CROOKSHANK ELEMENTARY SCHOOL Title I, Part A Parent Family Engagement Plan

I, Marquez Jackson, 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.

Marquez Jackson — 8/29/17

Signature of Principal or Designee — Date Signed

Mission Statement

Parental Involvement Mission Statement

Response: Crookshank Elementary strives to provide students with an exemplary education, which will meet the diverse needs of individual students in a positive and safe environment while preparing them for academic success, productive citizenship, and lifelong learning. Meaningful, supportive and collaborative partnership between school, parents, and community will serve as a vehicle to assuring an exemplary education for all students.

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 [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

Response: A majority of Crookshank School Advisory Council (SAC) members are parents. SAC meetings are held monthly and all parents are encouraged to attend meetings. Parents are active participants in the School Improvement Plan. Crookshank will provide an array of opportunities to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of the Title 1 program. The Parent Teacher Organization is a group whose main focus is on increasing parent involvement and overseeing parent and school relations. The PTO meets as a body every other month and the Executive board meets monthly. The PTO membership consists of parents, teachers and school staff members. The executive board (officers) are elected at the Title 1 annual meeting held at the end of each school year. In addition, Crookshank has a parent/community involvement staff person who represents the school at meetings and events. A variety of survey instruments, parent meetings, monthly newsletters and other activities will be used to solicit input from parents regarding the implementation of the Title 1 Program and how Title 1 funds are spent. The results of these surveys will be used to plan ways to increase parental involvement. Additionally, parents will be given opportunities to provide input at our Title 1 Open House Annual meeting, parent data meetings, parent conferences, and parent teacher organization meetings. Our Parent Survey will aid in the PIP development and revision. Parents are encouraged to actively participate in the SAC and PTO groups in school newsletters, through Blackboard Connect announcements and through personal phone calls. Crookshank urges school parents and guardians to actively involve themselves in the lives of their children at school.

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	Curriculum Night/Open House	Teachers converse with parents to let them know what they can expect at the grade level and ways they can assist their child at home. i.e. writing in planner, checking & signing the planner, checking for completed homework and accuracy.
2	Title 1 Annual Meeting-September	Introduction of Title I services and staff, classroom visitations and parent conference sign up. Parents are encouraged to attend to learn more about the curriculum their child will be covering and ways to help reinforce skills students are learning at home.
3	Pre-K and VPK Meetings	Monthly early childhood education meetings with parents that include an instructional component to help parents teach readiness skills to their child.
4	Kindergarten Readiness	Families will be invited to Kindergarten Readiness in Spring 2018 where parents will be provided ways to help prepare their child for kindergarten. All children will be screened for kindergarten readiness at a time arranged at the parents' convenience, on a specified summer date and as need throughout the summer.
5	Head Start Parent Meetings	Through the coordination of Head Start services in conjunction with SJCSD PreK guidelines, monthly education meetings will provide activities that parents and caregivers can do to help motivate young children to learn. These activities will offer tips on getting children involved in reading and learning: Parent's Guide to Reading With Your Child; choosing books for infants and toddlers; math in the home activities; developmental milestones.
6	STEM and Literacy Night	Held annually, this night will help teach parents how to help their child with reading, math, and science at home.
7	FSA Parent Night	Third grade teachers and SJCSD staff will present information regarding FSA as it relates to mandatory retention in 3rd grade. Teachers will model strategies parents can use to assist their child and make games they can help reinforce skills with at home.
8	Family Spirit Nights	Each semester families are invited to family nights on school campus and off school campus. These nights are to encourage family interaction and promote positive school spirit and relationships.
9	Newsletter	Parents receive a monthly newsletter giving parents tips and activities to help their child with cross-curricular academics.
10	AVID Parent Communication	Teachers will hold parent meetings on topics such as AVID College Readiness, Curriculum, Foundations of Success, Note-Taking, Keys to Success, Celebrating Student Successes.
11	Title III Meetings	Parents are encouraged to attend district parent meetings that focus on how parents can help their children acquire the English Language.

