## Title I, Part A 2018-2019 Parental and Family Engagement Plan

## Skyline Elementary School

I, Lorie Trombetti, 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 parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101, ESEA;
* 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 1116)];
* Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1116)];
* 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 involvement policy and the joint development of the schoolwide program plan under section 1116
* Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school’s parental involvement policy [Section 1116)];
* If the plan for Title I, Part A, developed, 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 1116];
* 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 1116)];
* 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 [Section 1116)
* 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 1116)].

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

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **Response:** |

**Review Rubric:**   
Mission statements are written concisely, free of jargon, and parent-friendly and inspire stakeholders to be involved and supportive of the program. Strong mission statements include:

 Explanation of the purpose of the parental involvement program;

 Description of what will be done; and

 Description of the beliefs or value of the LEA.

**Review Status:**   
  
**Review Comments:**

**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 [Sections1116)].

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| **Response:** In the fall of 2018, Skyline Elementary will hold an Annual Title I meeting specifically to discuss and plan how funds for parental involvement will be utilized. We will explore the possibility of homework help, FSA help, etc. At the April 2018 SAC meeting, we will obtain feedback from parents regarding how to improve involvement opportunities. A needs-assessment will be conducted to see what parents would like to have available.   Parents of all students at Skyline Elementary will be invited and encouraged to attend and participate on the School Advisory Committee. We will use Parent Link, a newsletter, fliers, and our school website to advertise the date of the meeting. We will calendar parent involvement activities early in the fall so that families have as much advanced noticed as possible. An agenda will be provided that will encourage parents to come and vote on how to best use the available funds. SAC will review the Parent Involvement Plan and the Parent Compact. These items will be discussed and reviewed at the meeting. Meeting minutes will be made available for those who are unable to attend. Documentation for SAC and all parent meetings to include: flyers, agendas, handouts, minutes, and sign-in sheets will be maintained in the Title I toolkit. We will vary the times at which we hold events to ensure greater participation. We will continue to use text and Parent Link to notify and to remind parents of the events. We will also create a calendar of events and include all family involvement activities at least tentatively on the calendar. We will also include the dates of PTO and SAC meetings so that families have ample notice. |

**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)].

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| **count** | **Program** | **Coordination** |
| 1 | Title III/ ESOL - | Parents and students will be invited to our tech lab to learn about Skyline's supplemental programs: Essential Skills and Rosetta Stone with our Technology Specialist. |
| 2 | Headstart | Teacher visits students’ homes twice a year to discuss student progress. |
| 3 | Pre-K ESE | YAP Program – Parents are invited to attend along with the neighboring schools to participate in the Young Athletic Program which is a division of the Special Olympics. |

**Annual Parent Meeting**

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 1116].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Title I Annual Meeting during Open House | Assistant Principal, Principal, translator, teachers/Office Staff | August 2018 | Agenda, Sign-in sheets, Fliers, Parent Link, Meeting minutes |

**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 1116)].

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| **Response:**   * Administration and translator (if necessary) are available throughout each school day to facilitate meetings with parents and teachers. * The school will accommodate parents by having SAC meetings right after school and also in the early evenings to accommodate different work schedules. Babysitting services can be provided for the meetings. * Feedback from the parent survey about convenient times will be used to schedule events and meetings. |

