BIE McKinney Vento Local Liaison Training:

**McKinney Vento**

**Family Engagement Tool:**
Developing Meaningful Policies for McKinney-Vento Students (Part II)

June 11, 2013, 11:00 am (MDT)
Facilitator: Valerie Todacheene, Ed.D.
Agenda

• Provide an overview of the Family Engagement Tool web based system for the School Improvement Team to utilize.

• Demonstrate how the tool’s Steps 1-5 are used.

• Review the Homeless policy Rubric which will be integrated in Step 3.

• Review the Planning Tool
Connecting FET & McKinney-Vento

Conceptual Framework

**Shared Leadership** - Homelessness is an issue shared between school, family & community and collaboration occurs through teaming with all stakeholders.

**Education** - Review the training on homeless issues to teachers and staff. Also, training provided to parents/community on how the services provided to homeless students and their families.

**Goals & Roles** - How is homelessness being addressed in policy and partnering with families and communities in developing these policies.

**Connection** - Parents, teachers and students have better understanding of students/families in homelessness situations and the supports being provided through Local Liaisons, home visits, and other outreach initiatives.

**Communication** - How services and support for homelessness issues are effectively communicated in the school community.
Connecting FET & McKinney-Vento

Conceptual Framework

Shared Leadership
• Coordination, Collaboration and Partnerships with parents, community, school and organizations

Goals & Roles/Policies
• Homeless Policies and Procedures
• SEAs and LEAs must develop, review and revise their policies to remove barriers to the enrollment and retention of children and youth in homeless situations. [722(g)(1)(I)]

Communication
• Posters in school and community of services and educational rights
• Policy & newsletters

Education
• Training provided to school staff & teachers
• Training provided to parents
• Identify supports provided to students in homeless situations.

Connections
• Local liaison role in providing services to students and family; advocate McKinney Vento students/families
Family Engagement Tool (FET)

Five (5) Step Process:
1. Enter/Edit School Information
2. About Your School
3. Gather Documents and Complete Analysis
4. Complete School Community Survey
5. Complete Needs Assessment and Plan
Purpose:
The Family Engagement guides a **school-based team** through an inventory and self-assessment of parent involvement policies and practices, resulting in objectives for improvement that can become part of the school improvement plan.
The School Team:

✔ The team may be an existing team (school improvement team) or a team formed especially to conduct the analysis.

✔ A typical team should include the principal, school staff, and parents.

✔ A least half of the members of the team should be parents of currently enrolled students and not employed by the school or district.
Preparing for FET:

1. LEAD: Designate your facilitator and team lead. This is typically Parent Liaison

2. RECRUIT: Send out announcement to participate in the team

3. PLAN: Send schedule of trainings (5 dates) which should occur every 2 weeks.

4. COMMITMENT: This takes commitment from all team members
**Time Commitment:**

- The time investment necessary to complete the analysis process is approximately 5 to 10 hours.

**Meeting Options:**

- 5 meetings of 90 minutes each.
- Meet twice for longer amounts of time, maybe 3 hours each meeting.
Access the Family Engagement Tool
Access FET:

1. Native Star Userid & Password (Process Manager & Principal) **LIMITED ACCESS**

2. ELO will submit request to Family Engagement Coordinator at DPA to have the “icon” turned on

3. Select Icon “Family Engagement Tool”

4. Email: [valerie.todacheene@bie.edu](mailto:valerie.todacheene@bie.edu) if you have problems.
## My Online Tool(s)

<table>
<thead>
<tr>
<th>Tool</th>
<th>Description</th>
<th>Review Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NATIVE Star - SIP - School Indicators</strong></td>
<td>The Native Star school improvement planning process for the School Improvement Team.</td>
<td></td>
</tr>
<tr>
<td><strong>Transformation Implementation Indicators</strong></td>
<td>For those schools required to submit a Tier I SIG Plan.</td>
<td></td>
</tr>
<tr>
<td><strong>Family Engagement Indicators</strong></td>
<td>After completing the Family Engagement Tool, use the Family Engagement Indicators to create a comprehensive plan for your work with parents.</td>
<td></td>
</tr>
<tr>
<td><strong>Family Engagement Tool (FET)</strong></td>
<td>Open link to complete the five step FET web-based process. Only schools that have attended the required training will have access to this tool.</td>
<td></td>
</tr>
</tbody>
</table>
What are the 5 steps in the Family Engagement Tool?
Quality resources for the school and the team
Before you Begin....
TEAM ORIENTATION

- Purpose/Goals of FET for your school
- Team Members roles/responsibilities
- Talk about Participation Requirement(s) with your team
  - Attend WebEx session(s)/Trainings
  - Actively participate & complete the steps
  - Team consists of parent(s), principal, school staff
  - Attend Face-to-Face training
  - Address assessment results
- Review Agenda & Training Dates
Team Orientation Presentation

Click on “Team Orientation” which will provide an overview for your Family Engagement Team members.
Family Engagement Tool

STEPS 1-3
Step 1

The team leader completes the Enter/Edit School Information with principal.

