## Title I, Part A 2017-2018 Parental and Family Engagement Involvement Plan

## SPRING CREEK ELEMENTARY SCHOOL

I, Mrs. Diane Sherman, 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

* Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
* The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101(32), ESEA;
* Jointly develop/revise with parents the school parental and family engagement policy and distribute it to parents of participating children and make available the parental 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 parental and family engagement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
* Use the findings of the parental and family engagement policy review to design strategies for more effective parental and family engagement, and to revise, if necessary, the school’s parental and family engagement policy [Section 1118(a)(E)];
* If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
* Provide 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)].
* 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 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 [ESEA Section 1116]

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| **Signature of Principal or Designee**  | Date Signed |

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **Response:** Spring Creek Elementary values the involvement of parents and family in the education of each and every student. Parents and family will be involved in the planning and implementation of parent and family engagement opportunities. It is our goal to reach out to, be in contact with, and work with parents and families to build strong relationships between teachers, parents, family member, administration and students. This will support student achievement at Spring Creek Elementary.  |

**Involvement of Parents**

Describe how the school will involve parents and families 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 Title I will be used [ESEA Section 1116].

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| **Response:** Spring Creek Elementary formed a School Advisory Council (SAC) composed of parents, community members, business partners, and teachers and other staff members. The committee provides input into the development, implementation and evaluation of all school related plans, including the School Improvement Plan. Parents and families participate in the development of the Title I budget through participation in the SAC. Parents and families are invited to participate in SAC through newsletters, our School SharePoint site, personal invitations, and Parentlink. All agendas, minutes, sign in sheets and handouts etc. will be maintained in our Title I Crate/Title I Toolkit. Decisions involving the use of the Title I funds reserved for parental and family engagement at the school level will be made during the development of the School Improvement Plan by the School Advisory Council (SAC). Spring Creek Elementary will monitor SAC memberships to ensure that parents are involved in the process. Each year parents and families will be invited to an Annual Title I meeting that provides parents and families with information regarding the guidelines and implementation of Title I funds. During this meeting as well as at SAC and PTO, parents will be asked for their input on the School Compact and the School Parental and Family Engagement Plan as well as determining how the 1% Parental and Family Engagement funds will be used.Spring Creek Elementary recognizes that parents/families have knowledge, questions and insights that can be of value in planning for meaningful parental and family engagement activities that contribute to the academic and behavioral success of their child(ren). |

**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 child(ren) 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 [ESEA Section 1116]

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| **count** | **Program** | **Coordination** |
| 1 | Title I, Part C - Migrant | All Migrant Pre-Kindergarten parents are invited to attend all parent involvement activities at Spring Creek Elementary through fliers, newsletters, ParentLink, and personal phone calls in Spanish and English. |
| 2 | Title I, Part C - Migrant | Spring Creek Migrant Pre-Kindergarten parents have 2 parent conferences and 2 home visits annually. |

**Annual Parent Meeting**

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents/families of participating child(ren) 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.

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| **count** | **Activity/Tasks** | **Person Responsible**  | **Timeline** | **Evidence of Effectiveness** |
| 1 | Title One Annual Meeting- Title I and Parents Rights will be explained to parents. | Principal, Classroom Teachers, Parent and Family Engagement Liaison | Annual Title I meeting/Curriculum Night | Flyer, Agenda, Sign in sheets, minutes, handouts, evaluations |

**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 parent and family engagement [ESEA Section 1116].

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| **Response:** Parent and family engagement meetings, such as, SAC, PTO, academic programs, parent and family workshops, etc. are scheduled for different times of the day and week in order to ensure that all parents have an opportunity to attend meetings. We changed our SAC meetings time to facilitate parent and family attendance based on parent and family input. Student led conferences offer parents the opportunity to select a convenient time to attend. Transportation may be available using a Title I van. |

**Building Capacity**

Describe how the school will implement activities that will build the capacity for meaningful parent/family involvement. Describe how the school will implement activities that will build relationships with the community to improve student achievement. Describe the actions the school will take to provide materials and trainings to assist parents/families to work with their child(ren) to improve their academic achievement. Include information on how the school will provide other reasonable support for parent/family engagement activities [ESEA Section 1116].

