**Title I, Part A Parent and Family Engagement Policy**

**Ballard Elementary School - 0051**

**2017-2018**

# Parent and Family Engagement Mission Statement

Enter your Parent and Family Engagement mission statement below. Describe how parent and family engagement will assist in providing high quality instruction for all learners. The mission statement should:

* Reflect the beliefs or values the school holds regarding the importance of family engagement;
* Explain the purpose of the parent and family engagement program;
* Be written in parent friendly language;
* Inspire stakeholders to be engaged and supportive of the program; and
* Be different from your school mission statement.

**RESPONSE:**

Ballard will be a collaborative learning community of students, families, and staff aspiring to create leaders and positive role models who will serve as anchors for the future. We will empower all students to achieve their highest level of academic excellence, and we will work cooperatively to establish a respectful and supportive learning environment.

# 2017-2018 Involvement of Stakeholders (Parents, Families, School Personnel and Community)

Describe how the school will involve the parents and families in an organized, ongoing, and timely manner, in the planning, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used. [ESEA Section 1116]

**RESPONSE:**

Building relationships between students, parents, and teachers is a collaborative effort of all Ballard staff and community. Parents and students are invited to Open House before school starts to begin building a partnership with the school. Other activities that help build relationships with students are Ballard Parents events focusing on strategies parents can use with their children to improve relationships and academics, Fall/Spring Activities such as Literacy Night and Spring Fling, Ballard Family Association, and Parent-Teacher conferences. Parents are also invited to attend our Annual Title One meeting and School Advisory Council meetings every other month.

# 2017-2018 Coordination and Integration

* Describe how your school collaborates with other federal programs, district departments, business community, library systems, and governmental and non-governmental organizations to provide integrated parent and family engagement opportunities. Include how the school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home. [ESEA Section 1116]

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| --- | --- | --- |
| **Count** *(add or remove rows as needed)* | **Program** | **Coordination** |
| **1** | Literacy Night | The school hosts a family literacy night and invites local libraries to participate. |
| **2** | Adult English Classes | The school provides parents who do not speak English free classes to learn English, daycare is also provided. |
| **3** | Dental Checkups for Students | Manatee Rural Health coordinates with the district and our school’s Graduation Enhancement Tech. to provide free dental checkups on site. |
| **4** | Ballard Parent Events | The school offers a combined monthly informational time for parents to learn strategies they can use to help their children with academics and Growth Mindset |
| **5** | FBC Loves Ballard | Coordinate with local church to provide supplies and resources for families. |

# Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents and families of participating children about the school’s Title I program, the nature of the Title I program (schoolwide or targeted assistance), 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)].

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| --- | --- | --- | --- | --- |
| **Count** | **Activities and Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| **1** | Develop agenda, handouts, and/or presentation materials that address the required components | Principal or designee | September 2017 | Copies of documents uploaded to the online crate |
| **2** | Develop and disseminate invitations (flyers, ConnectEd calls, texts, newsletters, etc.) | Principal or designee | September 2017 | Copies of invitations, call logs, and sign-in sheets uploaded to the online crate |
| **3** | Hold the Meeting | Principal or designee | September/October 2017 | Agenda/Sign-in Sheet uploaded to the online crate |
| **4** | Evaluate the Meeting | Principal or designee | October 2017 | Aggregated Evaluation Form/Notes uploaded to the online crate |

# Parent Notifications

Describe how the school will provide each family with timely notice information regarding the following:

* the parent’s right to request information on the professional qualifications of the student’s classroom teachers and paraprofessionals
* how the school will provide each family with an individualized student report about the performance of their child(ren) on the State assessments
* how the school will notify each family, in a timely manner, when their child has been assigned, or has been taught for four or more consecutive weeks, by a teachers who is out of field? [ESEA Section 1116]

**RESPONSE:**

**The Parent Right To Know letter is sent home with students in English and Spanish in September.**

**State assessment information is made available for parents to pick up after the results arrive, any reports not picked up are mailed to families. Parents also have access to student assessment information via the FOCUS Parent Portal.**

**Teacher out of field letters are sent home in English and Spanish to the families in September to those students who are taught by teachers considered out of field.**

# 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 [ESEA Section 1116]

**RESPONSE:**

We have a strong belief in the importance of parental involvement and therefore have put measures in place to offer parent meetings on a flexible schedule. We offer all parent meetings either in the morning, right after school, or in the evenings. We asked our SAC and Ballard Family Association parent members what times they felt were most convenient for parents. Our Graduation Enhancement Technician will make home visits to accommodate families who are in need. Childcare is provided for our Adult English classes that occur 2x per month. Parent conferences are offered on conference night, teachers also will schedule meetings in the mornings to accommodate parents.

# Building Capacity

Describe how the school will implement activities that will build the capacity for meaningful parent/family engagement, 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. Describe the actions the school will take to provide materials and training to help parents/families work with their child(ren) to improve academic achievement. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1116.

