

# Starkey Elementary

## Parent and Family Engagement Plan 2020-2021

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 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)].

  
Signature of Principal or Designee

7-22-2020  
Date Signed

## Mission Statement

100% student success of achieving individual goals.

## Engagement of Parents

Starkey Elementary believes parent involvement is instrumental in all aspects of our Title I program, 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. Our School Advisory Council (SAC) has the responsibility of evaluating various school level plans, including the School Improvement Plan (SIP) and the Parent and Family Engagement Plan (PFEP). In addition, parents are given the opportunity to review the Parent Home and School Agreement (compact) plans and offer their input prior to approval. Therefore, parents will be provided opportunities to give input in the development and decision-making process of 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. These results were used to create our Parent and Family Engagement Plan (PFEP). The results of the survey were reviewed by SAC to determine needed changes. Our PTA also reviews and approves our compact and updated PFEP.

Parents may request additional support either directly through their child's teacher or administrator. A parent may also request support during regularly scheduled SAC or PTA meetings. Parents were surveyed at the end of the prior school year seeking their input on activities, trainings and materials needed to help their children.

To build the capacity of our parents we will offer Meet the Teacher, Pre-K and Kindergarten Orientation, Title 1 Annual Meeting/Back to School Night, Volunteer Training, Goodies with Grandparents, Donuts with Dads, Muffins with Moms, Math Night, Ready, Set, Kindergarten! (introduction for incoming Pre-K families), Literacy Night, Student Showcase of Learning Night, SAC, PTA, Volunteer Café, All-Pro Dads and School Tours. We also coordinate with other federal programs such as VPK and IDEA.

Our Parent Family Engagement Plan (PFEP) is located on our school website.

## Coordination and Integration

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 student's IEP.
3	Ready, Set, Kindergarten!	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 School-wide Program
5	School Improvement Plan Goal Team	This school improvement goal management team consists of staff from across grade levels. They will coordinate programs for parents that target academic skills throughout the school year. They will also infuse Family Involvement and Engagement into other events at the school (such as: Goodies with Grandparents, Donuts with Dads, Muffins with Moms).

6	Restorative Practices	Required training for all instructional staff to teach/review the importance of building relationships with students (and families), to provide ways to strengthen relationships between individuals and social connections within our school, to increase understanding of learning styles and cultures and to establish these structures in the classrooms.
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## Annual Parent Meeting

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop agenda, handouts, and power point presentation materials that address required components for Title 1 Annual Meeting	Principal, Assistant Principal and Title 1 Audit Box Manager	August 2020	Agenda, Power Point, Copies of agenda, Title 1 Talking Points Handout, and event handouts
2	Advertise/publicize the event	Principal, Assistant Principal and Title 1 Audit Box Manager	August 2020	Flyer (with date sent home), robo calls, marquee, website, planner labels, teacher newsletters
3	Develop and send out invitations	Principal, Assistant Principal and Title 1 Audit Box Manager, Teachers	August 2020	Copy of invitation
4	Develop sign-in sheets	Title 1 Audit Box Manager	August 2020	Sign-in sheets from classrooms
5	Missed Annual Meeting Notice	Title 1 Audit Box Manager	August 2020	parent letter posted on Title I website (sent to families that missed event)
6	Title I annual meeting Talking Points handout to inform parents of all the Title I information	Title 1 Audit Box Manager	August 2020	Title I Annual Meeting Talking Points Handout, posted on school website
7	Maintain documentation	Principal, Assistant Principal and Title 1 Audit Box Manager	ongoing	Upload to Title I electronic audit box and maintain at school site

## Flexible Parent Meetings

At Starkey Elementary, parent involvement is a top priority. Therefore, we have put several 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, on and off campus, as well as in the evenings.

We offer Meet the Teacher in the afternoon and curriculum trainings at varied times and week days throughout the school year. Our PTA and SAC meetings are held 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 Night and a Student Showcase of Learning Night. Parent-teacher conferences are held at flexible times and can occur before, during, or after school.

