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

I, Andrea Laine, 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

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| **Response: To empower our parents and families to become active stakeholders in their child’s academic achievement.** |

**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, 1114(b)(2), and 1116].

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| **Response:** · An invitation to attend our final SAC meeting will be sent out in order to build our SAC team for next year.  SAC meetings will be held monthly and a calendar with each scheduled meeting will be available at the beginning of the 2018-2019 in order for parents to plan ahead of time to participate.  · Meetings will be advertised through flyers home, the outdoor marquis, school newsletters, our call out system that delivers messages to parent’s phones and emails, and the school website.   · Teachers will be encouraged to invite parents to SAC meetings during parent/teacher conferences and through weekly newsletters.  · During our SAC meetings, parents and staff will work collaboratively in planning and approving the school's parent involvement plan and Title I funds for effectiveness.   · All discussions will be documented in the meeting minutes and will be maintained in the Title I Toolkit. |

**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** | **Coordination** |
| 1 | Voluntarily Pre-Kindergarten | All VPK parents are invited and encouraged to participate in all parent trainings. Conferences between the VPK lead and parents are held as state mandates. |
| 2 | ESOL/ELL | All programs and activities will be available to all parents. All invitations, flyers, and Parent Link messages are translated into Spanish. |

**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 (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 [Section 1116].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Gateway Charter School will hold Annual Title I meeting. | Administration, School Staff Members, and Parent Involvement | September 24 | Flyer to announce meeting, meeting date/time on outdoor marquis, school website, agenda, sign in sheet, and meeting minutes. |
| 2 | The definition and reasoning for Title I will be explained and discussed. | Administration, School Staff Members, and Parent Involvement | September 24 | Agenda |
| 3 | Parents openly give their feedback during this session. | Administration, School Staff Members, and Parent Involvement. | September 24 | Agenda, feedback notes |
| 4 | Parents will be explained the schools Title I plan. | Principal, Assistant Principal, SAC members, School Staff Members, and Parents | September 24 |  |

**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 both English and Spanish.   -Gateway Charter School will hold the first Annual Title I plan in August. The date for this meeting will be sent out with our back to school dates.   - The times of SAC meetings will be flexible and 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 translators will be available.  - Parent teacher conferences will be held before, during planning periods and after school to help accommodate all of our parents.  - Transportation can be made available using Title I vans.  - Child care will be provided based on event. |

