



Highline Public Schools

**Application for  
Title III Parental/Community  
Involvement Grant**

## Background

Highline Public Schools firmly believes in strong parent and community engagement as a partnership which provides ethnic and culturally responsive family advocacy and academic support to students and families in our district. Research shows family, community and school partnerships result in:

- Improvement in school programs and school climate
- Increase in access to family services and support
- Increase in parents' skills and leadership
- Increase in family involvement in school and community
- Support for teachers' work with students

The goal of this grant is to build capacity in schools' ability to promote greater parental and community engagement and involvement for our ELL students and their families.

## A. Grant Focus

Grants are available to fund the program suggestions below, as well as school specified parent engagement.

### • Cultural Competency

<i>Partner Agency</i>	Reach Out – a division of New Futures <a href="http://newfutures.org/reach-out/">http://newfutures.org/reach-out/</a>
<i>Logistics of Activity</i>	Three two-hour training sessions
<i>Goals of Activity</i>	Cultural competency training, delivered by Reach Out, will complement work HPS has begun, but differ in their focus on parent engagement and communication. Goals of the training will be to: <ul style="list-style-type: none"><li>• Build a common understanding of parent involvement and link to cultural competency</li><li>• Expand engagement strategies to increase connections and open doors</li><li>• Broaden approach through partnerships to deepen parent engagement work</li><li>• Support implementation of culturally competent parent engagement strategies</li></ul>

### • Parent School Partnership (new)

<i>Partner Agency</i>	Mexican American Legal Defense and Educational Fund (MALDEF) <a href="http://www.maldef.org/psp/">http://www.maldef.org/psp/</a>
<i>Logistics of Activity</i>	A staff member and a selected parent receive parent engagement training in two four-hour trainings  The staff-parent team conducts four parent outreach events following MALDEF PSP guidelines  The number of staff-parent teams to be trained in 08-09 is limited
<i>Goals of Activity</i>	This option provides curriculum that will complement and strengthen the work your school is already engaged in to support parents in being active partners in the academic success of students. Specifically it will work toward the following goals <ul style="list-style-type: none"><li>• Train a staff/parent team to empower parents to become their child's best advocate</li></ul>

	<ul style="list-style-type: none"> <li>• Provide parent/community practical application of knowledge and tools for navigating the K-12 education system and beyond</li> <li>• Identify and break down culture, language and systemic barriers that may discourage parent engagement</li> </ul> <p>Examples of modules available to bring to families include:</p> <table border="1" style="margin-left: 40px;"> <tr> <td>• <i>Parents' rights and responsibilities</i></td> <td>• <i>Responsible leadership</i></td> </tr> <tr> <td>• <i>Structure and function of US schools</i></td> <td>• <i>The politics of education</i></td> </tr> <tr> <td>• <i>Financial aid information and visits to local colleges</i></td> <td>• <i>Active participation in parent/teacher conferences</i></td> </tr> </table>	• <i>Parents' rights and responsibilities</i>	• <i>Responsible leadership</i>	• <i>Structure and function of US schools</i>	• <i>The politics of education</i>	• <i>Financial aid information and visits to local colleges</i>	• <i>Active participation in parent/teacher conferences</i>
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• <i>Structure and function of US schools</i>	• <i>The politics of education</i>						
• <i>Financial aid information and visits to local colleges</i>	• <i>Active participation in parent/teacher conferences</i>						

• **Parent School Partnership (continuing)**

<i>Partner Agency</i>	Mexican American Legal Defense and Educational Fund (MALDEF) <a href="http://www.maldef.org/psp/">http://www.maldef.org/psp/</a>
<i>Logistics of Activity</i>	A staff-parent team trained in 07-08 attend a two-hour debrief of lessons learned and successful strategies.  The staff-parent team trained in 07-08 conducts four parent outreach events, continuing the work they did in 07-08
<i>Goals of Activity</i>	(the goals are the same as those described above)

• **School Specified Parent Engagement**

Other proposed programs requiring funds for implementation or maintenance of continued programs – for example: home visits, parent coffee hours, and parent education. The expected outcome of the those events should include at least one of the following:

- Increased parent/community involvement
- Increased parent advocacy and parent knowledge around school culture and procedures
- Increased parent and staff communication to best meet student needs

**\*\*\* Your school specified proposal can be combined with the Cultural Competency and/or Parent School Partnership (MALDEF)**

**B. Eligibility**

- Funding must be utilized for the engagement of ELL families.