**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 1116)]. 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 1116)].Include information on how the school will provide other reasonable support for parental involvement activities under Section 1116 as parents may request [Section 1116)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Annual Title I meeting/Open House | Administration, Teachers | Provide information to parents on the content of the state Title I standards and how our school plans to implement them throughout the year. | August | Fliers, agendas, handouts, and/or meeting minutes, sign-in sheets, workshop comments |
| 2 | Tech Night | Administration, Grade-Level Rep., Tech Specialist, ESOL Rep. | Parents will be provided with information about how to log in to Parent Link, Focus, AR Book Finder, FSA Portal, etc. and will be given the opportunity to sign up at that time. | October | Fliers, agendas, handouts, and/or meeting minutes, sign-in sheets, workshop comments |
| 3 | Bingo for Books | Grade Level Teams/ Administration | Parents will learn the importance of reading with their children daily and having their child read to them. Fliers with reading tips will be discussed & handed out to all parents. Food may be provided using Title 1 funds. Prizes (books) may be provided. | November | Fliers, agendas, handouts, and/or meeting minutes, sign-in sheets, workshop comments |
| 4 | Positive Behavior Strategies/ Valentine’s Day Event | Administration/ Staff Volunteers | Administration will discuss how parent involvement in a child’s school experience greatly increases their chances for academic success, positive behavior, higher self-esteem, better attendance and greater motivation. | February | Fliers, agendas, handouts, and/or meeting minutes, sign-in sheets, workshop comments |
| 5 | STEM Night | Science Dept./ Administration | Parents and students will engage in several hands on science, math and engineering activities and also learn how they can engage in these activities at home. | April | Fliers, agendas, handouts, and/or meeting minutes, sign-in sheets, workshop comments |
| 6 | 5th Grade Readiness, Social Media Night | Administration; Grade level teams | A dedicated evening for students and parents to have fun and introduce them to transitioning to middle school (expectations, procedures, etc.). They will also be introduced to some of the cautions of social media. | May | Fliers, agendas, handouts, and/or meeting minutes, sign-in sheets, workshop comments |

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible** |  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Brian Mendler – That One Kid | Administration |  | Teachers will be provided with classroom management techniques to help children with behavior difficulties. There will be a focus on students who have undergone trauma. Information about techniques will be put in parent newsletter. | August | Agenda, Training, Notes, Sign-In Sheets, Newsletters |
| 2 | Kagan Training | Administration |  | Teachers will attend Kagan training to help with classroom management and student engagement. They will provide staff training at faculty meetings. | Summer, Throughout the school year | Agenda, Training, Sign-In |
| 3 | Thinking Maps | Administration |  | Provides teachers strategies for student engagement & academic gains as well as positive methods for engaging parents and families in the learning atmosphere. | Throughout the school year | Agenda, Training Notes, Info Binder, Templates, Sign In Sheets |
| 4 | Volunteer training for teachers | Volunteer Coordinator |  | Research substantiates that increased parent/community involvement is directly related to student academic achievement. | Daily | Agendas, Sign in sheets, Minutes, handouts |
| 5 | School Newsletter with research based information on parent involvement | School Secretary |  | Articles and ideas directly related to parent/teacher communication and student achievement. | Monthly | Copies of newsletters |
| 6 | Tips for Parents link are on our website (pageforparents.org) | Tech Specialist |  | Articles, ideas, and directions directly related to parent/teacher communication and student achievement. | Quarterly | Webpage |

**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)].

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| **Response:** Activity/Tasks Person Responsible Timeline Evidence of Effectiveness   * Maintain a family-friendly school Administration Throughout the school year Documentation of hours and parent use. Information will be provided in newsletter and Parent Link. * Staff Development Logs * Activity Logs |

**Communication**

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

* Timely information about the Title I programs [Section 1116];
* Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
* If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children[Section
* If the schoolwide program plan is not satisfactory to the parents of participating children, the school will include submit the parents’ comments with the plan that will be made available to the local education agency [Section 1116].

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| **Response:**  An advertised "Title I Annual Meeting" will be held in classrooms during the fall shortly after students return to school. Teachers will present this information at Open House and it will be on a constant loop in the front office. Teachers will also go over the curriculum to discuss state standards and what assessments will be used. A translator will be available if necessary. We will also present this information at our first SAC meeting of the year to discuss school data, school grade, and the rights of parents.  Agendas and minutes will be maintained in the Title I Toolkit. Skyline will provide for all parents the following: Students' daily planners as part of the home/school communication; Parent Conferences are scheduled for all students a minimum of twice a year. In addition, the school will send home various newsletters, parent link reminder calls, and fliers and handouts for all school functions and events.   Any comments, concerns, or complaints that parents have about the School Parent Involvement Plan will be forwarded to the School Principal. |