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 (school wide 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	Notification of Event--- Welcome back letter to parents; Meet the Principal event, school marquee	Principal, Secretary, Building Manager, Teachers, Title I staff	August and September	Parent Letter; Newsletters; Event sign in sheets; School Marque

2	Develop agenda and handouts	Principal and Title I Staff	September	Agenda
3	Prepare Sign-In Sheets	Title I Staff	September	Attendance is document on classroom sign-in sheets: name, phone number, email address and number of attendees
4	Conduct Meeting: Purpose of meeting and Title I resources offered through school	Principal	September	Agenda and meeting notes held in Title I Documentation Book
5	Collect and maintain Sign-In Sheets	Title I Staff	September	Title I Documentation Book
6	Document Evidence of meeting	Title I Staff	September	Agenda and meeting notes

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: Title I Parent Meetings are scheduled by the Crookshank SAC team. Meetings are held the third Thursday of every month. To increase parent involvement, monthly SAC meetings are held at 4:00 pm. Agendas and meeting minutes will be emailed to all SAC team members to ensure that assigned tasks are completed prior to the next meeting. At the end of each quarter, classroom teachers will invite parents to attend student-led data chats to keep parents informed of their student's goals and academic progress. Meeting times are flexible to allow working parents to attend and may be scheduled before school, during the regular school day, after school or in the evenings, depending upon the availability of the parents/guardians and the classroom teacher.

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	Title I Parent Literacy Events and Activities	Teachers; Students	Students will increase academic performance as a result of sharing expectations, learning strategies, curriculum, and current student data with parents.	Quarterly	Student Performance, parent involvement and student attendance
2	Title I Open House/Annual Meeting	Principal; Staff; PTO	School personnel will create a community of support for parents. Students will be more successful when parents are aware of grade level and classroom expectations.	September	Sign-in Sheets and Parent Compacts

3	AVID Parent Communication	Principal; Staff, PTO	Increased student organization and added rigor to grade level curriculum will occur.	Each event	Sign-In Sheets; student performance
4	Student Planners	Classroom Teachers	Students will take responsibility for their homework and projects by writing assignments in their planners.	August - May	Use of planners/agendas for communication and information/ AVID Rubrics
5	Professional Learning Community	Teachers and Staff	Grade levels identify areas of improvement within their teams through lesson planning, and data analysis; students will receive specific, differentiated, data-driven instruction.	Weekly	Sign-in Sheets; Data analysis spreadsheets
6	Title I Parent Handbook	Principal; Title I Staff	Parents and students will be aware of school expectations and school procedures that can help students focus on academic performance.	August-May	Handbook
7	MTSS/RtI	MTSS/RtI Team	Reading/Math/Behavior Interventions. Parents are provided with meeting notes of intervention strategies. Parent conferences are held to discuss student progress and to provide additional strategies that parents can use at home to aid in student academic growth.	Weekly and Monthly meetings	RtI Meeting Notes and Plans; student performance
8	SIP and AVID School Goals	Principal; Staff; SAC Team	AVID plan and SIP goals will help our school focus on targeted areas so students can make academic gains.	September-May	SIP; AVID Site Plan; student performance
9	Blessings in a Backpack Program	Guidance Counselor	Provide food on the weekends for students who might otherwise go hungry.	August - May	Increase in student attendance; increased academic performance
10	Parent, Teacher & Student Conferences	ESE Staff and Classroom Teachers	Communicate to parents the strengths and weaknesses of their child's performance.	August-May	Improve parent/teacher relationships; increase in student achievement
11	FSA Night	ILC and Third Grade Teachers	Increase achievement in reading, math, and science.	January	Sign in sheets
12	STEM and Literacy Family Nights	ILC, Title I Teacher; Classroom Teachers	Parents will receive strategies to help students at home with reading, math, and science.	October - April	Sign in sheets; Needs Assessment 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	AVID Training	AVID District Director	Teachers will effectively design and communicate clear defined instructional learning goals. Teachers will integrate the WICOR strategies into their lessons and focus on note taking in the classroom.	July-May	Agenda and WICOR strategies recorded in lesson plans; AVID Site Team Agenda
3	Being a Reader and Being a Writer	ILC; Administrators; SJCSD	An increase in early reading skills and strategies and writing skills.	August - May	A reading and writing classroom community that shows an increase in student achievement.
4	Math Staff Development	ILC; District Curriculum Specialist	Provide teachers with strategies to increase math proficiency.	September-April	Improved student mathematical skills
5	Positive Student Behavior	School administration, School-based Behavior Specialist	Provide proactive ways in which to improve student behavior, cultural sensitivity to help work with parents as equal partners in student learning.	August - May	A decrease in student office referrals and an increase in student awareness of positive behavior.
7	PLC Meetings	Administrators/ILC/Teachers	Teachers will evaluate student data, develop common assessments, and target interventions to increase student achievement.	August-May	Common assessments; data tracking
8	iREADY	Administrators/ ILC/ Teachers	Digital program will help give feedback much more regularly to help teachers quickly identify academic strengths and weaknesses and provide assignments customized for the student's level of understanding.	August - May	Increase in student achievement
9	All professional growth activities	Administrators, ILC, Lead Teachers	In all training activities involving faculty and staff, staff development is predicated on the assumption that students will grow and achieve as their teachers grow and achieve. Teacher growth in knowledge and skills is inextricably linked to student achievement.	August - May	iREADY and FSA student achievement data

