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

## SPRING CREEK ELEMENTARY SCHOOL

I, Mrs. Diane Sherman, 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 and Family Engagement Mission Statement (Optional)

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| **Response:** Spring Creek Elementary values the involvement of parents and families in the education of each and every student. Parents and families will be involved in the planning and implementation of parent and family engagement opportunities. It is our goal to reach out to, be in contact with, and work with parents and families to build strong relationships between teachers, parents, family members, administration and students. This will support student achievement at Spring Creek Elementary. |

**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 [Section 1116)].

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| **Response:** Spring Creek Elementary will form a School Advisory Council (SAC) composed of parents, community members, business partners, and teachers and other staff members. The committee provides input into the development, implementation and evaluation of all school related plans, including the Parent and Family Engagement Plan. Parents and families participate in the development of the Parent and Family Engagement Plan through participation in the SAC. Parents and families are invited to participate in SAC through newsletters, our School Website, personal invitations, PeachJar Communications, School Marquee, and SchoolMessenger. Agendas, minutes, sign in sheets and handouts etc. will be maintained in our Title I Crate. Decisions involving the use of the Title I funds reserved for parental and family engagement at the school level will be made during the development of the School Improvement Plan by the School Advisory Council (SAC). Spring Creek Elementary will monitor SAC memberships to ensure that parents are involved in the process. Each year parents and families will be invited to an Annual Title I meeting that provides parents and families with information regarding the guidelines and implementation of Title I funds. During this meeting as well as at SAC, parents will be asked for their input on the School Compact and the School Parental and Family Engagement Plan as well as determining how the minimum 1% Parental and Family Engagement funds will be used.  Spring Creek Elementary recognizes that parents/families have knowledge, questions and insights that can be of value in planning for meaningful parental and family engagement activities that contribute to the academic and behavioral success of their child(ren). |

**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 | Title I, Part C - Migrant | All Migrant Pre-Kindergarten parents are invited to attend all parent involvement activities at Spring Creek Elementary through flyers, newsletters, SchoolMessenger, and personal phone calls in Spanish and English. |
| 2 | Title I, Part C - Migrant | Spring Creek Migrant Pre-Kindergarten parents have 2 parent conferences and 2 home visits annually. |

**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 | Annual Title One Meeting/Curriculum Night- Title I, Parents Rights, School Choice Options, and AYP (Adequate Yearly Progress) will be explained to parents.  Each grade level will explain their curriculum, subject standards & answer questions. | Principal, Classroom Teachers, Parent and Family Engagement Liaison | Fall | Flyer, Agenda, Sign in sheets, minutes, handouts, evaluations |

**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:** Parent and family engagement meetings, such as, SAC, academic programs, parent and family workshops, etc. are scheduled for different times of the day and week in order to ensure that all parents have an opportunity to attend meetings. We changed our SAC meetings time to facilitate parent and family attendance based on parent and family input. Student led conferences offer parents the opportunity to select a convenient time to attend. Childcare and home visits may also be provided as needed. |

