

Alachua Elementary School Title I, Part A Parent & Family Engagement Plan

I, Heather Harbour, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Assurances

- The school will conduct outreach to all parents and family members and implements programs, activities, and procedures for the involvement of parents and family members in all of its Title I, Part A programs consistent with Section 1116 of the Every Students Succeeds Act (ESSA). Such programs activities and procedures shall be planned and implemented with meaningful consultation with parents of participating children. [ESSA Section 1118(a)]
- The school will work to ensure that the required school-level parent and family engagement policy is developed under subsection (b), each school served under this part will develop a Home-School Compact that outlines how parents, the entire staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. [ESSA Section 1116(d)]
- In carrying out the Title I, Part A parent and family engagement requirements to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language parents understand. [ESSA Section 1116(e)(f)]
- The school will involve parents and family members of children receiving services under this part in the decisions regarding how funds reserved are allotted for parental involvement activities. [ESSA Section 1116(3)]
- The school will be governed by the statutory definition of "parents and family engagement" as defined in ESSA Section 8101, and is expected that to carry out programs, activities, and procedures in accordance with this definition.
- The school will use funds reserved under this part to carry out activities and strategies consistent with the parent and family engagement policy as outlined in ESSA Section 1116(3).

Heather Harbour

Signature of Principal or Designee

5/17/21

Date Signed

Parent & Family Engagement Mission Statement

Response: Alachua Elementary believes that parents, schools, families and communities working together will create meaningful partnerships that lead to gains in student achievement. We will provide a variety of partnership opportunities for parents to be involved in the education of their child in order to ensure success for all learners.

Involvement of Parents

The school will involve parents in the planning, review, and improvement of Title I programs including parental involvement and in the decisions regarding how funds for parental involvement will be used by:

- School Advisory Council (SAC)
- Parent Teacher Organization (PTA)
- School Climate Surveys
- Parent Involvement Activities' Evaluation Forms

Coordination and Integration

The school will coordinate and integrate the following Parent & Family Engagement programs and activities with other Federal Programs, to the extent feasible and appropriate, in an effort to teach parents how to help their children at home.

Count	Program	Coordination
1	ESOL Parent Leadership Council Meetings for schools who have 10 or more ELL students	Based on the ELL reports, if we have 10 or more ELL students, two meetings will be held during the 2021-2022 school year. The Assistant Principal will be in charge of holding the meetings and providing our ELL families with needed support.

Annual Parent Meeting

The school will conduct an annual meeting designed to inform parents of participating children about the school's Title I program, the nature of the Title I program (school-wide or targeted assistance), and the rights of parents through the following activities.

Count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	School will hold the Annual Parent Meeting in September	Principal, Title I Lead Teacher Title 1 Team	September	Parent Input Evaluations, sign-in sheets, agendas, PowerPoint handout, and minutes from meetings.
2	Development of agenda for Annual Parent Meeting.	Principal, Title I Lead Teacher	August-September	Completed Agenda
3	Develop/plan materials (presentation, school/district handouts) for Annual Parent Meeting.	Principal, Title I Lead Teacher	August-September	Copies of presentation and all handouts
4	Send notices in school newsletter, send invitations via backpacks, alert parents of meeting.	Principal, Title I Lead Teacher	August-September	Photograph of marquee, copy of newsletters and invitations
5	Record Annual Meeting and post recording along with the PowerPoint presentation on the School Website.	Title I Lead Teacher, Website Manager	September	Annual Meeting Recording and PowerPoint are posted on the School Website

Flexible Parent Meetings

The school will offer flexible opportunities for parents and families to participate in organized and ongoing workshops and meetings by:

- When applicable, post workshop information and/or presentations on school website and notify parents of its availability through a variety of communication methods.
- When applicable, host virtual parent involvement activities or record activities and post them on the School Website.

Building Capacity – Parent/Family Workshops

The school will implement the following activities as a means to build the capacity for strong parental and family engagement and to support a partnership among the school, families, and the community to improve student academic achievement.

