## Title I, Part A 2018-2019

## Parental and Family Engagement Plan

## DR. CARRIE D. ROBINSON

## LITTLETON ELEMENTARY SCHOOL

## I, Monica Broughton, 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 school-wide 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:** |

**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: Robinson Littleton Elementary will involve parents by having a quarterly Title I Parent Involvement/School Advisory Council (SAC) composed of parents, teachers, business representation, community representation, and other school staff members. SAC meetings will include a diverse group of parents representing a variety of ethnic groups and all socioeconomic levels. All parents and community members are welcome and voting members are elected by the group. The meetings will take place at a designated place and at times that are convenient for parents to attend. We will work with parents to develop a written plan that describes how the parent involvement funds will be used. An open discussion regarding the use of Title I funds, reserved for parent involvement at the school level, will take place and decisions regarding how the funds will be spent will be recommended. The plan will be provided to parents in a format and language that parents can easily understand. The plan will be reviewed and updated as needed, but not less than annually. Robinson Littleton Elementary School recognizes that parents can be provided with knowledge and insight that will assist in the planning of parent involvement activities. Robinson Littleton Elementary values Parent Involvement as we believe that it contributes to the academic and behavioral success of children. Documentation for all SAC and parent meetings to include: flyers, agendas, handouts, minutes, and sign-in sheets will be uploaded to the Title I Crate.** |

**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 1116].

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| **count** | **Program** |  |
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**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 1116)].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Title I Annual Meeting will take place within the first 4 weeks of the FY18 school year where we will review the Parent Compact and Parental & Family Engagement Plan in the Media Center. After reviewing the document, parents will have the opportunity to ask questions and/or make comments before signing. Any changes will be noted and addressed at the SAC meeting. Any SAC approved revisions to the compact will be published and sent to all parents via the students. | Principal, Assistant Principal, SAC Members, School Staff Members, and Parents. | August | Flyer announcing meeting, meeting date/time on outdoor marquee, school website, ParentLink, agenda, sign in sheet, and meeting minutes, as well as completion of the Parent Compact. |

**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: All parent notices/flyers will be sent to parents in English, Spanish, and Creole, as requested. RLE will hold a Title I Annual Meeting on a week night after normal working hours for parents to attend. Parents without transportation can contact the school for accommodations. SAC meetings will be held on days/times agreed upon from the results of the SAC meeting survey. Parent Involvement workshops will be held after normal working hours. All workshop materials will be available in both English and Spanish, and Creole as requested. A translator will provide translations throughout the year as needed. Title I vans are available to transport parents if needed upon request. Parent conferences are scheduled at various times during the day.** |

**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 | Title 1 Annual Meeting | Administrator/teachers | Provide information to parents about the Title1 program, about expectations and how they can support their children at home. | August | Flyers, Agenda, handouts, sign-in sheets |
| 2 | Meet Your Teacher | Administrator/teachers | Provide opportunities for parents to meet their child’s teacher, open lines of communication, and share curriculum plans for the year. | August | Flyers, Agenda, handouts, sign-in sheets |
| 3 | Grade level Curriculum Nights | Administrator/teachers | Teachers explain the grade level and classroom expectations, show samples of work that will be done, and give an overview of the year to come. | August | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| 4 | Family Reading Night | Administrator/teachers | To teach families reading strategies that students' have been taught throughout the year, so that additional support can be given at home. | September | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| 5 | Family Math Night | Administrator/teachers | To teach families math strategies that students' have been taught throughout the year, so that additional support can be given at home. | January | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| 6 | Student Led Conferences | Teachers | Research based tips for increasing parent involvement and improving student achievement/ To educate parents on what the students are achieving academically, as well as to inform parents of student academic needs. | October/March | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| 7 | Career Day | Guidance Counselor/teachers | Professionals from the community, including parents, provide opportunities for students to make the connection between academic pursuits and potential professional endeavors in the futures. | November | Flyers, Agenda, handouts, sign-in sheets, workshop comments forms |
| 8 | Read Across America Day | Administrator/teachers | A reading motivation and awareness program that calls for every child in every community to celebrate reading by inviting parents and community members into the classroom for read aloud | March | Flyers, Agenda, handouts, sign-in sheets |
| 9 | Family Science Night | Administrator/teachers | To provide families with information on Science expectations by grade level through hands on activities and demonstrations. | March | Flyers, Agenda, handouts, sign-in sheets |
| 10 | Kindergarten Orientation | Administrator/teachers | Incoming kindergarten families are provided information on what to expect and research based strategies on preparing their students for a success beginning to their school career. | May | Flyers, Agenda, handouts, sign-in sheets |