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: Student Planners are used for daily communication with parents. Information is shared with parents daily regarding student progress and achievement. Interim reports are sent home every four weeks, with report cards issued every nine weeks. Conferences are held in the fall and as necessary throughout the year. Parents also have access to their students' data through eSchool Plus HAC (Home Access Center). In addition, parents in grades 3-5 will experience additional communication through the AVID organizational tools that students will use as part of their college and career readiness programming. The John A. Crookshank Webpage includes school and Title I/Parent Center information, important dates to remember, student links for extra practice, Rosetta Stone, World Book Online and other helpful parent resources. Parents are actively recruited as volunteers throughout the school year and contacted by the School Volunteer Coordinator as needed. Parent resource centers will continue to provide an outstanding resource for parents as they enter the front office, as well as the Media Center.

Communication

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

Response: Timely information about Title I programs will be delivered to students and parents through 24 hour access to the School Improvement Plan (SIP) located on our school web site, paper copies of SIP plans in the library and the front office, and through Blackboard Connect Mass Communication Tool, monthly newsletters and school marquee sign. Our School Advisory Council (SAC) team is composed of over 51% of parents. Title I information is presented and discussed monthly. Parents may formulate suggestions and participate as appropriate in the decisions relating to the education of their children. The SAC team also serves as a description and explanation of the curriculum at the school. For further information, parents may contact their students' teachers directly. An important part of the SAC is to survey parents regarding the effectiveness of services provided to both parents and students. These surveys are completed bi-annually and the results are used for the improvement of all school programs. These results are also forwarded to the local education agency. As of the date of this report, parental survey information shows a high satisfaction with the Title I services and decisions at John A. Crookshank Elementary.

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: In the Fall, A Parent's Needs Assessment Survey is provided to all parents. Surveys are reviewed to determine parent training needs and activities. The survey requests information that identifies any language, disability, or other health impairments that we may need to address so a parent can participate in all school activities. Full opportunities for participation in parental involvement activities are provided through flexible scheduling of events, and School Messenger. Information regarding Title I programs is issued through a variety of formats (i.e. phone alerts, text messages, e-mail, web site, language translations, newsletters, and evening events with direct information) throughout the year. A formalized process for sharing information between the school and parents pertaining to parent programs, meetings, school reports, and various activities beneficial to parents will be presented during the first Title I meeting and school newsletters. All information pertaining to parent involvement will be presented or stated

in a format and language which will be easily understood by parents. In addition, these communications will be provided for families of students with limited English proficiency. Upon request, services of an interpreter for language or sign language is provided to translate information.

