## COLONIAL ELEMENTARY SCHOOL

## Title I, Part A 2019-2020

## Parental and Family Engagement Plan

## Colonial Elementary

I, Dr. Marsha Bur, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

## Assurances

* The school will be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 8101, ESEA;
* Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1116]
* Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1116)];
* Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the school wide program plan under section 1116
* Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school’s parental involvement policy [Section 1116];
* If the plan for Title I, Part A, developed, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1116];
* Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1116];
* Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified [Section 1116]
* Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section 1116].

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| **Signature of Principal or Designee** | Date Signed |

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **Response:** |

**Involvement of Parents**

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections 1116]

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| **Response:** Colonial Elementary will involve parents in an organized and timely manner with regards to the planning, review and improvement of the Title I programs. All parents will be invited through the school newsletter, invitations, parentlink, and personal phone calls to attend the SAC/Title I meetings. The procedures for selection this group will include the input of parents, staff members and the SAC committee. Input from parents will be collected through surveys and quality tools like parking lots, affinity surveys and open discussions. These communications will be flexible in format such as online, in person or on paper; allowing for all parents to give input. Formats will be in different languages and simple terms that parents can easily understand. Information gathered from this data will be used to create a plan. The plan will be created and reviewed during SAC/Title I quarterly meetings. During a scheduled SAC meeting, the committee will hold an open discussion and will decide, with input from parents, how the 1% set aside for Parent Involvement will be used. Ideas and input from parents will be documented in the SAC Meeting Minutes. In order to provide additional support for parental involvement transportation or flexible meeting times will be available. Documentation for all SAC and parent meetings to include: flyers, agendas, handouts, minutes, sign- in sheets and workshop comments 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 | Head Start | Parents are invited to Head Start conferences 4 times a year. |
| 2. | 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 | Develop agenda, and handouts | Administration | September | Copies of agendas, Power Point, Presentation handouts, etc. |
| 2 | Advertise and promote the event | Technology Specialist | September | Posting on school website and Messenger |
| 3 | Design and distribute invitations 7 | Reading Coach | September | Flyers |
| 4 | Develop sign in sheets | Reading Coach | September | Sign in sheets |
| 5 | Maintain documentation | PFEP specialist/Reading Coach | September | Title 1 Toolkit |

**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:** Colonial Elementary 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 workshops trainings, PTO meetings, SAC meetings, and conferences.  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 & Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Open House/  Back to School Night | Administration, Faculty Staff, Bilingual Translators | Provide information to parents about the Title I program, expectations and how they can support their children at home | August | Flyers  Handouts  Sign in sheets  Workshop comment forms |
| 2 | SAC/PTO meetings | Administration, Faculty Staff, Bilingual Translators | Provide information to parents on our Title I programs and policies and include them in the decision making process at the school. | September– June | Flyer sign in sheet handouts,  agenda,  meeting minutes | |
| 3 | Curriculum Night | Administration, Faculty staff, Bilingual translators | Parents will be provided with resources and strategies in order to help their child at home. | September  & May | Flyers,Agenda, Handouts,  Sign in sheet,and workshop comments | |
| 4 | Kindergarten Orientation | Administration. Faculty staff, Bilingual translators | Parents will become familiar with what is expected of their children entering Kindergarten. | May | Flyers,  Sign in sheet,  Messenger | |
| 5 | Conferences | Administration, Faculty staff, Parents, Bilingual translators | Teachers will keep the parents notified of assessment results, grades, expectations, and goals. | October & March | Flyers,  Sign in sheet,,  Messenger | |
| 6 | Annual Title 1 Meeting | Administration, Faculty Staff, Bilingual Translators, Community Members | Provide information to parents on our Title I programs and policies and include them in the decision making process at the school. | September | Flyers, Sign in sheet,  Agenda,  Meeting minutes,  Messenger | |
| 7 | Meet the teacher night | Administration, Faculty staff, Bilingual translators | Students and Parents will become familiar with their teacher and what is expected of them during the school year. | August | Flyers,  Sign in sheet,,  Messenger and workshop comments form | |
| 8 | Science Night | Administration, Faculty staff, Parents, Bilingual translators | Provide information to parents with resources of Environmental Education programs. | March | Flyers, Sign in sheet, Messenger and workshop comments form | |
| 9 | Vocabulary  Parade | Administration, Faculty Staff, Media Center staff | Expand learning the meaning of some words of vocabulary  Parents will create a costume it should be creative and not costly, homemade costumes. | April | Flyers, Messenger | |