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

## Building Capacity

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Meet the Teacher	Principal, Assistant Principal, classroom teachers	Parents and students will be able to come to the school to see their classroom and meet their teacher. This will help create a smooth transition into the first day of school.	August 2020	Robo Call, Sign-in sheets from classrooms
2	Pre-K and Kindergarten Orientation	Principal, Assistant Principal, Pre-K teachers, Kindergarten teachers, Specialists	Parents and students will be invited to attend orientation to learn more about Starkey. Families will get to see the classroom, Meet the Teacher, learn about arrival and dismissal, provide important Information about the child for the teacher, and build comfort to help make a smooth transition into the new phase of school.	August 2020	Robo Call, Sign-in sheets from classrooms
3	Annual Title I Meeting/Back to School Night	Principal, Assistant Principal, Title I Audit Box Manager, classroom teachers	Overview of Title I program and components, discussion of classroom expectations, testing, goals, information and resources to help students achieve.	September 2020	Sign-in sheets, Power point, Talking Points handout and agenda, missed annual meeting forms, surveys
4	Volunteer Training	Community Involvement Liaison- Victoria Shively	Our Community Involvement Liaison will provide training to help prepare prospective volunteers to help in the classrooms and school.	August 2020	Sign-in sheet
5	Goodies with Grandparents, Donuts with Dad, Muffins with Moms	Principal, PTA, classroom teachers	Parent Involvement opportunity to increase sense of community. Families will be given information to assist in reading with their student.	TBA	Sign-in sheets
6	Math Curriculum Training for Parents	Erica Austin	Math hands-on activities to engage students and their families for better understanding of math.	November 2020	Sign-in sheet, parent surveys
7	Ready, Set, Kindergarten	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.	January 2021	Sign-in sheet, advertisements, Power Point, "parking lot"

8	Literacy Training for Parents	Jennifer Burke Tamara Sasso	Provides parents and their children helpful strategies to write, read, and share their ideas to improve comprehension and vocabulary.	January 2021	Sign-in sheet, parent surveys
9	Student Showcase of Learning Night	Deanne Stevens Kaitlyn Grasso	Students will run conferences showcasing their progress, work and goals to show their parents how they are doing at school.	February 2021	Sign-in sheet, parent surveys
10	Science Showcase	Debora Bailey	Science projects conducted by students will be on display for families to learn about and enjoy student learning.	February 2021	Sign in sheet, parent surveys
11	SAC	Principal, SAC Committee	Parent Involvement includes the opportunity to review spending and offer input in SIP goal implementation.	Monthly meetings throughout the 20-21 school year	Sign-in sheets, minutes
12	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.	Meetings throughout the 20-21 school year	Sign-in sheets, minutes
13	Volunteer "Café"	Community Involvement Liaison- Victoria Shively	Parents/volunteers can participate in a monthly "café" where different projects are completed for teachers and classrooms.	Monthly meetings throughout the 20-21 school year	Sign-in sheets
14	School Tours	Principal	Daily and flexible scheduled informational tours of our school to meet the timely needs of parents. These tours are offered to enrolling parents of students at Starkey to start the communication process on a positive note.	ongoing	Visitor Sign-in sheet
15	Dads Take Your Child to School Day	Principal	A morning dedicated to inviting Dads to bring their kids to school and spend some time in the classrooms.	September 2020	Sign-in sheets

## Staff Training

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Equity Training	Principal, Assistant Principal, Instructional Staff	Required training for instructional staff to help recognize the gaps in education and train staff to effectively provide equity for all students.	TBA	sign in sheet, handouts
2	Restorative Practices Including the 6 M's	Principal Early Warning Signs Committee	Required training for all instructional staff to teach/review the importance of building relationships with students (and families), to provide ways to strengthen relationships between individuals and social connections within our school, to increase understanding of learning styles and cultures and to establish these structures in the classrooms through the use of the 6 M's.	Embedded in monthly Equity Training	sign in sheet, handouts
3	Mental Health Training	PLN	Required training for instructional staff to teach staff to recognize signs of mental concerns, how to address the concerns, and resources available for helping.	Ongoing online	PLN
4	Child Abuse Training	PLN	Required training for instructional staff to teach staff to recognize signs of child abuse, how to report abuse, and resources available for helping.	Ongoing online	PLN
5	Suicide Prevention	PLN	Required training for instructional staff to teach staff to recognize signs of people contemplating suicide, how to report concerns/signs, and resources available for helping.	Ongoing online	PLN

## Other Activities

Starkey Elementary 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 and online digital learning.

Starkey Elementary has a Title I Parent Station in the front office. Parents can pick up 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 can access school-wide and community information (Health Fairs, Safety Fairs, Community Resources) through our school and district websites.