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Parents as Partners: AES has a Parent and Family Engagement Resource Area where meetings can occur, resources are available to check out, and a computer is available for use.	Title I Lead Teacher/ Principal	Improve and increase parent involvement in order to raise student achievement.	August	Sign-in Sheets, Check-out Sheets for materials that are for home use
2	PI Activities: AES will host at least one Parent Involvement Activity per semester. AES will provide the activities at a time in the day, where students and their parents can participate in activities directly relating to academics. Each event will be advertised on the school marquee, the school website, in the monthly newsletter, and all families will receive a FoneHome informing the parents of the event.	Principal/ AP/ Title I Lead Teacher/ Instructional Intervention Coach/ Various Grade Level Teachers	Provide parents with knowledge, academic expectations, and strategies they can use at home to help prepare their child for academic success in school.	August – May	Agendas, Parent Evaluations, Sign-in Sheets/ Newsletters/ Website
3	Open House: The principal, assistant principal, teachers, and staff members will meet parents and their children to provide them information about school procedures, routines, and expectations for their children.	Principal/ AP/ Teachers and Staff	Provide parents an opportunity to meet their children's teacher(s) and to present the academic expectations and strategies to help prepare their children for success in our school.	August-September	Agendas, Parent Evaluations, Sign-in Sheets, Copies of information distributed to parents
4	Planner Training: Teachers will meet with parents during Open House to explain how the planner will be used for communication between school and home.	Title I Lead Teacher/ Teachers	Increase student achievement, behavior, and home-school communication	August/ September	Agendas, sign-in sheets, and any copies of information given to the parents
5	Grade Level Night: Presenters will provide strategies to help parents support their children in reading and writing by grade level. Materials will be provided for the parents and the students.	Principal/ AP/ Title I Lead Teacher/ Instructional Intervention Coach/ Grade Level Teachers	Improve the ability of parents to assist their children in building strong reading and writing skills.	October/ November	Invitations, Agendas, Sign in Sheets, Parent Evaluations

6	STEM Night: Presenters will share with parents ways to encourage and support achievement in math and science for their students. Materials will be provided for the parents and the students.	Principal/ AP/ Title I Lead Teacher/Instructional Intervention Coach/ Grade Level Teachers	Improve the ability of parents to support their children with math and help them build stronger math and science skills.	February/ March	Invitations, Agendas, Sign-in Sheets, Parent Evaluations
---	--	--	--	-----------------	--

Staff Training

The school will provide the following professional development activities to educate the teachers and school staff in how to reach out to, communicate with, and work with parents and families as equal partners and in how to implement and coordinate family programs, and build relationships between families and the school.

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Review of District and School-level Parent & Family Engagement Plans	Title I Lead Teacher	A positive student impact will result from the staff's ability to effectively work with families.	August	Training agendas and sign-in sheets Training evaluations Parent Surveys
2	Review of Home-School Compact and School Improvement Plan	Title I Lead Teacher and Principal	A positive student impact will result from the staff's ability to effectively communicate the academic expectation to families.	August	Training agendas and sign-in sheets Training evaluations Parent Surveys

Other Activities

The school will conduct activities, make resources available to parents and families and provide encouragement and support to families so that they can more fully participate in the education of their children by:

- Maintaining a Parent & Family Resource Area consisting of information related to the school and Title I Program as well as academic resources available for home use.
- Making the Parents Make a Difference newsletter available through the school website, The Parent & Family Resource Notebook, and is hard copy upon request.
- Maintaining the Title I section on the school website with important dates and times of meetings, resources, and, if applicable, placing any presentations there for the parents to access from workshops.

Communication

The school will provide parents of participating children with:

Timely information about the Title I program and activities by;

- Conducting the Annual Meeting.
- FoneHomes letting the parents know of upcoming Parent Involvement Activities.
- Backpack notices announcing upcoming Parent Involvement Activities.
- Formal letters to parents of those students selected to participate in EDI or other Title I tutoring programs.
- Keeping the dates of events updated on the School Website.
- Posting Annual Meeting Video and PowerPoint on the School Website along with any other applicable Parent Involvement Activities/Resources.
- Provide Instructional Tools and Resources to parents when needed.
- Monthly Newsletters sent home and posted on the School Website.

Descriptions and explanations of the academic curriculum, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet through;

- Information shared at the Annual Meeting.
- Open House-grade level expectations, standards, and assessment information will be presented to parents
- Grade Level Nights
- STEM Night
- Website
- Monthly Newsletters

Opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children;

- SAC Meetings
- PTA Meetings
- Annual Parent Feedback Survey for Input on the Home School Compact and Parent and Family Engagement Plan.

A means to document parent comments/concerns regarding the school wide program plan when it is not satisfactory to the parents of participating children. The school will include documentation of parent comments/concerns with the plan that will be made available to the local education agency by;

- Evidence of parental input, including evidence of dissatisfaction, will be submitted to the Title I office as part of the regular Parent & Family Engagement Plan review process.

Accessibility

The school will provide full opportunities for participation in parent & family engagement activities for all participants (including parents with limited English proficiency, disabilities, migratory, and homeless children) by:

- Utilizing quarterly Skyward reports as a means to identify families who may need accommodations in order to actively participate in school activities.
- Providing an interpreter when appropriate for Parent Involvement Activities.
- Translating documents when appropriate.