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Title I Annual Meeting/Open House | Administration, Teachers | Provide information to parents about the Title I program, about expectations and how they can support their children at home. | August | Flyer, sign in sheets, agenda, minutes, handouts, Workshop Comments/Evaluation Forms |
| 2 | SAC Meetings | Administration, Teachers | Parents participate in school decision making for increased student achievement | Quarterly | Flyer, newsletter, sign in sheets, minutes, agenda, handouts  |
| 3 | Curriculum Night | Administration, Teachers | Provide information to parents about classroom/school expectations and share the School Compact. | Fall | Flyer, newsletter, sign in sheets, agenda, handouts Workshop Comments/Evaluation Forms |
| 4 | Roaring Readers | Resource teachers, Classroom teachers, Administration | Parents will be provided resources and strategies to help support their child at home. | Quarterly | Flyer, newsletter, sign in sheets, agenda, handouts Workshop Comments/Evaluation Forms |
| 5 | Donuts with Dad | Administration,Kindergarten Teachers  | Provides opportunities for parents to learn effective ways to work on academic activities with their child | Annually | Flyer, sign in sheets, agenda, handouts Workshop Comments/Evaluation Forms  |
| 5 | Third Grade Information Night | Administration, Third Grade Teachers | Parents will be provided resources and strategies to help support their child at home. | Third semester | Flyer, sign in sheets, agenda, handouts, Workshop Comments/Evaluation Forms |
| 6 | Kindergarten Orientation | Administration, Teachers | Parents will be provided resources and strategies to help support their child at home. | Annually | Flyer, sign in sheets, agenda, handouts, Workshop Comments/Evaluation Forms |
| 7 | Student Led Conferences | Administration, Teachers | Provide information on the student's current academic level and develop a plan to reach their goal. | Annually | Flyer, newsletter, sign in sheets, agenda, handouts, Workshop Comments/Evaluation Forms |

**Staff Development**

Describe the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff with assistance of parents/families, in how to reach out to, communicate with, and work with parents/families as equal partners, in implementing the value and utility of contributions of parents/families, and in how to implement and coordinate parent/family engagement programs, and build ties between parents, families and schools [ESEA Section 1116]

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Parent Involvement/Title I training for staff | Administration/Teacher Leaders | Parent involvement is linked to student learning | Fall | Agenda, sign-in sheet, handouts, evaluation |
| 2 | Parent Link/School Website/Twitter Training | Technology Specialist | Parent involvement is linked to student learning | Fall | Agenda, sign in sheets, handouts, evaluation |
| 3 | Training for the organization of students as leaders in conducting student led conferences | Teacher Leaders | PI is linked to student learning | Fall | Agenda, sign in sheet, handouts, evaluation |

**Other Activities**

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

[ESEA Section 1116].

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| **Response:** Continue to build a parent and family friendly school using monthly newsletters, our SAC/Title I and PTO meetings and all communication with parents and families translated into Spanish/English. The Sac/PTO meetings are held quarterly. |

**Communication**

Describe how the school will provide parents and families of participating children the following:

* Timely information about the Title I programs [Section 1118(c)(4)(A)];
* Describe how the school will explain the curriculum at the school, the forms of assessment used to measure student progress, and the achievement levels students are expected to obtain
* Describe how, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren);
* Describe how the school will submit comments if the schoolwide program plan is not satisfactory to the parents/families of participating children.

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| **Response:** Information about Title I programs is provided at the Title I Annual meeting at the beginning of the school year. The curriculum and the forms of assessment are explained to all parents and families at our Annual Curriculum Night. For those parents/families not in attendance, information is provided in the students' communication packet. All parents/families are provided opportunities to participate in meetings where they are able to formulate suggestions and contribute to decisions related to the education of their children. These opportunities may be individual teacher/grade level conferences, SAC, PTO, and meetings with administration. All parents'/families’ comments that state dissatisfaction with the school wide plan will be made available to the LEA. If there are any parental concerns regarding the parent involvement plan they will be submitted to the District Title 1 Office. All scheduled meetings are offered at various times to accommodate the needs of our parents. |

**Accessibility**

Describe how the school will provide full opportunities for participation in parental and 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/family programs, meetings, school reports, and other activities in an understandable and uniform format, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