- School and District Contact Information
- Demographics
- School Personnel
- School Grades Levels and Enrollment
- State Standards Assessment Scores
- Current Parent Involvement Practices
- Current MKV Practices
- Other information about the school
The team leader completes the Enter/Edit School Information with principal. Team will review responses.

- Series of questions on the various building blocks that is the current practice of the school
  
  ✓ Shared Leadership
  ✓ Goals and Roles
  ✓ School-Home Communication
  ✓ Education
Step 3 Gather Documents & Complete Analysis

Gather Key Documents: The team leader gathers the key documents with the principal which will be analyzed by the team.

- School Parent Involvement Policy*
- Compact*
- Homework Guidelines
- Student Report Card
- Classroom Visit Procedures
- Homeless/McKinney Vento Policy*

*Title I documents/McKinney Vento Requirements
Analyze Documents: The team leader distributes the key documents to the team, and the members will evaluate each document with the rubric provided in this step.
Analyze Homeless Policy: (refer to PDF)

1. Creating an overall Goal or Statement
2. Creating a definition of homelessness
3. Stating the rights of the students and families
4. Distributing information on the school’s homeless policy
5. Creating enrollment policy and procedures
6. Creating and collecting student records
7. Maintaining and transfer of records
8. Providing Information for student and family
9. Coordinating services with BIE, prior school, liaison, and support services
10. Providing a liaison
11. Explaining rights of Student and Family to a liaison
12. Providing professional development on homelessness
13. Handling of disputes
Homeless Policy Rubric: (PDF)

1. Uploaded to the BIE Website

2. Native Star “Docs & Links” tab

McKinney-Vento Policy Review Rubric

<table>
<thead>
<tr>
<th>Elements of McKinney-Vento Policy</th>
<th>Score</th>
<th>Criteria for Scoring</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Creating an overall Goal or Statement</td>
<td></td>
<td>A. The school has a written Goal or statement for homeless students/families.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B. The Goal or statement, written in plain, family-friendly language is specific</td>
</tr>
<tr>
<td></td>
<td></td>
<td>to the population and needs of the school and school community.</td>
</tr>
<tr>
<td>2. Creating a definition of homelessness</td>
<td></td>
<td>A. The school’s policy includes a definition of homelessness that is based on law.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B. The definition includes specifics based on the school’s population and community.</td>
</tr>
<tr>
<td>3. Stating the rights of the students and families</td>
<td></td>
<td>A. The school’s policy includes a description of the services students and families are entitled to based on law but specific to the school’s population and community.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B. The rights of the student and family are written in family-friendly language.</td>
</tr>
</tbody>
</table>
Assignment

• If you have a Homeless Policy at your school, review your policy and see how the tool will strengthen this policy.

• Think of start dates to begin the FET process in the Fall 2013

• Go into Native Star and locate FET on your dashboard. Review the steps and look at the resources provided.
STEPS 4-5
Step 4

The School Team completes the School Community Survey

- Each member of the team completes the survey independently.

- The team discusses each survey question and arrives at a consensus score for each question.

- Discussing each question will take time, but it simplifies the development of your objectives step 5.
### Shared Leadership

<table>
<thead>
<tr>
<th>Statement</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Agree</th>
<th>Strongly Agree</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The opinions of parents really count.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>2. Parents have ample opportunity to voice their opinions.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>3. Parents are included in making important decisions at the school.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>4. Parents can make a real difference in the way this school operates.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>5. Parents know exactly what the school expects of them.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>6. Programs are provided for parents to assist them with their role in their children's education.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>
Exercise

• Let's take the first four (4) questions under Building Block: Connection

54. Parents feel welcome when they visit the school.
55. The office staff greets visitors warmly.
56. Administrators at the school are helpful.
57. The support staff at the school--custodians, clerks, cooks—seem to care about the students

• Read and respond independently
• 5 minutes


**Exercise**

- What are the response(s) to the questions (each participant will provide a response)
- Try to come to a consensus
- 5 minutes
The school team completes a needs assessment and develops objectives to include in their plan.

- School Information Form
- About Your School
- Policy Analysis
- School Community Survey

Needs Assessment
Planning Tool
Planning Tool

The planning tool is a planning and implementation tool that can be used to organize, record, and track your family engagement initiatives. This will help you begin your work in the “Next Steps” training where you will match your objectives to the Family Engagement indicators in Native Star.
McKinney Vento Local Liaison Trainings (WebEx)

April 9, 2013, 11:00am (MDT)
Topic: McKinney Vento 101

May 14, 2013, 11:00am (MDT)
Topic: Develop McKinney Vento Policies Using the Family Engagement Tool (Part I)

June 11, 2013, 11:00am (MDT)
Topic: Review FET & Develop McKinney Vento Policies Using the Family Engagement Tool (Part II)

September 2013, Date & Time TBD
QUESTIONS
Contact Information

Valerie Todacheene, Ed.D.
BIE-McKinney Vento State Coordinator
505-563-5269
Valerie.todacheene@bie.edu