**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 Meeting/ Open House | Administrators/teachers | Provide parents with information about being a title 1 school and how parents can enhance student achievement throughout the year. | August 7,8 | Flyer with end of the year report cards, passports (where to visit for the evening), sign in sheets, workshop comment forms |
| 2 | Habit 1 meeting/SAC | Parents/administrators | Parents will learn about habit 1 that go along with the Leader in Me to help incorporate these habit at home. Parents will also visit different stations to learn about reading strategies to use at home with their children. | August 27 | Flyers, sign-in sheet  Parent Resources, meet the Guidance Counselor, a fun craft. |
| 3 | Parents getting involved | Administrators/ teachers | Parents will be provided with an overview of our curriculum being used in the classroom. Parents will go through a technology training on how to use our technology programs to stay in touch with teachers, know how students are performing academically and how to utilize our instructional software programs at home. Parents will visit a station where they can explore and learn about their own child’s literacy levels and how to promote growth using literacy. | September 6th | Flyers, Agenda/passports, handouts, sign-in sheets, workshop comment forms. |
| 4 | Lunch w/Grandparents | Administration/Events Coordinator | Provide opportunities for parents to learn effective ways to communicate with their children. | September  7 | Flyers, Agenda, handouts, sign-in sheets, workshop comment forms |
| 5 | ESOL Parent Night | ESOL Specialist/Coordinator | To provide our ESOL parents with strategies to use at home. | September  7 | Flyers, Agenda, Handouts, sign in sheet, workshop comment form |
| 6 | Habit 2 meeting | Parents/administrators | Parents will learn about habit 2 that go along with the Leader in Me to help incorporate these habit at home. Parents will also visit different stations to learn about reading strategies to use at home with their children. | September 24 | Flyers, sign-in sheet |
| 7 | Community Craft show & Yard Sale | Families/students/administrators | Included in this evening we will have a book exchange station where student can donate a book and receive a new book for them along with a book report project to complete with their parents. | October 20 | Flyers, book report, sign-in sheets, workshop comment form |
| 8 | 7 Habits Family Training | Families/students/administrators | Parents will learn about the seven habits that go along with the Leader in Me to help incorporate these habit at home. Parents will also visit different stations to learn about reading strategies to use at home with their children. | October 18 | Flyers, sign-in sheet |
| 9 | Habit 3/Annual Title 1 meeting | Families/administrators | Parents will learn about habit 2 that go along with the Leader in Me to help incorporate these habit at home. Parents will also visit different stations to learn about reading strategies to use at home with their children. Provide parents with information about being a title 1 school and how parents can enhance student achievement throughout the year. | October 29 | Flyer to announce meeting, meeting date/time on outdoor marquis, school website, agenda, sign in sheet, and meeting minutes. |
| 10 | Fall Festival | All Staff | To provide parents an effective way to engage and communicate with their students through many different events both fun and academic activities/booths. | October | Flyers, book report, sign-in sheets, workshop comment form |
| 11 | Habit 4/ SAC Meeting | Parents/ administrator | Parents will learn about habit 4 that go along with the Leader in Me to help incorporate these habit at home. Parents will also visit different stations to learn about reading strategies to use at home with their children. | November 26 | Flyers, book report, sign-in sheets, workshop comment form |
| 12 | Habit 5 | Parents/administrator | Parents will learn about habit 5 that go along with the Leader in Me to help incorporate these habit at home. Parents will also visit different stations to learn about reading strategies to use at home with their children. | December 10 | Flyers, book report, sign-in sheets, workshop comment form |
| 13 | Movie with Mom | Administration/Events Coordinator | Provide opportunities for parents to learn effective ways to communicate with their children. | January 18 | Flyers, Agenda, handouts, sign-in sheets, workshop comment forms |
| 14 | Habit 6 meeting | Parents/administrator | |  |  |  |  | | --- | --- | --- | --- | | |  |  | | --- | --- | | Parents will learn about habit 5 that go along with the Leader in Me to help incorporate these habit at home. Parents will also visit different stations to learn about reading strategies to use at home with their children. |  | | Parents will learn about habit 5 that go along with the Leader in Me to help incorporate these habit at home. Parents will also visit different stations to learn about reading strategies to use at home with their children. | | January 28 | Flyers, book report, sign-in sheets, workshop comment form |
| 15 | Dance with Dad | Administration/Events Coordinator | Provide opportunities for parents to learn effective ways to communicate with their children. | February 15 | Flyers, Agenda, handouts, sign-in sheets, workshop comment forms |
| 16 | K-12 Poetry | ELA teachers/Events Coordinator | Parents will have the opportunity to come and watch their children put on a poetry act. Parents will then visit grade level tables for take-away about poetry and other literacy components. | February | Flyers, Agenda, Scripted Acts from students, sign-in sheets, examples of parent take-a ways, workshop comment form |
| 17 | Habit 7 meeting | Parents/administration | Parents will learn about habit 5 that go along with the Leader in Me to help incorporate these habit at home. Parents will also visit different stations to learn about reading strategies to use at home with their children. | February 25 | |  | | --- | | Flyers, book report, sign-in sheets, workshop comment form | |
| 18 | FSA Success & Cambridge Info Night | Testing Coordinator/3-5 teachers/Cambridge Coordinator | Parents will learn about the FSA and how they can help their students be prepared for this state test. Parents will also learn about the Cambridge program and how they can help their students be successful in the Cambridge program. | March 12 | Flyers, Agenda, handouts, sign-in sheets, work-shop comment form |
| 19 | S.T.E.M Night | Resource Teachers/Curriculum Specialist | To teach families and have them interact alongside their students to learn about S.T.E.M. | March 7 | Flyers, Agenda, handouts, sign-in sheets, workshop comment form |
| 20 | Leadership Night/Student Led Conferences | Administrators/Teachers  Led by students | To help parents understand how their student is performing and at what level. Parents will gain tips on how to help their child finish the year off strong and prepare over the summer for the next school year. | March 28 | Flyers, passport/Agenda, handouts, sign-in sheets, workshop comment reports |
| 21 | Habit training | Parents/ administration | |  | | --- | | Parents will learn about habit 5 that go along with the Leader in Me to help incorporate these habit at home. Parents will also visit different stations to learn about reading strategies to use at home with their children. | | April 8 | Flyers, Agenda, handouts, sign-in sheets, workshop comment forms |