**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 | Monthly Newsletter has Parent Involvement item or research based articles on parent involvement | Administration | Research links parent involvement to student achievement. | Monthly | Newsletters  Parent & Faculty surveys |
| 2 | School Website has monthly Parent Involvement updates | Technology Specialist | Research links parent involvement | August-  June | Website |
| 3 | Student Engagement | Administration | Increase proficiency gains | August | PowerPoint Presentation/ PLC/ In-service |
| 4 | PBS- Positive Behavior | Educators | Positive student achievement and development | August | PBS committee |
| 5 | Apples Plan | Administration | Improve teaching to increase due to achievement | August-  May | Walkthrough  Formal observation |
| 6 | Data Analysis | Administration | Increase teacher capacity for data interpretation | Monthly | PLC Meeting, Agenda |
| 7 | Workshops | Administration | Improve teaching to increase due to achievement | August-  March | PLC Meeting, Agenda |

**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:** Enhance our family-friendly school to encourage parent involvement.  Ensure our school continues to encourage parent involvement. |

**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 1116];
* If the school wide program plan is not satisfactory to the parents of participating children, the school will include submit the parents’ comments with the plan that will be made available to the local education agency [Section 1116].

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| **Response:** Colonial Elementary will communicate with parents through school messenger, school newsletters, phone calls, home visits, letters, Annual Title I meeting, curriculum nights and SAC meetings. If parents are not satisfied with the school’s Title I program, concerns will be submitted to the District Title I 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 1116].

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| **Response:** All written communication sent home will be translated into Spanish and Creole. Translators will be available during school hours as well as all school functions and Conference Nights. The Parent Involvement Plan will be summarized in a flyer and then translated into Spanish and Creole. This flyer will be distributed to all parents. A copy will also be available in the main office, the Title I Toolkit, and the Family Resource Center. Translators will be available at all parent meetings and in the school office to ensure communication so that parents with limited English proficiency are able to fully participate at school meetings. The school will make every effort to provide special accommodations (when requested) for parents with disabilities or special needs. When we have new students arrive to our school, they will be given a Welcome to Colonial packet that includes school information, Title 1 materials, and the Right to Know letter. |

**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 I Crate for the 2019-2020 school year.

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| [Uploaded Document](about:blank) |

**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 I Crate for the 2019-2020 school year.

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| [Uploaded Document](about:blank) |
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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 I Crate for the 2019-2020 school year.

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| [Uploaded Document](about:blank) |

## Evaluation of the previous year's Parental Involvement Plan

**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 | 1 | 368 | Provided information to parents on expectations and how they can help their children in school. |
| 2 | SAC Meetings | 1 | 10 | Increased the level of involvement of parents to become active in school decisions. |
| 3 | Open House | 9 | 279 | Provide information to parents about the Title I program, expectations and how they can support their children at home. |
| 4 | Conferences | 1 | 118 | Teachers will keep the parents notified of assessment results, grades, expectations, and goals |
| 5 | Family Curriculum night | 16 | 203 | Parents will be provided with resources and strategies in order to help their child at home. |
| 6 | Kindergarten Orientation | 1 | 102 | Parents will learn more about our school and they will take a tour of our school. |
| 7 | Conferences | 1 | 127 | Notified parents about grades, goals and expectations of students. |
| 8 | Science night | 15 | 128 | Provide information to parents with resources of Environmental Education programs. |
| 9 | Vocabulary  Parade | 1 | 26 | Expand learning the meaning of some words of vocabulary. Parents will create a costume it should be creative and not costly, homemade costume. |
|  |  | Total: 46 | Total: 1,361 |  |

**Staff Training Summary**

Provide a summary of the professional development activities provided by the school during the 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 | Apples Plan | 11 | 5X10 | Improve teaching to increase due to achievement |
| 2 | Student Engagement | 7 | 62X3 | Increase proficiency gains |
| 3 | Workshops | 3 | 65X7 | Improve teaching to increase due to achievement |
| 4 | Data Analysis | 5 | 62X5 | Increase teacher capacity for data interpretation |

**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 | Transportation | Increase use of Title I van |
| 2 | Work hours | Flexible scheduling |

**Best Practices (Optional)**

Describe the parental involvement activity/strategy the school implement 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)

Flexible time for parent conferences, open house, and curriculum nights.