

**2017-2018 Parent and Family Engagement
Crumly Chapel Elementary**

Describe how the school will convene an annual meeting to inform parents of the school's participation in Title I and explain Title I requirements, including the 1% set-aside, and the right of parents involved. (Sec. 1116(c)(1)) During the first grading period of the school year, Crumly Chapel Elementary holds an Annual Title I Parent Meeting to inform parents of the school's participation in Title I and present a PowerPoint explaining Title I requirements and parental rights. Parents are notified of the meeting in numerous ways. Notices are sent home in an appropriate language, the meeting is advertised on ClassDojo and the school website, and SchoolCast is used to inform the parents of the meeting. Incentives may be used to foster parent attendance. The Title I presentation may be held in conjunction with the school's PTA meeting/open house in order to boost attendance (the meeting is clearly advertised as the Annual Title I Meeting so that parents understand they are going to learn about federal requirements). Childcare and supper are available when possible. Topics discussed include but aren't limited to: Title I Program services and parent's rights, accountability results, school curriculum and state content standards, school parent compacts, parent resource centers (including the 1% set aside for parenting), parent surveys, the district parent and family engagement plan, and the local school parent and family engagement plan (Family and Parent Engagement diagnostic in ASSIST). Crumly Chapel Elementary School will comply with the Parents' Right-to-Know provision of the No Child Left Behind Act of 2001. The Parents' Right-to-Know notice is distributed annually as a printed copy sent home and is also located on the school website (crumlychapel.l.jefcoed.com). JefCoEd has a procedure in place to disseminate the requested information to parents.

Describe: 1) How there will be a flexible number and format of parent meetings offered, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement; 2) How parents will be involved in the planning, review and improvement of the Title I Program (Note: State the school's process for how all Title I parents have the opportunity for involvement in decision-making.); and 3) How funds allocated for parent involvement are being used in the school. (Sec. 1116(c)(2)(3)) 1. The staff at Crumly Chapel Elementary School has a strong belief in the importance of parental involvement and therefore measures are in place to offer parent meetings on a flexible schedule. The parent survey(s) given at the end of the 2016-17 school year indicates most parents prefer meeting after school in the early evening around 5-6 p.m. . Meetings will be held in a variety of formats including whole group, breakout sessions, focus groups, performances, etc. Supper will be offered at a discounted rate when possible to assist parents. The schools in the feeder pattern will communicate to ensure that meetings are not scheduled on the same night so parents with multiple children may attend all school meetings. If the need arises, morning and lunch meetings may be held to accommodate the needs of Crumly Chapel Elementary School parents. The parent resource center will be open from 7: 30 to 3:15 for parents to pick up materials and information. The resource center will also be open 20 minutes before and after each parent meeting for parents to check out materials. Parenting materials may be showcased at each parent meeting and highlighted in teacher/school newsletters. NOTE: Resource materials may be sent home with students - parents are not required to come to the school to receive materials. 2. Crumly Chapel Elementary School believes in involving parents in all aspects of the Title I program. The school has 5 parental representatives on the CIP planning/review committee who are active participants in the development and review of the plan. In addition, all parents are given the opportunity to review the plan and offer input before the plan is approved each year. Parents are informed of their right to offer input at the annual meeting and this information is also included in school/teacher newsletters. All parents are given surveys to help determine parental perceptions and needs and the results of the surveys are reviewed by the CIP planning committee to determine activities, training, and purchases for the school year. The CIP is reviewed and evaluated

continuously throughout the school year with assistance from parents. In addition, parents have the opportunity each spring to evaluate the parental involvement plan/program of Crumly Chapel Elementary School. The results are used to guide both the school and the district with decisions regarding parental involvement. 3. Crumly Chapel Elementary School houses a parent resource center for parents and students to check out materials. The center is open during the school day as well as before and after parent meetings and houses a variety of resources in English and Spanish. Parents have the opportunity to participate in surveys at the end of each school year to determine their needs. The resources provided assist parents in helping their child be more successful in mastering the state academic content standards. Materials include learning activities that parents and children can do together to strengthen the home-school connection. Throughout the year, Crumly Chapel Elementary School holds parenting sessions on various topics including, but not limited to, study skills, how to help students with homework, how to help students with reading and math, and preparing students with standardized tests. Parents also provide input in both formal and informal meetings throughout the school year to assist in determining the appropriate materials to be purchased for the parent resource room. The surveys and focus groups aid in determining topics for parenting sessions/workshops. Based on the survey findings and conversations with parents, Crumly Chapel Elementary School will use their allotment of the 1% parental involvement set-aside to purchase items to assist students that show characteristics of dyslexia and materials to help parents understand how standards are taught (math, ELA, and standardized test resources).

Describe how the school provides parents of participating children timely information in a uniform format and, to the extent practicable in a language they can understand, about programs under Title I, a description and explanation of the curriculum in use, forms of academic assessments, and achievement expectations used, and, if requested by parents, opportunities for regular meetings to formulate suggestions and participate as appropriate in decisions related to the education of their children. (Sec. 1116(c)(4)(A)(B)(C))

During the first grading period of each school year, Crumly Chapel Elementary will hold a meeting where information will be presented about the following: the Title I program, the curriculum used in the school, forms of academic assessments, and achievement expectations. In addition, parents are informed about procedures for scheduling a parent teacher conference and how they can participate in decisions related to the education of their child. Parents receive a copy of the parenting section of the CIP (Parent and Family Engagement diagnostic), as well as the LEA Title I Parental Involvement Plan/Policy. Parents are invited to visit their child's classroom(s) and meet the teacher(s). Teachers provide information about the subjects taught, how students are individually assessed, procedures, etc. Crumly Chapel Elementary School makes every effort to inform parents of assessment results in a language that is easy to understand. Educational terms are kept to a minimum and key information is provided. To the extent practicable, results are sent home in the language of the parent. An interpreter is available to explain results at Crumly Chapel Elementary School. Assessment results are distributed in a variety of methods: parent reports from state mandated standardized tests, report cards, progress reports, weekly tests, and parent meetings to explain the reports.