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| **Count** *(add or remove rows as needed)* | **Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| **1** | Saturday Tutoring | Mike Masiello | Improved gains and proficiency in reading. | 1/20/18-3/24/18 | Students will improve reading fluency, vocabulary and proficiency.  Students will improve math proficiency. |
| **2** | Ballard Parent meetings parent/child breakfasts | Principal/Asst. Principal and Home School Liaison | Increased reading comprehension through specific data driven reading strategies. Growth Mindset strategies. | Quarterly | Parent Feedback Survey and Sign in sheets |
| **3** | English Classes for Parents | ELL Teacher | Increase literacy for students and their parents | Twice Monthly | Parent Feedback Survey and Sign in sheets |
| **4** | School Advisory Council Meetings (SAC) | Principal/SAC Chair | Increase parent involvement and parent input into school wide decisions | Every other month | Parent Sign In sheets, SAC Minutes and agendas-End of year evaluation |
| **5** | Ballard Family Association | Principal | Increase parent involvement and to allow parents to plan family fun activities | Every other month | Parent Sign In sheets, BFA Minutes and agendas-participation in events |
| **6** | Family Literacy Night | Instructional Coach-Home School Liaison | Increase reading achievement | Once a year/Spring | Parent Sign In Sheets and Parent participaiton |

# Staff Development

Describe the professional development activities the school will provide, with the assistance of parents/families, to educate the teachers, specialized instructional support personnel, school leaders, and other staff in the following:

* the value and utility of contributions of parents/families
* how to reach out to, communicate with, and work with parents/families as equal partners, and
* implementing and coordinating parent/family programs, and in building ties between parents/families and the school. [ESEA Section 1116]

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| **Count** | **Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| **1** | Trauma Informed Care Training | Mike Masiello | Improved understanding of students who have experienced trauma leading to improved interventions hence improved achievement. | August 2017 -one time | Sign in Sheets/Improved student behavior |
| **2** | Mindfulness Training | Scott Flynn | Increase understanding of how students from poverty react to their environment and what strategies can be used to improve student awareness of their mental states | September 2017-one time | Sign in sheets/Improved student behavior |
| **3** | Check and Connect Training | Toya Henderson | Improved attendance and improved academics | September 2017 – one time training- ongoing support | Log sheets of mentor check in-student attendance |
| **4** |  |  |  |  |  |

# Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more meaningful engagement in the education of their child(ren). [ESEA Section 1116].

**RESPONSE:**

We produce a quarterly newsletter that goes home with students during report card time. Parents are given students iReady log ins Imagine Learning log ins, and well as information to Think Central. Ballard Parent meetings assist parents with homework strategies and Growth Mindset strategies.

Students, teachers and parents use the daily agendas purchased by Title One funds to communicate on a day to day basis. Students, teachers and parents use weekly folders purchased by Title One funds to communicate on a weekly basis. Classroom DoJo is used by the school and teachers to communicate events and classroom projects/events that are taking place.

# Communication

Describe how the school will provide parents and families of participating children the following [ESEA Section 1116]:

* Timely information about the Title I programs
* 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 obtain
* 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
* If the schoolwide program plan under 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.

**RESPONSE:**

At the annual meeting information will be presented about the program, the curriculum and academic assessments. Parents will learn about the school wide program, how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child. We will also provide a newsletter that explains our curriculum, how parents can be involved in their child's education and how to have meaningful two way communication. Information will also be posted on our school's website as well as Facebook page and Twitter page.

# Accessibility

Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families (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 [ESEA Section 1116]:

**RESPONSE:**

We offer all of our communication in Spanish, our predominate second language in the school. A newsletter is provided every quarter as well as up to the minute information on Facebook. We also utilize the Connect Ed phone system to communicate on a regular basis with parents. For parent conferences twice a year we utilize several staff members for help with translations as well as with a local church. Our ELL staff including one teacher and two paraprofessionals are available to translate letters and are on call when the office staff needs them.

# Discretionary Activities

Describe any activities that are not required, but will be paid for through Title I, Part A funding [ for example, home visits by school staff (including GETs and Home School Liaisons), transportation for meetings, activities related to parent/family engagement, etc.]

**RESPONSE:**

Literacy Family Night that is associated with our school Book Fair, providing necessary literacy training for parents. Graduation Enhancement Tech. makes home visits and tracks attendance, heads up Check and Connect system. Home School Liaison facilitates Ballard Parent events and communicates all events that occur at the school to parents.

# Uploads

Please prepare evidences below. Refer to your Beginning of the Year Timeline and Title I Crate for resources and sample documents.

**2016-17 Title I Crate**

* Evidence of parent input in the development of the school SIP/Title I Plan and Title I Budget (Invitation meeting agenda, minutes, sign-in sheets and written suggestions/comments from parents)
* Evidence of parent input in the development of the school Parent and Family Engagement Policy (PFEP) (Invitation meeting agenda, minutes, sign-in sheets and written suggestions/comments from parents)
* Evidence of Parent Involvement in the Development of the Parent-School Compact (Invitation, meeting agenda, minutes, sign-in sheets and written suggestions/comments from parents)

**2017-18 Title I Crate**

* Copy of the school SIP or Title I Plan (charter)
* Copy of the Parent and Family Engagement Policy (PFEP) (parent-friendly version)
* Copy of the Parent-School Compact (Final in all languages)