Discretionary Activities

Discretionary 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:

Count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];and	Parent involvement sought through the SAC and PTO.	Principal, SAC and PTO teams	Through their involvement in both SAC and PTO, parents will become more supportive, informed, and receptive to school programs.	July-July
2	Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and	Parent surveys will convey additional training that parents would like to see.	Title I Staff & SAC Team	Improved literacy achievement as measured by quarterly reading assessments. An increase in home-school connections.	August-May
3	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Recruitment of parents and guardians to participate in our Volunteer Orientation	PTO, Principal & Volunteer Coordinator	Additional support for teachers and students will increase student learning.	August-May
4	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];	SAC meetings; teacher availability for parent meeting times and dates, and Head Start home parent visits	Principal, Teachers, Title I Staff	Parental involvement regarding academic and social needs for students; more informed and supportive parents	August-May

5	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	Survey feedback will help determine programs of interest to improve parent involvement	Principal, PTO, Teachers, SAC, Title I Staff	Increased parent involvement in school programming	August-May
6	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Recruit and retain community and faith-based organizations and business partners to support and encourage parental involvement	Principal/PTO/SAC/Teachers and Staff	Increased parent involvement in school programming and strong home, school and community connections.	August-May

Upload Evidence of Input from Parents

Upload evidence of parent input in the development of the plan.
Uploaded Document

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.
Uploaded Document

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.

Evaluation of the previous year's Parental Involvement Plan

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	Meet the Teacher	1	1338	Meet the teacher and school requirements
2	Title I Annual Meeting	1	1192	Sharing of Reading and Math Strategies that can be used at home.
3	Dr. Seuss Night	1	336	Emphasis on literacy activities
4	Holiday Program	1	651	Celebrating literacy through music, art, and drama
5	Cookies for Parents/FSA Chats 3rd grade	1	81	District Personnel overview of FSA requirements for 3rd grade
6	Thanksgiving Student Presentations -1st grade	1	341	Presentations on the First Thanksgiving; Living Museum; Science Fair
7	Summer Reading Olympics	1	142	Reducing summer reading loss and encouraging independent reading
8	Veterans Day Assembly	2	61	Effective Involvement of parents to support a partnership between school, parents and community.
9	Character Counts Assembly	8	132	Student recognition for outstanding character traits.
10	Living Museum	1	72	Emphasis on African American biography genre
11	End of Year Awards Assembly	3	699	Student recognition for academic improvement, achievement and character traits.
12	Pre-K / Head Start Parent Meeting	1	20	Meet the teacher and school requirements
13	Honor Roll Awards Assemblies grades 2-5	8	699	Student recognition for academic achievement
14	Parent Night--Social Media with Deputy Butler	1	24	Student Cyber Safety
15	Good Nutrition Parent Night	1	8	Healthy lifestyle
16	Spring Parent Survey	1	17	Parent survey of quality education
17	Fall Needs Assessment Survey	1	269	Input on student/parent activities or workshops
18	Kindergarten Polar Express Day	1	91	Celebrating literacy through activities
19	Drama Performance - Jungle Book	1	215	Celebrating literacy through art, music and drama
20	Kindergarten Graduation	1	120	Celebrating student success

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	Advancement Via Individualized Determination (AVID) Summer Institute	4	65	Parent/Student/Instructional/Non-Instructional Academic and Leadership Support
2	Balanced Literacy PD	4	65	Teachers learn ways to teach and differentiate instruction to meet student learning needs
3	Math Literacy PD	4	65	Teachers learn ways to teach and differentiate math curriculum
4	High-Yield Instructional Strategies PD	4	65	Teachers learn ways to differentiate instruction to help students reach their full potential
5	Digital Instruction PD	4	65	Digital Citizenship and Instructional Components
6	Environmental Communication Teaching	1	1	Increasing student achievement through MTSS
7	Data Driven Instruction	1	4	District Modified PLC Lesson Study
8	Classroom Management	2	10	Effective classroom management

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	Language/ELL	As feasible, the ESOL teacher will work with ELL students individually and/or in small groups and as needed, an interpreter will be provided for parent meetings in order to overcome the language barrier.
2	Meeting Times/Dates for working parents and ELL parents.	Established varied times and dates with childcare and interpreters if needed. Also have student-led data chats to motivate parents to come to the school.
3	Tier I Classroom Management	Classroom Management PD

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