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| **Response:** All monthly school newsletters, information, flyers, parent/family letters and reports will be sent home in English and Spanish. Spring Creek's school website includes helpful information such events and dates, Parent Link, as well as how to connect from home to Renaissance Place and AR book finder, the District Parent/Family Information Center and Parent/Family Tips for Student Success among others. Our parent/family workshops, Annual Title One meeting, PTO and SAC meetings are presented with a translator available. Our Parent and Family Engagement Specialist will phone parents to invite them to meetings and assists with translations as needed. The school will provide information and reports in a format to the extent feasible, in a language parents can understand. Parent Link is available for parents to choose their preferred language. The school will make every effort to provide special accommodations (when requested) for parents with disabilities and/or special needs. As new students enroll throughout the school year, they will receive a welcome packet that includes school information, as well as, Title I information and the Right to Know letter.All examples of Title One documents will be maintained in the Title One Crate/Toolkit. |

**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:

X Not Applicable

**Upload Evidence of Input from Parents**

Please refer to the 2017-2018 Title I Crate (Documents will be uploaded)

**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)].

Please refer to the 2017-2018 Title I Crate (Documents will be uploaded)

**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)].

Please refer to the 2017-2018 Title I Crate (Documents will be uploaded)

**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/families who are economically disadvantaged, are disabled, have limited English proficiency, and parents/families of migratory children)? [ESEA Section 1116].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Work continues to be identified by our PIP survey as the main reason parents do not attend school activities | Offer flexible meeting days and times. We offer events on various days. Our Student Led Conferences were scheduled for the parent’s/families selected times of day. Parents/families are encouraged to schedule a conference at a time convenient to them. Post SAC agenda and handouts on our website a week prior to the meeting to allow parents/families to view at home and give input.  |
| 2 | Lack of transportation is also a barrier | Attempt to form carpools, offer flexible meeting times, investigate use of Title I district van |
| 3 | Literacy Issue  | Continue to adjust communication to a lower level so it is easy to comprehend |
| 4 | Language differences | Continue to provide translation at meetings and all information that is sent home. Use the Talk System. Investigate Google translation apps.  |
| 5 | Cultural Diversity | Offer events that are tied to our family’s cultures while including an educational component.  |

## Evaluation of the 2016-2017 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.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Title I Annual Meeting, Title I Information and Parent Involvement Plan was rev | 1 | 635 | Parent Involvement is linked to student learning.**Spring Creek families enjoyed meeting their child(ren)’s new teacher and learning about our Title I program.**  |
| 2 | Curriculum Night | 1 | 288 | Parent Involvement is linked to student learning. **Spring Creek families were given information about their child(ren)’s curriculum and learning plan**.  |
| 3 | Roaring Readers - Hispanic Heritage Night | 1 | 261 | Parent Involvement is linked to student learning. **Spring Creek families and staff enjoyed a typical cultural dance performed by students, stories were read aloud in both English/Spanish and every student was gifted a book.**  |
| 4 | Roaring Readers - December  | 1 | 149 | Parent Involvement is linked to student learning**Spring Creek families and staff enjoyed a chorus concert performed by the chorus students, stories were read aloud and every student was gifted a book.** |
| 5 | Student Led Conferences | 1 | 403 | Parent Involvement is linked to student learning |
| 6 | Third Grade Information Night | 1 | 50 | Parent Involvement is linked to student learning**Spring Creek Third Grade families were presented with a detailed FSA PowerPoint presentation to familiarize them with the test and some guidelines/tips to help their child(ren) be successful on the FSA.**  |
| 7 | Donuts with Dad/Math Facts Kit  | 1 | 24 | Parent Involvement is linked to student learning**Dads and Father figures enjoyed donuts and juice while learning to how to help their child(ren) build a math facts kit to help memorize their math facts.** |
| 8 | Sac Meetings | 4 | TBD | Parent Involvement is linked to student learning |
| 9 | Muffins for Mom/Sight Words | 1 | 27 | Parent Involvement is linked to student learning**Moms and Mother Figures enjoyed muffins and juice while learning to how to help their child(ren) work on sight words over the summer.**  |
| 10 | Kindergarten Orientation | 1 | 52 | Parent Involvement is linked to student learning**Our incoming Kindergarten families were presented with a detailed PowerPoint of our school, procedures, and how to help prepare their child(ren) be successful their Kindergarten year.**  |

**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)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Training for Staff - Parent Involvement | 1 | 53 | Parent Involvement is linked to student learning |
| 2 | Parent Link/School Website/Twitter Training | 1 | 53 | Parent Involvement is linked to student learning |
| 3 | Training for the organization of students as leaders in conducting student led conferences | 1 | 10 | Parent Involvement is linked to student learning |

**Best Practices (Optional)**

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

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