## Title I, Part A 2019-2020 Parent and Family Engagement Plan

## Hector A. Cafferata Elementary School

## I, Shelley Markgraf, 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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**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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**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** |  |
| |  |  | | --- | --- | | 1 | ESOL/ELL (Title III) | | 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 | Title I Meeting | Administrator & Parent Involvement Specialist | August | \* Proof of Advertisement of the meeting \* Agenda and minutes from the Title I meeting with the specific discussion on compact and expenditure of funds \* Hard copy of the Title I Power Point presented to parents explaining what it means to be a Title I school. \* Sign-In Sheets from Title I Meeting \* % of compacts returned and signed samples |

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| **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)].  **Hector Cafferata** will provide flexible dates and times for meetings and workshops when possible. We will conduct a survey of all parents to determine the dates, times and subject matter for parental programs. Spanish and English translators will be available during all parent and family engagement opportunities including parent workshop trainings, PTO meetings, SAC meetings, and conferences. Free childcare will be provided at workshops and meetings as needed.  Teachers schedule parent/teacher meetings at flexible times during the day, throughout the year. |

**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 | Open House | Administration/Teachers/Parent Involvement Specialist |  | August | Post Card, Handouts, Sign In |
| 2 | Annual Title I Meeting | Administration/Teachers/Parent Involvement | Provide information to parents about Title I program, about expectations and how they can support their children at home. | August | Flyers, agenda, handouts, sign-in sheets, workshop comment forms |
| 3 | SAC/PTO Meetings | Administrators/Teachers/ Parents/Parent Involvement Specialist | Parents participate in school decision making for increased student achievement. | Quarterly | Flyers, agenda, handouts, sign-in sheets, workshop comment forms |
| 4 | Curriculum Night | Administrators/Teacher | 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. | September | Flyers, agenda, handouts, sign-in sheets, workshop comment forms |
| 5 | Parent Workshop – The 7 Principles of Leadership | Administrator/Teacher/ Parent Involvement Specialist | Provide parents with information on the 7 leadership principles the students are learning | October | Flyers, agenda, handouts, sign-in sheets, workshop comment forms |
| 6 | Parent/Student Led Conferences | Teachers | Teacher and Student will inform parent of student progress | October & March | Flyers, agenda, handouts, sign-in sheets, workshop comment forms |
| 7 | Parent Workshop – School Technology | Administrator/Teacher/Parent Involvement Specialist | Provide parents with key technology sites they can access to obtain school information and instructional support. | November | Flyers, agenda, handouts, sign-in sheets, workshop comment forms |
| 8 | Pastries with People We Love | Teachers | Provide opportunities for parents to learn about STEM in the classroom | December, January, February, March | Flyers, agenda, handouts, sign-in sheets, workshop comment forms |
| 9 | Parent Involvement – How Parents Can Provide Reading Support | Administrator/Reading Specialist/Parent Involvement Specialist | Provide parents with activities that they can use to support their children with reading at home | January | Flyers, agenda, handouts, sign-in sheets, workshop comment forms |
| 10 | Parent Involvement – FSA Success Night | Administrators/3-5 Teachers/Parent Involvement Specialist | Administrators and teachers will educate and inform parents on how they can help their children succeed on the FSA Test. | March | Flyers, agenda, handouts, sign-in sheets, workshop comment forms |
| 11 | Parent Workshop – How Parents Can Help Prevent the Summer Slide | Administrators/3-5 Teachers/Parent Involvement Specialist | Administrators and teachers will educate and inform parents on how they can help their children prevent the summer slide. | May | Flyers, agenda, handouts, sign-in sheets, workshop comment forms |
| 12 | Kindergarten Orientation | Administrators/K Teachers/Parent Involvement Specialist | Administrators and teachers will educate and inform parents on how they can help their child transition into Kdg. | May | 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 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 | School newsletter with research based articles on parent involvement | Parent Involvement Specialist | Research based tips for increasing parent involvement | Monthly | Parent and Faculty surveys |
| 2 | Faculty Training on School Messenger | Administrator | Increase communication with parents regarding student achievement | As Needed | School Messenger |
| 3 | Training for teachers on Student Led Conferences | Administration/Resource Teachers | Providing teachers with the resources and tools to instruct students on leading a student led conference | October & March | In-Service Records |
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**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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| Documentation of parent hours spent at school will be filed in toolkit.  Maintain a family friendly school  Host active parenting workshops |

