family engagement 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.

## 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	Parent Conferences	3	872	Kept parents informed of their students' progress, offered strategies and support for struggling students, provided progress throughout the year
2	Math Parent Involvement Event	1	22	Provided parents with math strategies to support their child at home, increased parent involvement with homework
3	Reading Parent Involvement Event	1	136	Provided parents with reading strategies to support their child at home, increased parent involvement with homework
4	Writing Parent Involvement Event	1	53	Celebrated students love of writing, encouraged parents and students to write at home
5	Science Parent Involvement Event	1	45	Provided parents with science investigations that supported the water cycle and the scientific method
6	FSA Parent Involvement Event	1	5	Provided parents with examples and ways to support their child prior to FSA testing
7	Kindergarten Transition: K Round Up	1	9	Provided parents with an opportunity to learn about Kindergarten expectations and support they can provide as their child makes this transition
8	Title I Annual Meeting/Back to School Night	1	259	Provided parents with information about Title I and how its funding supports are students. Share school and district expectations.



## 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	Ongoing PLC's with Instructional Coaches	36	45	Data analysis to plan for differentiated instruction, target students, lesson plan and problem solve behavior issues in the classroom.
2	Restorative Practices PD	5	45	Strategies to build healthy communities, increase social capital, decrease crime and antisocial behavior, repair harm and restore relationships
3	Parental Involvement and Communication PD	2	45	Strategies on communicating with students' families, increasing parent communication and parent support
4	School Wide Literacy Routines	36	60	Teachers learned literacy routines which were implemented school wide across disciplines to support students' academic growth.

## Barriers

Describe the barriers that hindered participation by parents during the previous school year in parent and family engagement 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	Job responsibilities (Economically Disadvantaged)	various event times
2	Limited family resources, such as transportation (Economically Disadvantaged)	All events occur at school
3	Mobility (Economically Disadvantaged)	NA
4	Time (Economically Disadvantaged)	multiple events throughout the school year
5	Uncertainty of involvement and volunteering opportunities (Economically Disadvantaged)	Post upcoming events and opportunities on Family Community link on school website, post flyers on PeachJar, use school messenger

6	Language barriers (LEP)	Provide translators and handouts in various languages
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