**ARCHER ELEMENTARY Title I, Part A Parental Involvement Plan**

I, Stella Arduser, 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 be governed by the statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 9101(32), ESEA;
* Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parental involvement are spent [Section 1118(b)(1) and (c)(3)];
* Jointly develop/revise with parents the school parental involvement policy and distribute it to parents of participating children and make available the parental involvement plan to the local community [Section 1118 (b)(1)];
* Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan under section 1114(b)(2) [Section 1118(c)(3)];
* Use the findings of the parental involvement policy review to design strategies for more effective parental involvement, and to revise, if necessary, the school’s parental involvement policy [Section 1118(a)(E)];
* If the plan for Title I, Part A, developed under Section 1112, is not satisfactory to the parents of participating children, the school will submit parent comments with the plan when the school submits the plan to the local educational agency [Section 1118(b)(4)];
* Provide to each parent an individual student report about the performance of their child on the state assessment in at least mathematics, language arts, and reading [Section 1111(h)(6)(B)(i)];
* Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in 34 CFR Section 200.56 [Section 1111(h)(6)(B)(ii)]; and
* Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals [Section (h)(6)(A)].

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

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **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**

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

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| **Response:** At the Annual Title 1 meeting, parents will be asked to complete a needs survey. Parent members will be included in the composition of the parent involvement plan committee. The SAC will continue to be involved in the development, implementation and evaluation of school wide plans such as the School Improvement Plan (SIP) and Parent Involvement Plan (PIP). The SAC is comprised of parents, community members, faculty and staff of Archer Elementary School and meets regularly. Each year parents and school staff complete climate surveys which will be reviewed by the SAC and taken into consideration when planning action for the upcoming year. Parents will be asked to complete evaluation forms after all Title 1 workshops. Parents will be notified of involvement opportunities through classroom newsletter, school wide newsletters, and notices on the school marque and updates on school website. Throughout the school year parent needs request forms will be available in the parent involvement room and reviewed by the leadership team, with involvement of appropriate personnel to respond to parent requests. |

**Coordination and Integration**  
  
Describe how the school will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home, to the extent feasible and appropriate, including but not limited to, other federal programs such as: Head Start, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, Title I, Part C, Title II, Title III, Title IV, and Title VI [Section 1118(e)(4)].

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| **count** | **Program** | **Coordination** |
| 1 | Annual Meeting | Notify families of Title I programs and activities available at the school, including the Parent Resource Area. Describe all programs to families in attendance and send information home to families not in attendance. |
| 2 | Kindergarten Round-Up | Notify families of Title 1 programs and activities available at the school, invite parents to use the Parent Resource Area. Title 1 provides “School is Cool” student workbooks for each student and one copy of Parenting Corner Magazine to be given to parents. |
| 3 | Title I | Parent Resource Area and activities will be available to all families of students enrolled at school. Parents will be able to make and take materials, learn how to use curriculum based programs, and have access to academic content materials and tutoring specific to their children’s academic needs. |
| 4 | Head Start | Invite parents to utilize the Parent Resource Area where they will learn to use web-based programs; make instructional activities and materials to take home to provide support for their children’s academic growth. Title 1 provides “School is Cool” student workbooks and one copy of Parenting Corner Magazine to be given to parents. |

**Annual Parent Meeting**

Describe the specific steps the school will take to 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 (schoolwide or targeted assistance), Adequately Yearly Progress, school choice, supplemental educational services, and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Invitations to parents: flyer, newsletters, phone home, marque | Title I team, Principal, Assistant Principal, CIMS Facilitator, classroom teachers | August/September 2017 | Parent sign in sheet |
| 2 | Agenda/Minutes, PowerPoint presentation Handouts, Incentives, Parent survey | Title I team, classroom teachers | August/September 2017 Evening & day | Parent sign in sheet and Evaluation |
| 3 | Conduct Annual Meeting | Title 1 team, Principal | August / September 2017 | Agenda, minutes, power point handouts, sign-in sheets and parent evaluations |

**Flexible Parent Meetings**  
Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

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| **Response:** The annual Meeting will be conducted in the evening. Copies of materials offered at the meeting will be available to parents in the Parent Resource Area at the school, which will be open weekly during the school day. Childcare will be offered, when appropriate. The information given as handouts and PowerPoints in the Annual Meeting and other parent involvement meetings will be posted on the school's website. Incentives may be offered for families who attend the Annual Meeting and other parent involvement meetings. Home visits will be done by appropriate school personnel (Principal, Assistant Principal, classroom teachers, school counselor, etc.) to meet with parents who cannot get to the school campus. |

