I, Marquez Jackson, 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.

Marquez J | 8/12/19

Signature of Principal | Date

Parent and Family Engagement Mission Statement (optional)

Response: Crookshank Elementary strives to provide students with an exemplary education, which will meet the diverse needs of individual students in a positive and safe environment while preparing them for academic success, productive citizenship, and lifelong learning. Meaningful, supportive and collaborative partnership between school, parents, and community will serve as a vehicle to assuring an exemplary education for all students.

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: A majority of Crookshank School Advisory Council (SAC) members are parents. SAC meetings are held monthly and all parents are encouraged to attend meetings. Parents are active participants in the School Improvement Plan. Crookshank will provide an array of opportunities to involve parents in an organized, ongoing, and

timely manner in the planning, review, and improvement of the Title 1 program. The Parent Teacher Organization is a group whose main focus is on increasing parent involvement and overseeing parent and school relations. The PTO meets as a body every other month and the Executive board meets monthly. The PTO membership consists of parents, teachers and school staff members. The executive board (officers) are elected at the Title 1 annual meeting held at the end of each school year. In addition, Crookshank has a parent/community involvement staff person who represents the school at meetings and events. A variety of survey instruments, parent meetings, monthly newsletters and other activities will be used to solicit input from parents regarding the implementation of the Title 1 Program and how Title 1 funds are spent. The results of these surveys will be used to plan ways to increase parental involvement. Additionally, parents will be given opportunities to provide input at our Title 1 Open House Annual meeting, parent data meetings, parent conferences, and parent teacher organization meetings. Our Parent Survey will aid in the Parent and Family Engagement Plan development and revisions. Parents are encouraged to actively participate in the SAC and PTO groups: school newsletters, School Messenger announcements, digital marquee, Virtual PTO Meetings, personal phone calls, and school website. Crookshank urges school parents and guardians to actively involve themselves in the lives of their children at school.

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	Curriculum Night /Open House	Teachers converse with parents to let them know what they can expect at the grade level and ways they can assist their child at home. i.e. writing in planner, checking & signing the planner, checking for completed homework and accuracy.
2	Title I Annual Meeting-September	Introduction of Title I services and staff, classroom visitations and parent conference sign up. Parents are encouraged to attend to learn more about the curriculum their child will be covering and ways to help reinforce skills students are learning at home.
3	Pre-K *Monday Funday*	Through collaboration with Title I, Head Start and VPK, every Monday night, engaging family literacy activities are planned for pre-k students and their parents. At each *Monday Funday* event, there is always an instructional component to help parents learn to teach school readiness skills to their child. A school psychologist is available for consultation with parents at *Monday Fundays*. A research-based parent curriculum is provided to parents at the fourth *Monday Funday* of each month.
4	Kindergarten Readiness	Families will be invited to Kindergarten Readiness in the spring where parents will be provided ways to help prepare their child for kindergarten. All children will be screened for kindergarten readiness at a time arranged at the parents' convenience, on a specified summer date and as need throughout the summer.
5	Pre-K Parent Involvement Materials	Through the coordination of Head Start and Early Childhood Services, monthly educational materials are sent home with information for parents and caregivers to help motivate young children to learn at home. These activities will offer tips on getting children involved in reading and learning: *Parent's Guide to Reading With Your Child, Choosing books for Preschoolers, Infants and Toddler, Math in the Home Activities, Developmental Milestones.*
6	STEM and Literacy Nights	Held annually, this night will help teach parents how to help their child with reading, math, and science at home.
7	FSA Parent Night	Third grade teachers and SJCSD staff will present information regarding FSA as it relates to mandatory retention in 3rd grade. Teachers will model strategies parents can use to assist their child and make games that can help reinforce skills at home.
8	Family Spirit Nights	Each semester families are invited to family nights on school campus and off school campus. These nights are to encourage family interaction and promote positive school spirit and relationships.

9	Newsletter and Magazine	Parents receive a monthly newsletter giving parents tips and activities to help their child with cross-curricular academics.
10	AVID Parent Communication	Teachers will hold parent meetings on topics such as AVID College Readiness, Curriculum, Foundations of Success, Note-Taking, Keys to Success, Celebrating Student Successes.
11	Title III Meetings	Parents are encouraged to attend district parent meetings that focus on how parents can help their children acquire the English Language.

Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents about the school's Title I program, the nature of the school wide Title I program, Adequate Yearly Progress, school choice, and the rights of parents.

	Activity/Tasks
1	Notification of Event---Welcome back letter to parents, Meet the Principal event, digital school marquee, school website, School Messenger
2	Develop agenda and handouts
3	Prepare sign-in sheets
4	Conduct meeting: purpose of meeting and Title I resources offered through school
5	Collect and maintain sign-in sheets
6	Document evidence of meeting

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: Title I Parent Meetings are scheduled by the Crookshank SAC team. Meetings are held the third Thursday of every month. To increase parent involvement, monthly SAC meetings are held at 4:00 pm. Agendas and meeting minutes will be emailed to all SAC team members to ensure that assigned tasks are completed prior to the next meeting. At the end of each quarter classroom teachers will invite parents to attend student-led data chats to keep parents informed of their student's goals and academic progress. Meeting times are flexible to allow working parents to attend and may be scheduled before school, during the regular school day, after school or in the evenings, depending upon the availability of the parents/guardians and the classroom teacher.

