



Star Lake Title I Parent & Family Engagement Policy/Plan/Procedures

2018-2019

Star Lake is committed to the goal of providing quality education for every child in this district. To this end, we want to establish partnerships with parents and with the community. Everyone gains if Star Lake and home work together to promote high achievement by our children. Neither home nor Star Lake can do the job alone. Parents play an extremely important role as children's first teachers. Support for their children and for the school is critical to children's success at every step along the way.

Star Lake recognizes that some students may need the extra assistance available through the Title I program to reach the state's high academic standards. Star Lake intends to include parents in all aspects of the school's Title I program. The goal is a school-home partnership that will help all students to succeed.

POLICY REQUIREMENTS

- A. Star Lake will jointly develop/revise with parents the school Parent and Family Engagement policy/ procedures, distribute these to parents of participating children, and make available the Parent and Family Engagement policy/procedures to the local community.
- B. Policies and procedures available for parent input at our PTA meeting on 11/13/18 and during student led conferences 11/8-11/0.
- C. Approved policies and procedures will be sent home with students by January 30, 2019

- D. Star Lake will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I, and to explain the requirements of Title I, and the right of the parents to be involved.
--The annual meeting will be held during individual student led conference 11/8/18-11/9/18
Parents can gain information from the interventionist, teachers, and/or principal when they attend their child's conference.

- E. Star Lake will offer flexible meetings, such as meetings in the morning or evening, and provide, with Title I funds, transportation, childcare, or home visits, as such services related to Parent and Family Engagement.
--We will offer these services to families and provide, as needed or requested by parents.

- F. Star Lake will involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1112, schoolwide under Section 1114, and the process of the school review and improvement under Section 1116.
--Opportunity to provide input into the SIP at the September and October PTA meeting
--Opportunity to provide input into the PFE at the November PTA meeting and during student led conferences
--Review of PFE and SIP in January at PTA meeting
--Opportunity for input into the PFE at March student led conference dates



G. Star Lake will provide parents—

1. Timely information about Title I.
2. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the expected student proficiency levels.
3. 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 respond to any such suggestions as soon as practically possible.
 - Curriculum and assessments shared at Back to School BBQ by classroom teacher
 - Distribution of Learning Partnership Guides at Student Led Conferences Nov. 8-9
 - Regular assessment updates in school newsletter
 - Student led conferences and report cards
 - Timely response to parent requests for meetings

H. If the Title I Schoolwide Program Plan (SIP) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the district.

- Documentation and sharing of parent comments shared during school review and input sessions
- Information in school newsletter and Title compact about how to submit comments.

SCHOOL-PARENT COMPACT REQUIREMENTS

As a component of the school-level Parent and Family Engagement policy, each school shall jointly develop with parents for all children served under this part, a **school-parent compact** that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

- Conduct a parent/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child's achievement. 11/8-11/9/18
- Provide frequent reports to parents on their child's progress.
 - Intervention and classroom reports of progress at SLCs 11/8-11/9/18 and 3/21-3/22/19
 - Report cards 2/1/19 and 6/14/19
 - Ongoing informal conversations, notes and updates from classroom teacher and interventionist
- Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.
 - Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.
 - Email, phone calls, face to face, conferences, Back to school BBQ, PTA meetings, district and school call outs and emails
 - District communication translated into top 5 languages
 - Building communication translated into English and Spanish as often as possible when written translation services are available
 - Use of language line and translators for conferences and conversations

BUILDING PFE CAPACITY FOR PARENTS AND STAFF



To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, **each school must:**

- 1) Assist parents in understanding the challenging State academic standards, how to monitor a child's progress, and work with educators.
--See parent compact, learning partnership guide, partnership 101, family liaisons, back to school night presentations and SLCs.
- 2) Provide materials and training to help parents to work with their children, such as literacy training and using technology (including education about the harms of copyright piracy).
--resources and training related to IRLA read at home, comprehension questions, math games provided at four family engagement events
- 3) Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parent and their communities to increase academic achievement.
--partnership 101 training/resources provided by family liaison
--SLC component training with all classroom staff
--ongoing conversations at staff meetings and 1:1 with staff to build parent connection strategies
- 4) Coordinate and integrate parent engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parent engagement.
--We do not have the funds to coordinate these programs. Family liaison reaches out to community preschools, partnership with on-site ECEAP preschool
- 5) 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.
 - a. --Fliers, call outs, school newsletter, remind app, district communications

ACCESSIBILITY ASSURANCE

In carrying out Title I parent and family engagement requirements, Star Lake will provide parents and family members information and program access in a language parents understand (*including parents and family members who have limited English proficiency, parents and family members with disabilities*), including providing school reports in a language parents understand, to the extent practical.

–Fliers, call outs, school newsletter, remind app, district communications, report cards, iready assessment reports in English and Spanish when translation services are available or apps print in English and Spanish.

ADOPTION

Star Lake Parent and Family Engagement Policy/Procedures have been developed/revised jointly with, and agreed upon with, parents of children participating in Title I program, as evidenced by meeting minutes.

The Parent and Family Engagement Policy/Procedures were developed/revised by Star Lake on 11/8/18 and 11/13/18 and will be in effect for the period of 2018-2019 school year. The school will distribute these Parent and Family Engagement Policy/Procedures to all parents of participating Title I children and make it available to the community on or before 1/30/19

K Rennie

Signature of Title I Authorized Representative (Principal)

11/15/18

Date



FEDERAL WAY
PUBLIC SCHOOLS