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.
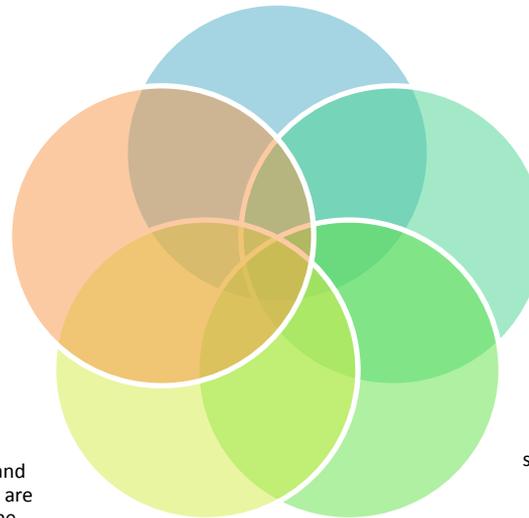
- Review the Planning Tool

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.

Communication-How services and support for homelessness issues are effectively communicated in the school community

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

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

Family Engagement Tool

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.

Family Engagement Tool

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.

Family Engagement Tool

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

Family Engagement Tool

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.

Family Engagement Tool
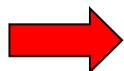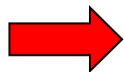
Access the Family Engagement Tool

Access FET:

1. Native Star Userid & Password (Process Manager & Principal) **<u>LIMITED ACCESS</u>**

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 if you have problems.

NATIVE Star
Bureau of Indian Education
National Assessment Tool for Innovation, Validation, & Education

Home	Forms to Complete	Required Reports	Docs & Links

My Online Tool(s)	Description	
NATIVE Star - SIP - School Indicators	The Native Star school improvement planning process for the School Improvement Team.	Review Progress
Transformation Implementation Indicators	For those schools required to submit a Tier I SIG Plan.	Review Progress
Family Engagement Indicators	After completing the Family Engagement Tool, use the Family Engagement Indicators to create a comprehensive plan for your work with parents.	Review Progress
Family Engagement Tool (FET)	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.	

Family Engagement Tool

What are the 5 steps in the Family Engagement Tool?

Main Menu

Family Engagement Tool

Welcome principal and school team!
Principal – complete steps 1 and 2.
School Team—complete steps 3-5.
PDF forms are printable for use in team meetings before entering completed work in the online system.

Team Orientation

Steps and Printable Worksheets (pdf)	Entry Forms	Completed
1. Enter/Edit School Information	Input School Info Data	
2. About Your School	Input About Your School	
3. Gather Documents and Complete Analysis	Input Policy Analysis	
4. Complete School Community Survey English Spanish	Input School Community Survey	
5. Complete Needs Assessment and Plan	Input Needs Assessment	
Planning Tool	Open Planning Tool	4/20/2013

Resources

Effective Teaming   Wise Ways ®   Web Resources   Resource Menu   Title I Guidance

Quality resources for the school and the team

Family Engagement Tool

Before you Begin….

Family Engagement Tool

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

Family Engagement Tool

Team Orientation Presentation

Click on "Team Orientation" which will provide an overview for your Family Engagement Team members.

Family Engagement Tool

STEPS 1-3

Family Engagement Tool

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

Family Engagement Tool

Step 2 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

Family Engagement Tool

Step 3 Gather Documents & Complete Analysis

<u>Gather Key Documents:</u> 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

Family Engagement Tool

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.

Policy Analysis

Click on one of the documents listed below to provide rubrics-based scoring.

- District Parent Involvement Policy
- School Parent Involvement Policy
- Compact
- Homework Guidelines
- Student Report Card
- Classroom Visit Procedures
- Submit Policy Analysis Ratings

Back to Main Menu

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School Parent Involvement Policy
SPI Page 1

Jump to Page: District Parent Involvement Policy   Compact   Homework Guidelines   Student Report Card   Classroom Visit Procedures

Please complete this evaluation, then click **Next** to continue to SPI Page 2
(Changes are saved when you click Next)

Score Guide: 0 = no evidence of criterion being met, 1 = evidence that criterion 1 is met, 2 = evidence that criteria 1 and 2 are met

Date Completed: 10-1-10   School has no policy ☐
(Example - 01-08-07)

Required Activities (ESEA)	Score	Criteria for Scoring "2" assumes that criterion of "1" is met. The written policy...
1. Conducts an annual meeting with parents to discuss program plans, implementation, and suggestions at a convenient time for parents.	1	1 = States that the school conducts an annual meeting with parents to discuss program plans, implementation, and suggestions at a convenient time for parents. 2 = Requires agendas and minutes for meeting, maintained and reported from year to year.
2. Provides parents information in a timely manner about programs that includes a description and explanation of the school's curriculum, the forms of academic assessments used to measure children's progress, and the proficiency levels students are expected to meet.	2	1 = States that information about the school's programs, curriculum, assessments, and expected proficiency levels is provided in a timely manner. 2 = Includes timeline for providing information about the school's programs, curriculum, assessments, and expected proficiency levels and specifies how it is provided.

Family Engagement Tool

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

Family Engagement Tool

Homeless Policy Rubric: (PDF)

1. Uploaded to the BIE Website

2. Native Star "Docs & Links" tab

School _____Date _____

Rubric completed by _____

McKinney-Vento Policy Review Rubric

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

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.**

Family Engagement Tool

STEPS 4-5

Family Engagement Tool

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.

Sample Survey Page

Family Engagement Tool

Shared Leadership					
In our school…	Strongly Disagree	Disagree	Agree	Strongly Agree	N/A
	←			→	
1. The opinions of parents really count.	○1 ○2 ○3 ○4 ○5 ○6 ●7 ○8 ○ Not Answered				
2. Parents have ample opportunity to voice their opinions.	○1 ○2 ○3 ○4 ○5 ●6 ○7 ○8 ○ Not Answered				
3. Parents are included in making important decisions at the school.	○1 ○2 ○3 ○4 ●5 ○6 ○7 ○8 ○ Not Answered				
4. Parents can make a real difference in the way this school operates.	○1 ○2 ○3 ○4 ○5 ●6 ○7 ○8 ○ Not Answered				
5. Parents know exactly what the school expects of them.	○1 ○2 ○3 ○4 ○5 ●6 ○7 ○8 ○ Not Answered				
6. Programs are provided for parents to assist them with their role in their children's education.	○1 ○2 ○3 ●4 ○5 ○6 ○7 ○8 ○ Not Answered				

Exercise

- Lets 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

Family Engagement Tool

Step 5

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

Family Engagement 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)
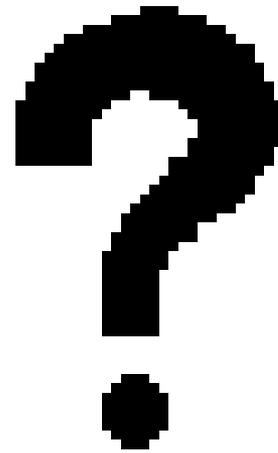Topic: McKinney Vento 101

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

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Contact Information

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