**C. Funding**

• **Cultural Competence**

Three (2) hour training sessions (through ReachOut) cost \$100/person attending, assuming a group of 30-35 people to be trained. Depending on the size of the group your school wants trained, and other interest across the district, the training may be shared with other schools.

- **Parent School Partnership (new and continuing)**  
A stipend of \$300 should be allocated for the staff person, as well as the parent. Additionally, funds should be identified for supporting the parent involvement events.
- **School Specified Parent Engagement**  
Please outline any extra service and other funds needed for your school's specified program.

#### **D. Requirements**

Grant recipients will be required to:

- Provide mid-year and final reports to track and document parent/community engagement activities
- Provide itemized records of fund allocation
- Provide specific grant objectives and measurements of success in grant evaluation

#### **E. Timeline**

- Application process announced – Friday, August 15, 2008
- Informational sessions 4pm at ERAC – Wednesday, August 27, 2008 and Monday, September 22, 2008
- Deadline to submit proposals – Tuesday, September 30, 2008
- Grant Recipients announced - Friday, October 10, 2008
- Mid-year Grant report due – Monday, February 2, 2009
- Grant Evaluations submitted – Monday, June 1, 2009

#### **F. Application Instructions**

- Submission deadline is – **Monday, September 30.**
- Proposals must be typed and must be clear and concise. All questions must be answered.
- Completed applications may be sent via email to Bernard Koontz at koontzb@hsd401.org; or a hard copy by mail or personal delivery before the deadline to ERAC.
- Please contact Bernard Koontz with any question via the email above, or at X2389.



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**PART 1: School Information**

<b>Name of school</b>					
<b>Contact person(s)</b>					
<b>Total school enrollment</b>		<b>Total ELL student enrollment</b>		<b>Approximate number of students who speak another language at home</b>	
<b>Languages most represented at your school</b>					

**List some characteristics of your school's service area:**

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**PART II: Background**

**What strategies has your school used in the past to engage ELL families? Describe the success and/or challenges of those efforts. Please describe any Title III funded efforts to engage your school's ELL families last year, and the outcomes of those efforts.**

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**What is the next challenge your school needs to approach to improve engagement of ELL families?**

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**List any community based organizations your school currently partners with:**

**PART III: Plan**

**Assessing your school's current need in the area of parent/community engagement, how do you plan to utilize the granted funds?**

**Cultural Competency**

**Parent Schools Partnership**

**School Specified Parent Engagement**

**(if you are planning a school-specified programming, please describe it below)**

**Why will the programming you identify above be the best approach for your school's community?**

**What are specific outcomes will the plan result in?**

**How will you measure outcomes? How will that inform continuing implementation?**

**Please identify key staff that will be involved with overseeing this grant (include staff/parent team if applying for MALDEF).**

**PART IV: Proposed Budget**

<b>Item/Activity</b>	<b>Targeted Audience/Explanation of Expense</b>	<b>Costs</b>
Total Grant Request		

**Estimated menu of staff costs (these are average costs to be used for budgeting only, paras and ELL tutors must be paid at their individual highest rate):**

One hour of Para Time:	<b>\$15.00</b>
One hour of ELL Tutors Time:	<b>\$22.00</b>
One hour of Cert Time:	<b>\$35.10</b>
MALDEF Stipend	<b>\$300.00</b>

*EXAMPLE*

<b>Item/Activity</b>	<b>Targeted Audience/Explanation of Expense</b>	<b>Costs</b>
<b>MALDEF curriculum parent modules</b>	Staff stipend Parent stipend	\$300.00 \$300.00
<b>MALDEF translation support</b>	8 ELL Tutor hours	\$176.00
<b>Home Visits (10 families)</b>	10 Cert hours 10 ELL Tutor hours	\$351.00 \$220.00
Total Grant Request		\$1347.00