**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 | Provide information to parents about the new school year and how they can support their children at home. | August | Flyer, sign in sheets, agenda, minutes, handouts, Workshop Comments/Evaluation Forms |
| 2 | SAC Meetings | Administration, Teachers | Parents participate in school decision making for increased student achievement | Quarterly | Flyer, newsletter, sign in sheets, minutes, agenda, handouts, Workshop Comments/Evaluation Forms |
| 3 | Annual Title 1 Meeting/ Curriculum Night | Administration, Teachers | Provide information to parents about the Title 1 Program. Provide classroom/school expectations and share the School Compact. | Fall | Flyer, newsletter, sign in sheets, agenda, handouts Workshop Comments/Evaluation Forms |
| 4 | Roaring Readers Family Night: October Edition | Resource teachers, Classroom teachers, Administration | Parents will be provided reading resources and strategies to help support their child at home. | Fall/ 1st Quarter | Flyer, newsletter, sign in sheets, agenda, handouts Workshop Comments/Evaluation Forms |
| 5 | Roaring Readers Family Night: December Edition | Resource teachers, Classroom teachers, Administration | Parents will be provided resources and strategies to help support their child at home | Winter/ 2nd Quarter | Flyer, newsletter, sign in sheets, agenda, handouts Workshop Comments/Evaluation Forms |
| 6 | Third Grade Information Night | Administration, Third Grade Teachers | Parents will be provided resources and strategies to help support their child at home. | Winter/ Third Quarter | Flyer, sign in sheets, agenda, handouts, Workshop Comments/Evaluation Forms |
| 7 | Roaring Readers Family Night Presents: February Math Night | Resource teachers, Classroom teachers, Administration | Parents & students will interact in math centers and will be provided resources and strategies to help support their child at home. | 3rd Quarter | Flyer, newsletter, sign in sheets, agenda, handouts, Workshop Comments/Evaluation Forms |
| 8 | Kindergarten Orientation | Administration, Teachers | Parents will be provided resources and strategies to help support their child at home. | Annually | Flyer, sign in sheets, agenda, handouts, Workshop Comments/Evaluation Forms |
| 9 | Student Led Conferences | Administration, Teachers | Provide information on the student's current academic level and develop a plan to reach their goal. | Annually | Flyer, newsletter, sign in sheets, agenda, handouts, Workshop Comments/Evaluation Forms |
| 10 | Roaring Readers Family Night Presents: STEAM Night | Resource teachers, Classroom teachers, Administration | Parents & students will interact in centers and will be provided resources & strategies to help support Science, Technology Engineering, Art and Music. | Spring/4th Quarter | Flyer, newsletter, sign in sheets, agenda, handouts, Workshop Comments/Evaluation 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 | Parent Involvement/Title I training for staff | Administration/Teacher Leaders | Parent involvement is linked to student learning | Fall | Agenda, sign-in sheet, handouts, evaluation |
| 2 | Faculty SchoolMessenger/School Website/Twitter Training | Administration/Leadership Teams | Parent involvement is linked to student learning | Fall | Agenda, sign in sheets, handouts, evaluation |
| 3 | Training for the organization of students as leaders in conducting student led conferences | Teacher Leaders | Parent involvement is linked to student learning | Fall | Agenda, sign in sheet, handouts, evaluation |

**Other Activities**  
  
Describe how the other activities, such as parent resource center, 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:** Continue to build a parent and family friendly school using monthly newsletters, our SAC/Title I meetings and all communication with parents and families translated into Spanish/English. The SAC meetings are held quarterly. |

**Communication**

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

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

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| **Response:** Information about Title I programs is provided at the Annual Title I meeting held during the Fall. The curriculum and the forms of assessment are explained to all parents and families at our Annual Curriculum Night. For those parents/families not in attendance, information is provided in the students' communication packet. All parents/families are provided opportunities to participate in meetings where they are able to formulate suggestions and contribute to decisions related to the education of their children. These opportunities may be individual teacher/grade level conferences, SAC, and meetings with administration. All parents'/families’ comments that state dissatisfaction with the school wide plan will be made available to the LEA. If there are any parental concerns regarding the parent involvement plan they will be submitted to the District Title 1 Office. All scheduled meetings are offered at various times to accommodate the needs of our parents. |

**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:** All monthly school newsletters, information, flyers, parent letters and reports will be sent home in English and Spanish. Spring Creek's school website includes helpful information such events and dates, SchoolMessenger, as well as how to connect from home to Renaissance Place and AR book finder, the District Parent Information Center and Parent Tips for Student Success among others. Our Parent and Family Engagement workshops, Annual Title One meeting/Curriculum Night, and SAC meetings are presented with a translator available. Our Parent and Family Engagement Specialist will phone parents to invite them to meetings and assists with translations as needed. The school will provide information and reports in a format to the extent feasible, in a language parents can understand. SchoolMessenger is available for parents to choose their preferred language. The school will make every effort to provide special accommodations (when requested) for parents with disabilities and/or special needs. As new students enroll throughout the school year, they will receive a welcome packet that includes school information, as well as, Title I information and the Right to Know letter.    All examples of Title One documents will be maintained in the Title One Crate. |

**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**

Please refer to the 2019-2020 Title I Crate (Documents will be uploaded)

**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].

Please refer to the 2019-2020 Title I Crate (Documents will be uploaded)

**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)].

Please refer to the 2019-2020 Title I Crate (Documents will be uploaded)