**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)].

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| **Response:**  Parent notification will be sent home in English/Spanish. Parent Link offers a choice of languages (English and Spanish). We offer bi-lingual front office staff and clinic as needed. Skyline will ensure that parents of limited English speaking ability or those who have disabilities will have access to all parental involvement activities and/or services that meet their needs. Skyline will provide translation or translators for: Parent/Teacher Conferences; ESOL/MTSS Meetings; Student led conferences; School Newsletters and Grade Level Newsletters; all fliers and information of upcoming events and opportunities; report cards; volunteer training programs; all parent involvement nights.  Newsletters and all school-wide communications are in English and Spanish as requested.  Parent Link is available for parents to choose the language they need. |

**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**

Upload evidence of parent input in the development of the plan.to the Title 1 Crate for the 2018-2019 school year

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**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 1116].  
  
Upload an electronic version of the Parent-School Compact.to the Title 1 Crate for the 2018-2019 school year

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**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 1116)].  
  
Upload evidence of parent input in the development of the compact to the Title 1 Crate for the 2018-2019 school year

## Evaluation of the previous year's Parent and Family Engagement Plan

**2017-2018 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** | **Annual Title I Meeting/ Meet Your Teacher** | **1** | **650** | **Provided information to parents regarding Title I standards and what our Title I plan was for the year.** |
| **2** | **Dads Take your Child to School Day** | **1** | **25** | **Provided parents an opportunity to bond and participate in their child’s academic day.** |
| **3** | **Bingo for Books** | **1** | **125** | **Parents of K-2 students learned the importance of reading with their child. Prizes of books were provided to BINGO winners and each child was able to leave with a book.** |
| **4** | **STEM Night** | **1** | **250** | **Students and their parents engaged in numerous science, engineering, technology and math activities. They were given tools to take these projects and use at home.** |
| **5** | **Curriculum Night** | **3** | **600** | **Parents learned about rubrics and FSA/STAR requirements per grade level.** |
| **6** | **Parent Link Training** | **1** | **0** | **Event was not held due to scheduling conflicts.** |
| **7** | **FSA Night** | **1** | **150** | **Parents of 3-5 students were invited to learn the basics of FSA (dates, standards, times, retention requirements, etc.). They were broken into grade-level teams to learn specific activities to support their child at home.** |
| **8** | **ESE Parent Meeting** | **1** | **20** | **Parents were invited to learn acronyms to help them understand their child’s education in ESE. They were introduced to outside resources to help them support their child at home.** |
| **9** | **Hearty Party Math Night** | **1** | **250** | **Several math skills were introduced in a fun, Valentine’s Day environment. Fun math sheets were sent home with parents as well.** |

**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** | **Thinking Maps** | **6** | **135** | **Teachers were provided with strategies for student engagement and academic gains as well as positive methods for engaging parents and families in the learning environment.** |
| **2** | **Volunteer Training for Teachers** |  | **ongoing** | **Research substantiates that increased parent/community involvement is directly related to student academic achievement.** |
| **3** | **Yoga Kids Training, Mindful Practices Training** | **2** | **20** | **Teachers were provided strategies to help students cope with trauma and become more mindful of their behavior and feelings.** |
| **4** | **School Newsletter w/ research based information on parent involvement** | **9** | **1050** | **Teachers learned how to correctly and efficiently upload classroom & grade level events and any information that needs to be relayed in the newsletter.** |
| **5** | **Tips for Parents Link is on our website (pageforparents.org)** | **4** | **1050** | **Gained faster access for parent/ teacher communication for special class events.** |

**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)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| **1** | **Language Barrier – Spanish as first and/or only language** | **The school will provide Spanish speaking interpreters at school events and meetings when needed** |
| **2** | **Economically Disadvantaged** | **The school will plan to provide school events & fundraisers at a reasonable cost for students and families so that all can attend.** |
| **3** | **Working parents – Extra Time** | **Skyline plans to offer meetings, events, & any other ceremonies or school functions at different times throughout the day so that all parents and families that work different schedules have an opportunity to attend.** |

**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)