

Archer Elementary Title I, Part A Parent & Family Engagement Plan

I, Libby Hartwell, 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 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(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).

Libby Hartwell

8-22-23

Signature of Principal or Designee

Date Signed

Parent & Family Engagement Mission Statement

Response: Archer Elementary is committed to building partnerships with parents and the Archer community in an effort to support student learning and achievement of all students. We strive to involve parents in their child's education by working closely with them, informing them of their child's academic progress, offering strategies or ways to help their child, and inviting them to be fully involved in their child's education. Parents and community members are invited and encouraged to participate in the School Advisory Council (SAC), PTA, and school volunteer programs. Community involvement will be developed to strengthen the school's success.

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 Association (PTA)
- School Climate Surveys
- Parent Activity Evaluation Surveys

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	Migrant	Provide support and resources for migrant families in English and Spanish.
2	McKinney-Vento	Provide resources and support to homeless families throughout the school year.

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	Principal, Title I Lead Teacher, Title 1 Team	August - September 2023	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 2023	Completed Agenda
3	Develop/plan materials (presentation, school/district handouts) for Annual Parent Meeting.	Principal, Title I Lead Teacher	August -September 2023	Copies of presentation and all handouts
4	Send notices in school newsletter, send invitations via backpacks, alert parents of meeting via marquee and PTA Facebook page.	Principal, Title I Lead Teacher	August -September 2023	Photograph of marquee, copy of newsletters and invitations

Flexible Parent Meetings

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

- Hold meetings at various times (morning, afternoon and evening) to allow parents flexibility in attending
- Hold meetings both in person and virtually to allow parents flexibility in attending
- Maintain and "Open Door" policy with the Parent Resource Room during the school day
- Provide beverages and finger foods during meetings

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	Annual Meeting	Title 1 team, Principal, Assistant Principal	Provide parents information about Title I (what it is, how it is funded, how funds are used, etc.) as well as ways to communicate with the school.	September 2023	agenda, minutes, parent sign-in sheets, parent needs assessment surveys
2	Coffee and a Chat (monthly)	Title 1 team, Guest Speakers	Provide parents with ongoing school information, updates on student learning goals, accept requests and provide supplemental materials for use at home.	September 2023 – May 2024	agenda, minutes, parent sign-in sheets, parent needs assessment surveys
3	Family Fun Picnic Days	BRT, Title 1 team	Encourage parents to visit the school, receive academic information in a relaxed setting and enjoy lunch with their children.	September 2023 – May 2024	agenda, minutes, parent sign-in sheets, parent needs assessment surveys
4	Family Night	Title 1 team, Principal, Assistant Principal	Bring families together for an evening of learning – reading, math or science, or social studies skills taught at school. Provide dinner funded by PTA and teachers serving the meal.	January 2024 – March 2024	agenda, minutes, parent sign-in sheets, parent needs assessment surveys
5	Parent Tech Night	Title I team, Instructional Technology team	Provide parents with information about websites and online support available to students through My Portal, how to access them, and what each provides.	October 2023	agenda, minutes, parent sign-in sheets, parent needs assessment surveys
6	Transitioning to Middle School	Title I Team and Admin from Archer Elementary and Oak View Middle School	Provide parents and students with information about middle school (switching classes, electives, extracurricular activities, etc.)	March 2024	agenda, minutes, parent sign-in sheets, parent needs assessment surveys
7	Kindergarten Roundup	Titel I team, Admin, Kindergarten team	Provide parents with information about the school as well as how to register their child/children and what documentation is needed.	April 2024	agenda, minutes, parent sign-in sheets, parent needs assessment 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.

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 2023	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 2023	Training agendas and sign-in sheets Training evaluations Parent Surveys
3	Parent Contact	Title 1 Lead Teacher	Having ongoing contact with all parents has a positive impact on education for children.	August 2023 – May 2024	Monthly Parent Contact via Google Docs

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.
- Provide information to parents in Spanish (as available) and have a Spanish speaking faculty member at trainings when needed

Communication

The school will provide parents of participating children with:

Timely information about the Title I program and activities by;

- Conducting the Annual Meeting.
- Title 1 updated information within the school monthly newsletter
- Make use of the marquee for Title 1 trainings notification
- Backpack notifications
- Electronic Communication Platforms

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
- Coffee and Chats
- Attend SAC and PTA Meetings

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

- Attend SAC Meetings
- Attend PTA Meetings
- Parent Surveys
- School Climate 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. 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.
- Title 1 complaint procedure handed out during annual meeting
- Surveys

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.
- Have Spanish speaking faculty members available for trainings
- Translate Title 1 materials sent home as practicable
- Provide in Parent Resource Room Spanish/English materials for check out
- Virtual options as applicable