**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 | Teachers read parent involvement newsletter articles that are printed monthly | Staff | Research based articles on parent involvement | Monthly | Newsletter |
| 2 | Student Led conference training with new teachers. | Staff, Administration | Parent/School collaboration to develop goals and promote reflection | September | Handouts |
| 3 | ParentLink Training for new teachers to Robinson Littleton | Staff, Administration | Home-school communication | October | ParentLink Reports |

**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 1116)].

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| **Response:**  Documentation of parent hours spent at school will be filed in toolkit. Parent resources will be available to parents for check-out to students and families in grades K-5. |

**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 school-wide 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: Title I Annual Meeting – Information on Title I programs will be presented and discussed with parents. They will be informed as to the procedure for requesting a parent conference. The administration will talk about parents’ right to be involved. Sign in sheet will be uploaded to the Title I Crate. Robinson Littleton Elementary will include discussion or information about the Title I Program and our curriculum. During this meeting, parents will be asked for their input** on the school compact. The administration will forward all discussions and suggestions for changes to the compact to SAC.  A description and explanation of the curriculum at the school will be reviewed with parents at each Curriculum Night. If requested by parents, we offer meetings with teachers as needed. If parent complaints are received, regarding the school-wide Parental & Family Engagement Plan, they will be submitted to the district Title I Department to be resolved. If parents indicate interest in a specific training topic, Littleton will work diligently to provide suggested training. Parents will be notified of the training through newsletters, ParentLink, school website and school marquee. |

**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 1116)].

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| **Response: Every effort will be made to ensure that full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children are available; our school shall provide information and school reports in format, when possible, in a language that parents can understand including, Spanish and English (Creole when requested). All report cards, progress notes, newsletters, ParentLink calls, and other written and spoken communication will be translated and documented by translated documents and ParentLink. We will make every effort to provide full opportunities for parents with disabilities and those with special needs. When new students enter school throughout the year, parents and students are provided with a packet of information explaining all school policies and procedures which includes the Right to Know Letter as well as information stating that we are a Title I school.** |

**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 2017-2018 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 2017-2018 school year

**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 1116)]. 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 | Meet the Teacher | 1 | Parents 394  Students 380 | Provide information to parents on expectation and how parents can help their children. |
| 2 | Title I Annual Meeting | 1 |  | Provide parents information about the Title I Program |
| 3 | Curriculum Nights | 5 | 109 | Provide and explanation of the grade level and classroom expectations, show samples of work that will be done, and give an overview of the year to come. |
| 4 | Family Math Night | 1 | Parents 65  Students 82 | Provide families with math strategies that have been taught to the students throughout the year, so that additional support can be given at home. |
| 5 | Family Science Night | 1 | Parents 168  Students 192 | Provide information to parents on Science expectations by grade level through hands on activities and demonstrations. |
| 6 | Family Literacy Night | 1 | Parents 60  Students 92 | Provide families with reading strategies that have been taught at school to provide additional support and practice at home. This is done is a family fun atmosphere. A large number of center activities are set up so parents and students can rotate to different stations. |
| 7 | SAC Meetings | 4 | 21 | Provide opportunities to be a part of the decision-making process throughout the year. |
| 8 | Student Led Conferences | 1 | 305 | Parents visited the classrooms spending quality time with their child hearing about the growth and successes throughout the year. |
| 9 | Volunteer Orientation | 1 | 25 | Provide information to parents and community members centered on strengthening reading and math skills within the classroom. |
| 10 | Career Day | 1 | 21 | Provide opportunities for community members to share information to help students learn about and make mature career choices. |
| 11 | Read Across America | 1 | 47 | Parents read to students in the classroom to reinforce the idea that reading aloud increases a child’s vocabulary and strengthens comprehension. |
| 12 | Kindergarten  Orientation | 1 | 21 | Provides information for incoming Kindergarten parents regarding the academic expectations for the next 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 1116)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Presented information on communicating with families during in-service week | 1 |  | The knowledge gained helped to facilitate communication between the families and schools. |
| 2 | Teachers can read parent involvement newsletter articles that are printed monthly (teachers are being educated on parent involvement, as it is in the school’s newsletter.) | 1 |  | Remind and familiarize teachers of effective parent communication techniques and events taking place across campus that promote parent involvement. |
| 3 | Student Led Conference training with new teachers. | 1 |  | Familiarize new staff members with SLC process and roles. |

**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 1116)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Limited time after work to attend workshops, trainings, and activities prohibited many families from attending. | Student incentives for attendance include free books, homework passes. Provide free meal for all members in attendance. |
| 2 | Language Barriers | Utilize translators at events to encourage equal participation of non-English speaking parents through talk system. |
| 3 | Lack of transportation to get to school | Multiple events in one evening to minimize transportation. Offer transportation using a District Title I van for parents. |

**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** |