

John A. Crookshank Elementary School



Parent and Family Engagement Plan 2023-2024

I, Patrick Roach, 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 of 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;
- Jointly develop/revise with parents the school Parent and Family Engagement Plan and distribute to parents of participating children and make available to the local community;
- Involve parents, in an organized, ongoing, and timely way, in the joint development of planning, reviewing, and making improvements to the school Parent and Family Engagement Plan;
- Use the findings from the Parent and Family Engagement Plan review to design strategies for more effective parental involvement, and to revise, if necessary, the school's Parent and Family Engagement Plan;
- If the plan for Title I, Part A, developed under [ESEA Section 1116], 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;
- Provide to each parent an individualized student report about the performance of their child(ren) on the state assessments [ESEA 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 out of field; and
- Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.

Signature of Principal

10/30/23

Date

Parent and Family Engagement Mission Statement (optional)

Response: The goal of our Parent and Family Engagement Plan is to build on and continue to improve relationships between home and school, which empowers our families to become more knowledgeable and proactive in their children’s education. Our plan and outreach does this by providing information, training and assistance through family/parent education, activities, and referral services.

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 [ESEA Section 1116].

Response: John A. Crookshank Elementary will engage parents in a timely manner, in the planning, review, and improvement of our Title I programs, including the planning and review of our Parent and Family Engagement Plan and the joint development of our schoolwide goals and supporting programs. John A. Crookshank Elementary holds a monthly School Advisory Council meeting that addresses all components of our School Improvement Plan. Throughout the school year, we offer a variety of engagement events and opportunities to get involved. We communicate with families through our school web site, email messages from the Principal, and our weekly Family newsletter.

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 [ESEA 1116].

	Program	Coordination
1	Kindergarten and New Families Orientation	Administration/Teachers – July 27, 5:30 pm – 6:30 pm
2	Meet the Teacher	Administration – August 9, 8:30 am – 11:30 am
3	Annual Title I	Administration – September 25, 5:30 pm – 6:00 pm

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, Adequate Yearly Progress, school choice, and the rights of parents.

	Activity/Tasks
1	Annual Title I Meeting – Informational PowerPoint presentation detailing the Title I program, how CES benefits from Title I, specific CES Title I initiatives and programs, how parents can get involved, upcoming events, parental rights, achievement accountability, school-home compact and how CES uses Title I funds.

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 parent and family engagement [ESEA Section 1116].

Response: SAC meetings take place at CES with a virtual option for parents. To encourage more involvement, throughout the year, we combine our SAC and PTO meetings. We offer daytime (school day) events to allow parents the opportunity to attend while they are here at school for drop off and also evening events for those parents/families who are unable to attend during the day.

Building Capacity

Describe how the school will implement activities that will build the capacity for meaningful parent/family 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. 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. Include information on how the school will provide other reasonable support for parent/family engagement activities under [ESEA Section 1116)].

	Content or Type of Activity	Implementation
1	Kindergarten and New Families Orientation	Administration – 7/27/23
2	Meet the Teacher	Administration & Teachers – 8/9/23
3	Annual Title I	Administration – 9/25/23
4	Dinner and Game Night	Administration & Teachers – 9/25/23
5	Character Counts Recognition K-5	Administration & Teachers 10/27/23
6	Character Counts Recognition PK	Administration & Teachers 10/30/23
7	Veterans’ Breakfast and Recognition Ceremony	Administration, Front Office Clerk and Executive Secretary 11/9/23
8	Carolin’ Cougars: Family Holiday Night	Administration, Music Teacher 12/14/23
9	Character Counts Recognition K-5	Administration & Teachers 1/19/24
10	Character Counts Recognition PK	Administration & Teachers 1/22/24

11	Bingo for Books Night	PTO, Administration, Staff, Teachers 1/23/24
12	Title I Literacy Night	Administration, Teachers and Staff 1/29/24
13	Title I Math & Science Night	Administration, Teachers and Staff 2/26/24
14	Title I Bedtime Story Night	Administration, Teachers and Staff 3/7/24
15	Character Counts Recognition K-5	Administration & Teachers 4/12/24
16	Character Counts Recognition PK	Administration & Teachers 4/15/24
17	Family Fitness Night	Administration, Teachers and Staff 4/15/24
18	College and Career Night	Administration, Teachers and Staff 5/6/24

Staff Development

Describe the **professional development activities** the school will provide to educate the teachers, specialized instructional personnel, principals, other school leaders and other staff with the assistance of parents/families, **in the value and utility of contributions of parents/families, including how to reach out to, communicate with, and work with parents/families as equal partners.** Include implementation and coordinating of parent/family programs and in details of building ties between parents/families and the school. [ESEA Section 1116]

	Activity	Building Ties Between Parents/Families and the School
1	Effective Parent/Family Communication Strategies	Preplanning 8/3/2023 – Review and present strategies and resources that help teachers and staff improve consistent communication between home and school.
2	Event Participation	Teachers will be asked to attend at least one PFEP event during the school year.

Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their children [ESEA Section 1116].

Response: TBD

Communication

Describe how the school will provide parents of participating children the following:

- Timely information about the Title I programs;
- 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 obtain;
- 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; and
- If the school-wide program plan is not satisfactory to the parents of participating children, how the parents will submit the parent/family comments [ESEA 1116].

Response: John A. Crookshank will provide parents/families with consistent and varied communication through our School Messenger, weekly family newsletter, our website, Facebook, and Instagram pages.

Accessibility

Describe how the school will provide full opportunities for participation in parent/family engagement 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/family programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand.

Response: We strive to ensure that our parent events and important parent information is accessible to all. Teachers utilize communication apps that offer translation services. We offer virtual meeting options and we provide bilingual translators during parent conferences for any parent that needs one. School to parent communications are sent through multiple channels and our front office, as well as our entire school staff, is welcoming to all visitors in order to create a culture of parent involvement.

Discretionary Activities (optional)

Discretionary School Level Parental Involvement Policy Components: include any activities that are not required, but will be paid for through Title I, Part A funding (for example home visits, transportation for meeting, activities related to parent/family engagement, etc.).

	Activity
1	
2	

Evaluation of the Previous Year's Parent and Family Engagement Plan

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 paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children) [ESEA Section 1116].

	Barrier	Steps the School will Take to Overcome
1	Availability	We have made efforts to schedule events at varied times.
2	Transportation	We have offered a virtual option for meetings.
3	Resources	We offer free to low cost activities and events.

Building Capacity Summary for the Previous Year

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children. Include participation data on the Title I annual meeting.

	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Meet the Teacher	1	425	Set the foundation for home to school communication and partnership. 8/9/22
2	Open House	2	115	Offer parents the opportunity to be active participants in the education of their child. Active parents/families show greater academic success. 9/12 & 9/13
3	Cougars with Character	7	420	Motivator for students to continue to strive for improvement in the areas of Academics, and Social and Emotional. 10/21/22, 10/24/22, 1/20/23, 1/23/23, 4/3/23, 4/4/23, 5/16/23
4	Family Breakfast: Muffins in the Morning	1	97	Strengthen the home to school partnership with the support of parental involvement. 4/14/23
5	Veterans' Breakfast and Recognition Ceremony	1	30	Strengthen the home to school partnership with the support of parental involvement. 11/15/23
6	Annual I Meeting	1	10	Through an informational presentation. We will provide parents with a better understanding of how they can get involved at the classroom level as well as the school level. The anticipated impact would be increased parent involvement which shows a positive impact of student success. 9/15/22
7	Character Parade	1	57	Parent support/participation in extracurricular activities can have a positive impact on student success. 10/31/22.