## Carolyn B. Parker Elementary School

## Title I, Part A Parent & Family Engagement Plan

**2023-2024**

I, Kelly Brill Jones, 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 implement 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 Student Succeeds Act (ESSA). Such programs, activities and procedures shall be planned and implemented with meaningful consultation with the 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 Section1116(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 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).

| **Signature of Principal or Designee** | Date Signed |
| --- | --- |

**Parent & Family Engagement Mission Statement**

**Response:** Parker Elementary believes that strong family involvement is critical to each student's academic success. We encourage family involvement in all school activities. Research has shown that strong relationships between schools and families lead to higher student achievement. Student achievement is based on set standards. Families are an integral part of supporting the ongoing learning of the standards.

**Involvement of Parents & Families**

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
* Parent Teacher Association
* ESOL Parent Leadership Council School
* Climate Surveys
* Parent Activity Evaluation Forms
* Parent & Family Engagement Plan
* Electronic notices on Title 1 webpage, online Tile 1 activities and trainings

**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 | Welcoming meeting providing information on activities provided  Coordination of needs and programs offered for unique ESOL needs  Throughout the year, clarification offered on standards |
| 2 | Early Childhood Families | Conduct Kindergarten Roundup  Provide books and information for parents to use at home to help transition children to kindergarten  As funds are available, provide transition classes |
| 3 | McKinney-Vento | Provide support and resources for homeless families |

**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 August or September | Principal,  Title I Lead Teacher  Title 1 Team | August/Sept 2023 | Parent Input Evaluations, sign-in sheets, agendas, Google Slides handout and minutes from meetings |
| 2 | Development of agenda for Annual Parent Meeting | Principal, AP,  Title I Lead Teacher | August-Sept 2023 | Completed Agenda |
| 3 | Develop/plan materials (presentation, school/district handouts) for Annual Parent Meeting | Principal, AP,  Title I Lead Teacher | August-Sept  2023 | Copies of presentation and all handouts |
| 4 | Send notices in school/class newsletters, Principal Newsletter, marquee, Class Dojo, Skyward, post it on the Title 1 webpage | Principal,  Title I Lead Teacher | August-Sept  2023 | Photograph of marquee, copy of newsletters and invitations |
| 5 | ESOL Annual Meeting | Principal, AP,  Title I Lead Teacher, ESOL teachers | August-Sept  2023 | Parent Input Evaluations, sign-in sheets, agendas, Google Slides handout/minutes from meetings |

**Flexible Parent Meetings**

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

* Multiple sessions of workshops to accommodate family schedules, including online sessions
* Conduct workshops/activities at various times (morning, afternoons, evenings, weekends) to allow maximum participation
* Provide on-site childcare
* Provide hard copies of materials in Title 1 Parent Resource Area
* Posting materials and meeting summaries on Title 1 webpage
* Notify parents of workshops through a variety of communication methods

**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 | Communication System | Assistant Principal, Title 1 Lead Teacher; Classroom teachers | Appropriate use of communication system will improve ability of families to work with school on how to help students be more productive | August 2023 ongoing for new families | Agenda, sign-ins, completed surveys, use of student planners, integration of skills |
| 2 | Online Tools Facilitation | Principal, AP, Classroom teachers | Inform families of MyPortal, students textbook availability, online resources to improve academic skills | August 2023- May 2024 | Agendas; sign-in sheets  Training evaluations/  Parent Surveys; use of student planners;  FAST Data  DIBELS Data  ISIP Data  OPM Common Assessments |
| 3 | Individual Parent Conferences | Classroom teachers | Improved behavior & motivation, increased academic gains | August 2023-May 2024 | Parent/Teacher conference Forms  completed surveys |
| 4 | ESOL Family Meeting | ESOL teachers, Title 1 staff, classroom teachers | Review provided planner, passwords for computer programs, how to give/find homework help | August-Sept 2023 | Agendas; sign-in sheets  Training evaluations/  Parent Surveys; use of student planners;  FAST Data  DIBELS Data  ISIP Data  OPM Common Assessments |
| 5 | Parent Tech Night | District Tech Coach, Title 1 Lead Teacher; ESOL Family Liason | Inform families of MyPortal, students textbook availability, online resources to improve academic skills | October 2023 | Agenda, sign-in sheets, surveys |
| 6 | Family Literacy Night | Principal; AP; Title 1 team; Classroom teachers | Provide families strategies to  increase learning gains/achievement of the lowest quartile/ ESSA subgroups | November 2023 | Agendas; sign-in sheets  Training evaluations/  Parent Surveys; use of student planners;  FAST Data  DIBELS Data  ISIP Data  OPM Common Assessments |
| 7 | Family Math Night | Principal; AP; Title 1 team; Classroom teachers | Provide families strategies to  increase learning gains/achievement of the lowest quartile/ ESSA subgroups | March 2024 | Agendas; sign-in sheets  Training evaluations/  Parent Surveys; use of student planners;  FAST Data  DIBELS Data  ISIP Data  OPM Common Assessments |
| 8 | Parker Fine Arts Festival | Resource teachers; Classroom teachers | Cultural Immersion through fine arts; improved cultural relationships; improved school environment | April 2024 | Agenda, sign ins, completed surveys |

**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.

| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| --- | --- | --- | --- | --- |
| Review District and School-level Parent & Family Engagement Plans | Title I Lead Teacher | Improve staff ability to effectively work with families | August 2023 | Training agendas; sign-in sheets  Training evaluations/  Parent Surveys |
| Review Home-School Compact; School Improvement Plan; Title 1 Budgets | Title I Lead Teacher; Leadership Team | Improve staff ability to effectively communicate the academic expectation to families | August  2023 | Training agendas; sign-in sheets; training evaluations;  Parent Surveys |
| Review Family Resource Area and Title 1 documentation requirements | Title I Lead Teacher | Improve staff ability to effectively communicate the academic expectation to families | August 2023 | Training agendas; sign-in sheets  Training evaluations/  Parent Surveys; AIMS Data  FAST Data  DIBELS Data  ISIP Data  OPM Common Assessments |

**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
* Having the **Parents Make a Difference** newsletter available through the school website, The Parent & Family Resource Notebook, and as a hard copy, upon request (available in English and Spanish)
* Providing the ESOL Leadership Council to promote cultural understanding school-wide

**Communication**  
The school will provide parents with timely information about the Title I program and activities by:

* Conducting the Annual Meeting
* Using the Phone Home System School communication system including yellow Monday folders and planners
* Posting information on the Parker Title 1 webpage
* Include in the Principal’s Weekly Newsletter: Parker Updates

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
* Timely information about Title 1 Parent & Family Engagement programs/workshops
* Timely information about Parent/Teacher Conferences

Opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children will be provided with:

* Scheduled individual meetings to discuss progress and concerns as determined by either the family or the school
* Title 1 Parent & Family Engagement programs/workshops
* Evaluations at family workshops
* Parent surveys

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

* Submitting evidence of parental input, including evidence of dissatisfaction, to the Title I office as part of the regular Parent & Family Engagement Plan review process
* Sharing information at the Annual Meeting regarding the Title 1 Complaint Policy, which will be reviewed as needed with individual parents

**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 language interpreters for parent workshops as practicable
* Providing school documents in various languages, as practicable
* Providing parent workshops in homeless shelter, when practicable
* Providing bilingual aides, when possible
* Offering additional Open House for ELL families