**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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Hector Cafferata will communicate with parents through School Messenger, newsletters, phone calls, home visits, letters, Annual Title 1 meeting, curriculum nights, parent conference nights 2x a year and SAC meetings. If parents are not satisfied with the school’s Title 1 program, concerns will be submitted to the District Title 1 office. Agendas and minutes will be maintained in the Title I Crate and in the P.l.C.'s files. Cafferata will provide for all parents & families the following: Students' daily planners as part of the home/ school communication; Weekly Communication Envelopes that will be signed weekly, and parent/teacher conferences held once each semester.

**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)].

* Provide all communication sent home to families in both English and Spanish.
* Translators will be provided for all school wide events and available for all conferences   
  and meetings
* Events will be advertised with flyers, on the website, in the newsletter both English and Spanish.
* Transportation can be provided to families with the use of the Title I Parent Involvement van.
* Business partners donate food for some functions to accommodate our busy families
* Babysitting will be provided for evening events
* School Messenger will give parents the opportunity to choose to hear the message in English or Spanish.
* We will make every effort to provide full opportunities for parents with disabilities and those with special needs.

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**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 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 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

## In this section you are reviewing the 2018-2019 parent involvement activities. You will need to put in the number of times you offered the events and how many participated

**Building Capacity Summary**

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Title 1 Annual Meeting/SAC/PTO | 5 | 325 | Provide information to parents on expectations and suggestions for helping their children. |
| 2 | Open House | 1 | 500 | Provide parents with information, expectations and suggestions for a successful school year. |
| 3 | Donuts with Dad | 1 | 138 | To facilitate lasting relationships between parents, students, and our school to promote all around success. To provide parents and students with tools to help students practice academics. |
| 4 | Volunteer Orientation | 1 | 25 | Provide parents with school opportunities and training on how to volunteer in the classroom. |
| 5 | Parent/Teacher Conference Night | 2 | 1025 | Provide parents with an opportunity to meet the teacher, discuss students’ progress, and learn how parent can assist with achievement at home. |
| 6 | Parent Technology Class | 1 | 150 | Parents were shown how to use the school and district technology available to them to help support achievement and to keep current with school communication. |
| 7 | STEM Family Night | 1 | 625 | To demonstrate how to increase STEM engagement at home in a fun and interactive way. |
| 8 | Parent Class on Bullying | 1 | 125 | Parents were taught about bullying and given instruction on what to do if their child is being bullied. Parents were also educated about the school laws. |
| 9 | Parent Class on Improving Behavior | 1 | 130 | Parents were taught a variety of methods they could use to help with challenging behaviors at home. |
| 10 | Muffins with Mom | 1 | 246 | Provides opportunities for parents to learn effective ways to help their child read for understanding. |
| 11 | Kindergarten Orientation | 1 | 75 | Provide parents with an opportunity to learn about the kindergarten expectations and provide ways to help the child be ready for school. |

**Please submit total number of Parent Involvement activities and total number of parent involvement participants to Annette Tartaglia by May 8,2019**.

## In this section you are reviewing the 2018-2019 staff training activities. You will need to put in the number of times you offered the events and how many participated

**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 | Distribution of monthly news letter  read by all staff | 1 | 95 | Research based tips for increasing parent involvement and improving student achievement. |
| 2 | Parent communication training | 1 | 70 | To provide teachers with the best strategies to effectively communicating with parents. |
| 3 | Training for teachers on how to hold parent conferences | 1 | 70 | Increasing the effectiveness of teacher communication with parents and guiding them on supporting their children for academic success. |
| 4 | Training for teachers on how to use parents as volunteers in the classroom | 1 | 70 | Increase the effectiveness of volunteers in the classroom. |

**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 | Work/Time | Flexibility in times events are planned |
| 2 | Language | Teacher who is bi lingual will use the Talk System |
| 3 | Lack of Child Care | Child care will be provided during the parent and family engagement event |
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**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)

Students were given “No Uniform Passes” when their parents attended an event. This was extremely successful in bringing parents in.