Building Capacity

Describe how the school will implement activities that will build the capacity for meaningful parent/family involvement. Describe how the school will implement activities that will build relationships with the community to improve student achievement. Describe how the school will provide materials and training to assist parents/families to 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 and Type of Activity	Anticipated Impact on Academic Achievement
1	Meet the Teacher	Parents will meet their child's teacher, learn about school requirements, and receive tips to help their child become successful for the school year. Parents will receive tips on how to help their child at home with homework, study habits, and to become familiar with FSA Standards.

2	Spring Needs Assessment Survey	Parent input on student/parent activities or workshops.
3	Monthly SAC Meetings	Parent input on funding for student and staff activities.
4	Head Start Parent Orientations	Review school and Head Start policies including emphasis on parent's role as being their child's first teacher .
5	Summer Reading Olympics	Reducing summer reading loss and encouraging independent reading.
6	Quarterly Honor Roll Assemblies for grades 3-5	Parents are invited to celebrate student recognition for academic achievement.
7	Veteran's Day Assembly	Effective Involvement of parents to support a partnership between school, parents and community. Students will be able to incorporate writing into the celebration.
8	Monthly Character Counts Award Ceremonies	Parents are invited to celebrate student recognition for outstanding character traits.
9	Pre-K Monday Fun Day	Provides instructional strategies to parents to work with their child at home
10	Title I Parent Literacy Events and Activities	Students will increase academic performance as a result of sharing expectations, learning strategies, curriculum, and current student data with parents.
11	Title I Open House Meeting	School personnel will create a community of support for parents. Students will be more successful when parents are aware of grade level and classroom expectations. We will also share reading and math strategies that can be used at home.
12	AVID Parent Communication	Increased student organization and added rigor to grade level curriculum will occur.
13	Student Planners	Students will take responsibility for their homework and projects by writing assignments in their planners.
14	Professional Learning Community	Grade levels identify areas of improvement within their teams through lesson planning and data analysis; students will receive specific, differentiated, data-driven instruction.
15	Title I Parent Handbook	Parents and students will be aware of school expectations and school procedures that can help students focus on academic performance.
16	MTSS/RtI	Reading/Math/Behavior Interventions. Parents are provided with meeting notes of intervention strategies. Parent conferences are held to discuss student progress and to provide additional strategies that parents can use at home to aid in student academic growth.
17	SIP and AVID School Goals	AVID Plan and SIP Goals will help our school focus on targeted areas so students can make academic gains.
18	Blessings in a Backpack Program	Provide food on the weekends for students who might otherwise go hungry.
19	Parent, Teacher & Student Conferences	Communicate to parents the strengths and weaknesses of their child's performance.
20	FSA Night	Provide an overview of FSA requirements with parents in order to increase student achievement in reading, math, and science.
21	STEM Night	Provide an evening of hands-on science, math, and engineering activities for students and families to complete together.
22	Family Literacy Nights	We will host activities that emphasize literacy activities. One of them is a night to celebrate literacy through music, art, and drama.
23	End of the Year Awards Assemblies	Parents are invited to celebrate student recognition for academic improvement, achievement and character traits.

24	Community Eligibility Program	Our school participates in a grant program that provides breakfast and lunch at no cost for all students.
25	All Pro Dads Breakfast	We will host a monthly breakfast with students and male role-models to reinforce the importance of academics at home. This fosters a positive relationship between students and their mentors, which may be their parent.
26	Muffins with Mom	We will host a breakfast with students and their moms to reinforce the importance of academics at home. This fosters a positive relationship between students and female role model, which may be their parent.
27	Living Museum	Emphasis on African American biography genre

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]

	Professional Development Activity	Building Ties Between Parents/Families and the School
1	AVID Training	Teachers will effectively design and communicate to parents clearly defined instructional learning goals. Teachers will integrate the WICOR strategies into their lessons and focus on note taking in the classroom.
2	Balanced Literacy Cadre	Reading strategies and writing skills will strengthen on all grade levels to help teachers communicate and work effectively with parents.
3	Math Staff Development	Parents will receive reading and math activities that parents can do at home with their children
4	Positive Student Behavior	Provide proactive ways in which to improve student behavior; cultural sensitivity to help work with parents as equal partners in student learning.
5	High Yield Strategies	Instructional practices that establish a direction for learning and provide students with information on their progress towards their individual goals. Teachers will send home weekly folder of student academic progress.
6	iReady Training	Building knowledge of how to share data and common language between parents and teachers
7	Professional Learning Communities	Cadres of teachers plan together each week to unpack standards, look at assessments, student data, and next steps for instruction. Teachers are able to communicate to parents the current standards and learning expectations.

