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

## SKYLINE ELEMENTARY SCHOOL

##  I, Laura 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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**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)].

**Response:** In the fall of 2019, 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 March 2019 SAC meeting, we obtained feedback from parents regarding how to improve involvement opportunities. A needs-assessment will be conducted to see what parents would like to have available. Famiies assert that they appreciate advanced notice for events and involvement opportunities. They also state that they would like events to be created on social media so that they get frequent alerts when events are upcoming.

Parents of all students at Skyline Elementary will be invited and encouraged to attend and participate on the School Advisory Committee. We will use School Messenger, social media, newsletters, fliers, and our school website to advertise the date of the meetings. 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. During a SAC Meeting, the committee will hold an open discussion and will decide with input from families how the 1% set aside for Parent Involvement will be used. Ideas and input from parents will be obtained. 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 social media and School Messenger 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.

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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 | Title III / ESOL | Parents and students will be invited to learn about Skyline’s support programs: I-Ready, Rosetta Stone, Imagine Learning with ESOL paraprofessionals and technology specialist. |
| 2 | Headstart | Teacher visits students’ homes twice per year to discuss student progress. |
| 3 | PK ESE | YAP Program – Parents are invited to attend along with neighboring schools to participate in the Young Athlete Program which is a division of the Special Olympics.  |

**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 Annual Meeting during Curriculum Night | Principal, Assistant Principal, Teachers, Office Staff | August 2019 | Agenda, Sign-In Sheets, Flier, School Messenger |

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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)]. * 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 and/or meetings are held in the media center to allow students to read and for supervision.
* Feedback from the parent survey about convenient times and ample notice will be used to schedule events and meetings. According to input obtained, the after-school time is most convenient. Social Media events will be created as per request.
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**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 | To provide information to the parents about expectations for the year and involvement opportunities being offered. | August | Fliers, agendas, handouts,meetings minutes, sign in sheets, and workshop comments. |
| 2 | Annual Title I Meeting / Curriculum Night | Administration, Teachers | Provide information to parents on the content of State Title 1 standards & how to implement them. Provide parents with information about the curriculum and standards.  | August | Fliers, agendas, handouts,meetings minutes, sign in sheets, and workshop comments. |
| 3 | Parents Against Bullying | District Presenter, Administration | Provide parents with skils to deal with conflict and bullying resolution. | October | Fliers, agendas, handouts,meetings minutes, sign in sheets, and workshop comments. |
| 4 | Holiday Craft and Writing Night | 4th Grade Team | Celebrate the holidays while incorporating writing activities to write holiday cards for family and friends. | December | Fliers, agendas, handouts,meetings minutes, sign in sheets, and workshop comments. |
| 5 | FSA Parent Night | Administration, Teachers | To help familes support their children as they prepare for the FSA. | January | Fliers, agendas, handouts,meetings minutes, sign in sheets, and workshop comments. |
| 6 | Hearty Math Game Party | Adminstration, Teachers | Celebrate Valentine’s Day while incorporating fun math activities for families. | February | Fliers, agendas, handouts, meeting minutes, sign-in sheets, workshop comments |
| 7 | Bingo for Books | Administration, Teachers | Parents learn the importance of reading with their children daily. Tips will be given out to parents to achieve this. | February | Fliers, agendas, handouts,meetings minutes, sign in sheets, and workshop comments. |
| 8 | STEAM Night  | Administration. Teachers, Science Dept. | Parents and students will engage in several hands on science, math,art, and engineering activities. | April | Fliers, agendas, handouts,meetings minutes, sign in sheets, and workshop comments. |
| 9 | Renaissance Celebration | Administration, Teachers | Parents are invited to celebrate students’ achievement and receive information about keeping academically focused over the summer to prevent the Summer Slide | May | Fliers, agendas, handouts, 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 | Parent Tips | Administration / Coaches / Tech Specialist | Show teachers how to access tips for parents to improve communication. | August | Faculty Meeting Notes |
| 2 | Volunteer Trainng for Teachers | Volunteer Coordinator | Research substantiates that increased parent/community involvement is directly related to student academic success. | September | Faculty Meeting Notes |
| 3 | I-Ready Training | Coaches / Consultant | Teachers will be provided with information on how families could access I-Ready from home in order to improve. | Ongoing | Agenda, Training Notes, Sign-In Sheets |
| 4 | Kagan Training | Teachers | Teachers will attend Kagan training at LCSD to help with classroom management and student engagement.  | Summer | Agenda, Training Notes, Sign-In |

**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)].

**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 School Messenger
* 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].

**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 Curriculum Night. 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, School Messenger reminder calls, Social Media, 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 1116)].

**Response:**

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| Parent notification will be sent home in English/Spanish/Creole. School Messenger offers a choice of languages (English and Spanish). ESOL paraprofessionals are available to translate. 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. |

**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**

Input was obtained from parents regarding barriers and involvement opportunities and uploaded to the Title I Crate.

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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**

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 (8/8/18) | Annual Ttle I Meeting / Open House | 1 | 530 | **Provided information to parents regarding Title I standards and what our Title I plan was for the year.**  |
| 2 (8/24/18; 8/30/18) | Curriculum Nights | 2 | 350 | Provide information to parents about curriculum, grade-level standards, expectations, and involvement opportunities. |
| 3 (8/22/18; 10/28/18; 1/30/19; 3/27/19) | SAC Meetings | 4 | 12, 23, 18, 28 | Provide information about involvement opportunities, review barriers, review expenditures, review previous involvement opportunities to improve. |
| 4 (9/16/18) | Parents Against Bullying | 1 | 13 | Review the bullying reporting process, review prevention strategies with Prevention Specialists from the district |
| 5 (10/24/18; 1/22/19; 4/12/19) | Renaissance  | 3 | 100, 90, 110 | Celebrate students’ success academically, behaviorally, and with attendance |
| 6 (1/24/19) | FSA Parent Night | 1 | 85 | Review FSA preparation opportunites for families |
| 7 (2/21/19) | Bingo for Books | 1 | 104 | K-2 teachers provided ways to practice sight words and sounds for parents to do at home with their child. |
| 8 (Jan-March) | Parent Involvement Tours | 10 | 25 | Tours are given to explain opportunities and activities at Skyline. |
| 9 (4/11/19) | STEAM Night | 1 | 250 | Provide make and take activities for families to do at home with their child related to Science, Technology, Engineering, Art, and Math/Music. |
|  |  | Total - 24 | Total – 1,738 |  |

**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 | Brian Mendler – That One Kid | 4 | 80 | Building relationships, improving communication between teacher and student, classroom management. Strategies were also provided and followed-up on during faculty meetings and PLCS. |
| 2 | I-Ready | 6 | 80 | I-Ready training was provided on in-service days and during PLCs. Skyline became a pilot school for this new reading program to provide interventions, support, and enrichment to help improve learning gains. Continued support was provided throughout the school year by the consultat. |
| 3 | Volunteer Training | Ongoing | 80 | Research substantiates that increased parent/community involvement is directly related to student academic achievement. |

**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 | Time (parents) | Continue to offer opportunities at various times |
| 2 | Advanced Notice (families, community members) | Create “events” on Facebook page that parents could “accept” and get reminders for, continue to send out Peach Jar fliers. |
| 3 | Child Care | Continue to offer events where children are invited and offer child care if necessary and/or requested. |

**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)

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