## Evaluation of the 2018-2019 Parental Involvement Activities

**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 | Open House, Annual Title I Meeting | 1 | 691 | Parent Involvement is linked to student learning.  **Spring Creek families enjoyed meeting their child(ren)’s new teacher and learning about our Title I program.** |
| 2 | Curriculum Night | 1 | 127 | Parent Involvement is linked to student learning.  **Spring Creek families were given information about their child(ren)’s curriculum and learning plan**. |
| 3 | Roaring Readers - Hispanic Heritage Night | 1 | 90 | Parent Involvement is linked to student learning.  **Spring Creek families and staff enjoyed a typical cultural dance performed by students, stories were read aloud in both English/Spanish and every student was gifted a book.** |
| 4 | Roaring Readers - December Edition | 1 | 178 | Parent Involvement is linked to student learning.  **Spring Creek families and staff enjoyed a chorus concert performed by the chorus students, stories were read aloud and every student was gifted a book.** |
| 5 | Student Led Conferences | 1 | 27 | Parent Involvement is linked to student learning. |
| 6 | FSA Dinner and Discussion Night | 1 | 7 | Parent Involvement is linked to student learning.  **Lowest 25 percent of third grade students were identified and parents along with their child were invited to discuss strategies to help the students achieve their very best on the FSA. After the workshop, dinner was provided.** |
| 7 | Third Grade FSA Information Night | 1 | 52 | Parent Involvement is linked to student learning.  **Spring Creek’s Third Grade families were presented with a detailed FSA PowerPoint presentation to familiarize them with the test and some guidelines/tips to help their child be successful on the FSA.** |
| 8 | Roaring Readers-February Edition | 1 | 34 | Parent Involvement is linked to student learning.  **Spring Creek families participated in activity centers like: math/estimation & learning how to write kindness notes. After the centers they listened to read aloud stories and every student was gifted a book.** |
| 9 | Muffins for Mom/Sight Words and Homework Tips | 1 | 34 | Parent involvement is linked to student learning.  **Kindergarten moms/families were presented with a PowerPoint presentation that showed different strategies for learning sight words at home. The presentation also focused on homework and how to establish a routine for it. After the presentation moms/families enjoyed muffins.** |
| 10 | Sac Meetings | 4 | 8 | Parent Involvement is linked to student learning. |
| 11 | Donuts for Dad/Math Facts and Homework Tips | 1 | 20 | Parent Involvement is linked to student learning*.*  **Kindergarten dads/families were presented with a PowerPoint that showed different strategies for learning math facts at home. The presentation also focused on homework and how to establish a routine for it. After the presentation dads/families enjoyed donuts.** |
| 12 | Kindergarten Orientation | 1 | 41 | Parent Involvement is linked to student learning.  **Our incoming Kindergarten families were presented with a detailed PowerPoint of our school, procedures, and how to help prepare their child(ren) be successful their Kindergarten year.** |
| 13 | Roaring Readers- STEAMtastic Night | 1 | 356 | Parent Involvement is linked to student learning.  **Spring Creek Families and staff enjoyed a night filled with hands-on activity stations. The activity stations were made up of science, technology, math and art. Stories were read aloud and every student was gifted a book.** |
|  |  | **TOTAL:**  **16** | **TOTAL:**  **1,665** |  |

**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 | Training for Staff - Parent Involvement | 1 | 58 | Parent Involvement is linked to student learning |
| 2 | Faculty Training for SchoolMessenger/School Website/Twitter | 1 | 58 | Parent Involvement is linked to student learning |
| 3 | Training for the organization of students as leaders in conducting student led conferences | 1 | 58 | Parent Involvement is linked to student learning |
| 4 | Class Dojo Training-Classroom communication digital platform application | 1 | 58 | Parent Involvement is linked to student learning |

**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 continues to be identified by our PFEP survey as the main reason parents do not attend school activities | Offer flexible meeting days and times. We will offer events on various days. We will schedule our Student Led Conferences with the parent’s selected times of day. Parents/families are encouraged to schedule a conference at a time convenient to them. |
| 2 | Lack of transportation | Attempt to form carpools, offer flexible meeting times. |
| 3 | Literacy Issue | Continue to adjust communication to a lower level so it is easy to comprehend. |
| 4 | Language differences | Continue to provide translation at meetings and all information that is sent home. Use the Talk System. |
| 5 | Cultural Diversity | Offer events that are tied to our family’s cultures while including an educational component. |

**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** |