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: Student Planners are used for daily communication with parents. Information is shared with parents daily regarding student progress and achievement. Interim reports are sent home every four weeks, with report cards issued every nine weeks. Conferences are held as necessary throughout the year. Parents also have access to their students' data through eSchool Plus HAC (Home Access Center). In addition, parents in grades 3-5 will experience additional communication through the AVID organizational tools that students will use as part of their college and career readiness programming. The Crookshank Webpage includes school and Title I/Parent Center

information, important dates to remember, student links for extra practice, Rosetta Stone, World Book Online and other helpful parent resources. Parents are actively recruited as volunteers throughout the school year and contacted by the School Volunteer Coordinator as needed. Parent resource centers will continue to provide an outstanding resource for parents as they enter the front office, as well as the Media Center.

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: Timely information about Title I programs will be delivered to students and parents through 24 hour access to the School Improvement Plan (SIP) located on our school web site, paper copies of SIP plans in the library and the front office, and through School Messenger, monthly newsletters and digital school marquee sign. Our School Advisory Council (SAC) team is composed of over 51% of parents. Title I information is presented and discussed monthly. Parents may formulate suggestions and participate as appropriate in the decisions relating to the education of their children. The SAC team also serves as a description and explanation of the curriculum at the school. For further information parents may contact their students' teachers directly. An important part of the SAC is to survey parents regarding the effectiveness of services provided to both parents and students. These surveys are completed annually and the results are used for the improvement of all school programs. These results are also forwarded to the local education agency. As of the date of this report, parental survey information shows a high satisfaction with the Title I services and decisions at Crookshank.

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: In the Spring, A Parent's Needs Assessment Survey is provided to all parents. Surveys are reviewed to determine parent training needs and activities. The survey requests information that identifies any language, disability, or other health impairments that we may need to address so a parent can participate in all school activities. Full opportunities for participation in parental involvement activities are provided through flexible scheduling of events, School Messenger, and the availability of child care and interpreter services that are all free of charge for parents. Information regarding Title I programs is issued through a variety of formats (i.e. phone alerts, e-mail, web site, language translations, newsletters, and evening events with direct information) throughout the year. A formalized process for sharing information between the school and parents pertaining to parent programs, meetings, school reports, and various activities beneficial to parents will be presented during the first Title I meeting and school newsletters. All information pertaining to parent involvement will be presented or stated in a format and language which will be easily understood by parents. In addition, these communications will be provided for families of students with limited English proficiency.

Upon request, services of an interpreter for language or sign language is provided to translate information.

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.

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 (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Language/ELL	As feasible, the ESOL teacher will work with ELL students individually and/or in small groups and as needed, an interpreter will be provided for parent meetings in order to overcome the language barrier.
2	Meeting Times/Dates for working parents and ELL parents.	Established varied times and dates with childcare and interpreters if needed. Also, have student-led data chats to motivate parents to come to the school.
3	Tier I Classroom Management	Classroom Management PD

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	1846	Meet the teacher and school requirements
2	Title I Annual Meeting	1	749	Sharing of Reading and Math Strategies that can be used at home.
3	Dr. Seuss Family Reading Night	1	414	Emphasis on literacy activities
4	Holiday Program	1	416	Celebrating literacy through music, art, and drama
5	FSA Chats 3rd grade	1	16	District Personnel overview of FSA requirements for 3rd grade
6	Thanksgiving Student Presentations -1st grade	2	310	Presentations on the First Thanksgiving; Living Museum; Science Fair
7	Holiday Luncheons	4	342	Community building
8	Summer Reading Olympics	1	154	Reducing summer reading loss and encouraging independent reading
9	Veterans Day Celebration	1	54	Effective Involvement of parents to support a partnership between school, parents and community.

10	Character Counts Assembly	8	258	Student recognition for outstanding character traits.
11	End of Year Awards Assemblies	4	493	Student recognition for academic improvement, achievement and character traits.
12	PK Parent Café/ Orientations	3	15	Review school and Head Start policies including emphasis on parent's role as being their child's first teacher
13	Honor Roll Awards Assemblies grades 3-5	3	224	Student recognition for academic achievement
14	Spring Drama Performance – Mulan Jr.	1	251	Celebrating literacy through art, music and drama
15	Kindergarten Graduation Ceremony	1	172	Celebrating student success
16	All Pro Dads Breakfast	4	309	Provides instructional strategies to parents to work with their child at home
17	Muffins with Mom Breakfast	1	230	Provide opportunity for students to write a note to parent
18	Fall Festival	1	300	Strengthen school and community relationship
19	STEM Night	1	255	Held annually, this night teaches parents how to help their child with reading, math, and science at home.
21	Spring Extravaganza	1	77	Providing parents access to community resources focusing on families, health and fitness

Attach Evidence of Input from Parents (See Needs Assessment Survey attachment)

Attach Parent-School Compact (See attachment)

Attach Evidence of Parent Involvement in Development of Parent-School Compact (See April SAC Minutes attached)