**Building Capacity**

Describe how the school will implement activities that will build the capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1118(e)]. Describe the actions the school will take to provide materials and training to help parents work with their child to improve their child’s academic achievement [Section 1118(e)(2)].Include information on how the school will provide other reasonable support for parental involvement activities under Section 1118 as parents may request [Section 1118(e)(14)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Annual Title 1 Meeting | Title I team, Principal, Assistant Principal, BRT | Provide information that will give parents additional resources while assisting students in increasing academic skills | August, 2017-September, 2017 | Power Point, handouts, agenda, minutes, parent sign-in sheets, parent needs assessment |
| 2 | Neighborhood Parent Meetings | Title I team, Principal, Assistant Principal, BRT | Go into neighborhood to meet with parents, have data chats and discuss their concerns and share resources | August, 2017-June, 2018 | Agenda, sign-in sheets, parent needs assessments, parent evaluations, teacher input |
| 3 | Welcome to Archer | Title 1 team, Principal, Assistant Principal, Teachers, BRT | Provide parents with information about Archer Elem., who or where to go for certain issues, outline of yearly events, usage of planners, EduTone, parent portal, etc. | August 2017 | Agenda, minutes, sign-in sheets, parent evaluations |
| 4 | Family Fun Picnic Days | Principal, Assistant Principal, Title 1 team, BRT | Encourage parents to visit the school and receive academic information (flashcards, books, etc.) during their visit | August 2017 – June 2018 | Parent sign-in sheets, parent evaluations |
| 5 | Family Night | Principal, Assistant Principal, Title I teachers, classroom teachers, BRT | Bring families together for an evening of learning reading and math skills taught at school, event will be held at SFC, Davis Center | January 2018 – March 2018 | Agenda, minutes, sign-in sheets, parent evaluations, teacher input |
| 6 | Parent Resource Area Introduction | Title I teachers | Parents will be introduced to the parent resource area where they can get help and information on how to help their children, as well as check out materials to use at home | August 2017-September 2017 | Agenda, minutes, sign-in sheets, parent evaluations, teacher input |
| 7. | Parent FSA Awareness | Title 1 teachers, Principal, Assistant Principal | Parents will be introduced to the FSA format of questions and requirements based on grade levels | January 2018 – February 2018 | Agenda, minutes, sign-in sheets, parent evaluations |

**Staff Training**

Describe the professional development activities the school will provide to educate the teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1118(e)(3)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1. | Staff training to review Home-School Compact, District and School Parent Involvement Plans and communication requirements | Title 1 Team, Principal, Assistant Principal | Increase communication between home and school, reinforce guidelines already in place | August 2017 – June 2018 | Training agenda, sign in sheets, samples of conference forms collected |
| 2. | Data faculty chats at school-based meetings to include: planners, technology, and procedures. | Title I team, Principal, Assistant Principal | Constant awareness of external contributing factors to student success | August, 2017-June, 2018 | Documentation of EPT, team leadership, and FCIM meetings |
| 3. | Modified version of three (3) Modules of Parent Involvement presented to staff through PowerPoint with follow-up discussions. | Title I team | Increased Parent Involvement | School Year 2017-2018 | Agendas, minutes, sign-in sheets, follow-up activities |

**Other Activities**  
Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more fully participating in the education of their children [Section 1118 (e)(4)].

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| **Response:**  Continue offering a parent resource area that is open to parents daily. The parent resource area will have materials available to parents and have a Title I staff member available to assist parents with their questions related to how they can help their students at home, including homework help and use of online curriculum programs. Educational games will be available for home check-out. Additional activities for August 2017-June 2018 will include Family Fun Picnic Days, music programs, art shows, book fairs, graduation ceremonies, and parent training  Schedule days for parent meetings in which activities will be pertinent for particular grade levels: Identify information and skill sets necessary at each grade level with corresponding information useful to parents; schedule meeting times; invite parents and appropriate staff. For example, third grade will focus on reading skills, fourth grade will focus on writing skills and fifth grade will focus on science skills. Provide parents with login information to access student based software, including Achieve 3000; as well as textbooks online using Edutone. Provide training in accessing this software as needed.  Ask Spanish speaking faculty to be available at activity times: Coordinate times among Spanish speaking parents and faculty to meet to fully use above services. |

**Communication**

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

* Timely information about the Title I programs [Section 1118(c)(4)(A)];
* Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet [Section 1118(c)(4)(B)];
* If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children[Section 1118(c)(4)(C)]; and
* If the schoolwide program plan under Section 1114 (b)(2) is not satisfactory to the parents of participating children, the school will include submit the parents’ comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

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| **Response:** Title I program information will be provided at the Annual meeting and in the parent resource area. This information will include: The Title 1 school wide notification letter; the PIRC notification; the parents' rights notification; the school and district wide parent involvement plans. Curriculum standards and academic assessments will be described at the annual meeting and at parent conferences throughout the year referencing the home-school compact. Make and take sessions, homework help for parent sessions, and curriculum and assessment workshops will be held throughout the school year. Parent meetings will be held during the school year to share ways to assist in preparing students for statewide assessments. The school marque is used regularly for sharing important information and events. The monthly school-wide newsletter also keeps parents informed of important dates and opportunities. |