## **Communication**

Starkey Elementary will notify families of the Annual Title 1 Meeting and Back to School Night through a robo call, information on the marquee, labels in the planner, invitations and flyers sent home, classroom newsletters and the school website. At the Annual Title I parent meeting (in conjunction with Back to School Night) in September, information will be presented about the Title I program, the curriculum, and academic assessments. Parents will learn about our school-wide Title 1 program, Parent's Right to Know, Title 1 Budget, how to schedule parent teacher conferences, and how to be a part of decisions related to the education of their child. 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. Parents will be provided a survey to complete to provide input or to ask questions. The principal will respond by email to all questions left. Up-to-date information will also be kept at the "Parent Station" located in the front office for parent convenience. A Missed Annual Meeting letter will be sent home with families that were not in attendance to provide them with the information.

If a parent is unsatisfied with the school-wide program plan under Section 1114 (b)(2), they will be asked to provide their comments to the Principal who will then provide the comments to the Title I office.

We will communicate on a regular basis with parents using a variety of methods, such as classroom newsletters, planner labels/notes, robo calls, Peach jar messages, e-mails, TEAMS, FOCUS and the school website. We will make every reasonable effort to provide our parents with information with an understandable language and format.

## **Accessibility**

A hard copy of our PFEP will be available in the Title 1 Parent Station in the front office and will be copied upon parent request. The complete PFEP will be posted on the school's website. Translations will be made available for parents that need them 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 can be used to determine the 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.

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. Interpreters are available for parents who are deaf or 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 multi-culturally 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:

**X Not Applicable**

## 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 in all languages represented at school site.

## 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	Annual Title One Meeting (in conjunction with Back to School Night)	1	720	Provide parents information about Title I. Increase Parent Involvement and student achievement.

2	Goodies with Grandparents	1	286 grandparents	Increase parent involvement and student achievement.
3	AVID CRT	1	45	Increased understanding of culturally relevant teaching practices to deepen understanding of student backgrounds
4	Donuts with Dads	1	256	Increase parent Involvement and student achievement.
5	Dads Bring Your Child to School Day	1	109 Dads	Increase parent involvement and student achievement.
6	Ready, Set, Kindergarten!	1	42 families	Orientation for families transitioning from VPK to Kindergarten.
7	Literacy Night	1	106	Increase Parent Involvement and student achievement. Provide reading/literacy activities and training for families.
8	Math Night	1	142	Increase Parent Involvement and student achievement. Provide Math activities and ideas for families.
9	Student Showcase of Learning Night	1	959	Increase Parent Involvement, parent connection to academic goals and student achievement.
10	PTA Meetings	2	20	Increase Parent Involvement.
11	SAC Meetings	Monthly	7	Increase Parent Involvement and student achievement.
12	Volunteer Training	1	18	Increase Community and Family Involvement and student achievement.
13	Volunteer "Café"	Monthly	6	Increase parent involvement and student achievement. Provide resources for teachers.

## Staff Training Summary

count	Content and type of activity	Number of activities	Number of Participants	Anticipated Impact on Student Achievement
1	Review Parent Survey Data	1	45	Principal presented data from parent surveys. Staff worked together to analyze needs from the presented data.
2	Restorative Practices Including the 6 M's	ongoing	45	Required training for all instructional staff to teach/review the importance of building relationships with students (and families), to provide ways to strengthen relationships between individuals and social connections within our school, to increase understanding of learning styles and cultures and to establish these structures in the classrooms

3	Equity Training	ongoing	45	Required training for instructional staff to help recognize the gaps in education and train staff to effectively provide equity for all students.
4	Conference Training and Fishbowl	1	45	Guidance and modeling provided on conducting a parent and teacher conference. Examples of conference forms were share. Expectations for what to include in a conference give to teachers, as well as a due date to turn in conference forms and compacts.
5	Ongoing PLC's	ongoing	45	Teachers worked together to analyze data to plan for differentiated instruction, target students, lesson plan and problem solve behavior issues in the classroom.

## Barriers

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Work Schedule	Schedule meetings at a variety of times and days of the week to accommodate working parent schedules. A yearly calendar of events will be shared at the beginning of the school years so families may plan accordingly. Stream or record meetings for more accessibility for parents. Offer virtual meetings when available.
2	No Childcare	We will work with the YMCA to provide childcare for evenings events.
3	Lack of Transportation	We will work with parents to provide opportunities for phone conferences or virtual conferences, when transportation prevents families from attending in person.
4	Unsure of how to communicate with staff	We will continue to use a variety of ways for families to get in touch with staff. These ways include e-mail, FOCUS, TEAMS, Class Dojo, Remind, Google Voice and the planner. Staff will communicate ways for families to reach them more often. Staff will survey parents to find the best ways for them to communicate to the parents.