**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 1116].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Edmodo Training | Administration | Improved communication with parents will improve student achievement | August | Training agenda, Exit Ticket |
| 2 | RTO: Communicate expectations for parent communication, conferences, class newsletters and emails | Administration, CRT | Improve ability of staff to work effectively with parents | September | Training agenda, phone logs, conference logs |
| 3 | Training on student led conferences | CRT, Family involvement | Providing with the resources and tools to instruct students on leading a student led conference | November | Training agenda, In-Service Records |

**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:**  **Increase parent involvement through the expansion information with the use of parent information centers.**  Person responsible: Administration, teachers and parent involvement specialist  Planners will be purchased at the beginning of the school year by each student. Students will record their homework assignments and any events in the school happening. Parents will be asked to sign the planner nightly and it will be used for written communication between parents and teachers.  Parents are required to obtain 10 volunteer hours throughout the school year by attending events, fieldtrips or helping out around the school.  Person responsible: Administration, Office Staff  Hours will be logged using powerschools  Continue to Grow our Leader in Me Program into the Light house status. Parents will attend Leader in Me trainings to learn how to incorporate the seven habits both at home and with their students academics.  Person responsible: Parent involvement specialist, Leader in Me ambassadors  Evidence: Agenda for the training, Parent sign-in sheet |

**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 [Section 1116];
* 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 1116]; and
* If the school wide program plan under Section 1114 (b)(2) 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:** A Title I Annual Meeting will be held in the beginning of the school year where information on Title I programs will be presented, explained and discussed with parents. Throughout the year, communication will be communicated through newsletters, call outs, personal phone calls, letters, Annual Title 1 meeting and monthly SAC meetings. Curriculum nights will be held to discuss the school curriculum and how parents can use instruction at home to help their students succeed. Other events and meetings will be held to discuss our school wide assessments and what relation they have to their students’ academic success. Communication including student proficiency levels and progress will be sent home after each benchmark testing. Parents will then have the opportunity to schedule conferences with the teacher to discuss any concerns they may have. If parents have any suggestions at any of these events they will be encouraged to leave comments through exit tickets given, which will then be submitted to our SAC members. SAC members will then vote if necessary on any changes that may need to be made. If the school wide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, concerns will be submitted to the District Title 1 office. |

**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:** The school will provide information on all opportunities for participation through the following:  SAC and other meeting minutes will be presented in both English and Spanish. All other school communication will be translated into both English and Spanish. Translators will be present at all events and meetings. All school events and meetings will accommodate students and parents with disabilities to the best of our abilities. Transportation will be provided when the use of the Title 1 van is available. Childcare will be available for all parent trainings and some other events. All school communication will be distributed via Call outs/email communication system in both English and Spanish. 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.

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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 1118(d)].  
  
Upload an electronic version of the Parent-School Compact.

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| [Uploaded Document](file:///C:\Users\noralm\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\E6ZSCCN3\fileUploads\360301_2016-2017_uploadCompact.pdf) |

**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.