**Accessibility**

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

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| **Response:** Phone home messages will be sent. Families, whose primary language is other than English, will be contacted individually. Families will be notified about meeting by classroom teachers so that all students, including students with disabilities, are made aware of meetings. TransAct will be utilized when available for written parent communication. Bilingual faculty member will provide translation for conferences when needed. ELL student population is monitored quarterly during Title 1 visits. |

**Discretionary Activities**

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

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| **count** | **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| 1 | Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];and | Survey parent needs/ requests/ suggestions for increased staff awareness and knowledge | Title I team, Principal, Assistant Principal, BRT | Increased parent involvement leads to increased student | August, 2017-June, 2018 |
| 2 | Maximizing parental involvement and participation in their children’s education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)]; | Schedule meetings at a variety of times on campus. | Title I team, Principal, Assistant Principal, BRT | Parent knowledge of curricula to improve ability to assist students | August, 2017-June, 2018 |
| 3 | Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | Partner with local churches, Archer Public Library and/or Santa Fe College (Davis Center, Archer) to schedule parent meetings and activities off school campus. | Title I team, Principal, Assistant Principal, BRT | Parent knowledge of curricula to improve ability to assist students | August, 2017-June, 2018 |

**Upload Evidence of Input from Parents**

Upload evidence of parent input in the development of the plan.

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| [Uploaded Document](file:///F:\Downloads\fileUploads\010171_2015-2016_uploadEvidenceParentInput.pdf) |

**Upload Parent-School Compact**

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].  
  
Upload an electronic version of the Parent-School Compact.

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| [Uploaded Document](file:///F:\Downloads\fileUploads\010171_2015-2016_uploadCompact.doc) |

**Upload Evidence of Parent Involvement in Development of Parent-School Compact**

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].  
  
Upload evidence of parent input in the development of the compact.

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| [Uploaded Document](file:///F:\Downloads\fileUploads\010171_2015-2016_uploadCompactEvidence.pdf) |

**Evaluation of the previous year's Parental Involvement Plan**

**Building Capacity Summary**

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Annual Meeting | 1 | 61 | By introducing parents to the Parent Resource Room we will provide additional resources to parents. Detailing Title 1 meetings planned and resources provided to all students will reinforce parental support for Title 1. |
| 2 | Parent Resource Room Open House | 1 | 61 | Parents were introduced to the Parent Resource Room and materials provided were demonstrated. Parents checked out materials to be used at home. Parental involvement and awareness of curriculum will improve student skills. |
| 3 | Back to School for Parents | 3 | 14 | Parents come together to discuss / ask questions regarding educational goals. Provide misc. materials and suggestions for ways to keep learning going at home. |
| 5 | Family Night Out | 1 | 89 | An evening meal to allow parents to interact with other parents and faculty in a relaxed setting. Following the meal parents and students learned more about computer based learning, ways to use the planners to reinforce learning and communication, saw a dvd demonstration how to use playing card to reinforce math skills and increase fluency. |
| 6 | Parent FSA Awareness | 2 | 11 | Provided materials to increase understanding of the FSA testing, included materials from the DOE website, demonstrated question types using the FSA practice tests, and viewed Dr. H. Walker’s video. |
| 7 | Summer Support for Reading K, 1st and 2nd | 2 |  | Materials purchased and provided as a tool to keep learning going through the summer months. Materials provided for all current Kindergarten, 1st and 2nd grades. Materials were sent home for those families who were unable to make it during the day. |
| 8 | Family Picnic Writing | 1 | 97 | Parents were encouraged to come to school during lunch. Writing curriculum was provided for K-5, materials, suggestions on ways to incorporate writing at home and open discussions. |

**Staff Training Summary**

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118 (e)(3)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Review of Parent Modules as provided by Title 1 office | 3 | 21 | The modules will provide insight for teachers who have not had previous experience working with families of low social economic status. The modules also served as a reminder to our teachers who have previously taught at Archer Elementary. Viewing and completing the follow up, as required; will increase communicate between both parents and students. |

**Barriers**

Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(E)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Attendance at meetings or events at school | Hold meetings at various locations such as: neighborhood, public library. Also hold meetings at multiply times to accommodate working parents. |
| 2 | Participating with families in a non-threatening way. | Have Family Fun Day Picnics, annual Family Night, provide a welcoming environment in the front office, build relationships with families, provide opportunities to conference with teachers throughout the day (as needed). |

**Best Practices (Optional)**

Describe the parental involvement activity/strategy the school implemented during the previous schoool year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

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| **count** | **Content/Purpose** | **Description of the Activity** |