Describe how parents, the school staff, and students share responsibility for improved student academic achievement for participating students (How the School-Parent Compact is jointly developed with Title I parents; how it is used, reviewed, and updated). (Sec.1116(d)) It is the goal of Crumly Chapel Elementary School to develop a strong partnership with our students' families. This relationship will be enhanced through our School-Parent Compacts. A School-Parent Compact is distributed annually to every student at Crumly Chapel Elementary School. The compact contains three sections: student, parent and teacher. The compact describes how students, parents, and teachers share responsibility for improved student academic achievement. The compacts are updated each year, customized for Crumly Chapel Elementary School, and are specific to grades or grade spans. Parents assist with writing/revising the compacts annually. The compacts are

sent home to all students during the first month of school and are used by teachers when meeting with parents and students. The compacts are retained in each teacher's classroom.

Describe procedures to allow parents to submit comments of dissatisfaction with the Continuous Improvement Plan. (Sec. 1116(c)(5)) Each year, Crumly Chapel Elementary School meets with the CIP planning committee to review and evaluate the CIP. There are 5 parent representatives on the committee. Parents are informed that the plan is available for review by a sign posted in the lobby or main office of the school. The sign states that the plan may be reviewed upon request to the principal. If a parent has a problem or concern with the CIP, they may contact the Federal Programs Department at the Jefferson County Board of Education to set up a meeting to discuss such concerns.

Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See ESSA Sec. 1116, requirements for building capacity and parental and family engagement). To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school: Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. (Describe) Crumly Chapel Elementary School's CILT team works diligently to ensure that all parent materials and training are closely aligned with our school's identified goals. Crumly Chapel Elementary School has a parent resource center. This center is open for parents during the school day from 7:30 to 3:15 as well as 20 minutes before a parent meeting. This center houses a variety of resources in English and Spanish for parents to check out. The resources are designed to assist parents in helping their child meet the academic content standards set by the State. Other materials include learning activities that parents and children can do together that strengthen the home-school connection. Throughout the year, Crumly Chapel Elementary provides parenting sessions on topics determined by review of the parent survey results. Topics include, but not limited to, transition to middle school, creating an academic environment, and working as a partner with your child's teacher. In addition, Crumly Chapel will host various parent nights including a focus on literacy, mathematics, and standardized testing.

Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See ESSA Sec. 1116, requirements for building capacity in parental involvement.) To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school: Shall educate teachers, office personnel, and other school staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school. (Describe) Crumly Chapel Elementary School will continue to provide professional development in parental involvement with its staff through in-service, faculty, and grade level meetings in understanding the importance of parental involvement and working as a partner with parents. This year the CILT team placed special emphasis on the need to ensure a closer connection between the school and the parent involvement activities. All staff members are expected to welcome parents to the school and work with them in meeting the needs of each child. Discussions include using a variety of methods to reach parents such as newsletters, telephone calls, agenda books, email, SchoolCast, websites, etc. The parental involvement coordinator will participate in professional development with national consultants and district staff to build their capacity in working with parents. In return, they will train the school staff.

Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See ESSA Sec 1116, requirements for building capacity in parental involvement.) To ensure effective involvement of parents and to support a

partnership among the school, parents, and the community to improve student academic achievement, our school: Shall to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.(Describe)

Crumly Chapel Elementary School coordinates its parent involvement programs for all parents. Both English and Spanish speaking parents are involved in parenting activities. An interpreter is available to assist Spanish speaking families with meeting their needs. The Parent Resource Center has literature and activities that parents can use at home to support the achievement of their children. Crumly Chapel Elementary School currently has 12 ELL students. Title I works in conjunction with Title III and Title X to build parental capacity in order to foster student success.

Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See ESSA Sec. 1116, requirements for building capacity in parental involvement.) To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school: Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand. (Describe) Crumly Chapel Elementary School makes every effort to inform all parents of meetings held at the school. Information about school meetings, activities, etc. is sent to parents in a language that they can understand. In addition, Crumly Chapel Elementary School utilizes the services of the LEA translator who assists with written and verbal communications.

Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See ESSA Sec. 1116, requirements for building capacity in parental involvement.) To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school: Shall provide such other reasonable support for parental involvement activities as parents may request. (Describe) Crumly Chapel Elementary School makes every effort to honor parent requests as related to their involvement in their child's education. For example, parents at Crumly Chapel Elementary feel strongly that the school is a safe environment and the school communicates effectively about the school's goals and activities. (The information that appears here is from your perception survey results. Be sure it fits your specific school survey results.) Crumly Chapel Elementary School maintains open communication with parents and encourages input through meetings, conferences, newsletters, surveys, etc. A conscious effort is made to accommodate all reasonable requests for support by faculty members.

Describe how the school will ensure the provision for participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand. (See ESSA Sec. 1117(f)) Crumly Chapel Elementary School makes every effort to accommodate the needs of all parents. In conjunction with the LEA, Crumly Chapel Elementary School provides opportunities for full participation of parents with limited English proficiency, parents with disabilities, and parents of migratory students. The school provides basic information and school reports in a format and to the extent practicable in a language that parents can understand. Crumly Chapel Elementary School presently has 12 ELL students; therefore, most notices are sent to parents of these children in Spanish. In addition, the LEA has a translator/interpreter available to assist with parental communication. Crumly Chapel Elementary is a handicapped accessible building. No migrant students are enrolled at this time.