*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (school)*

I, , 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 statues, 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 projects, where prohibited.

**Assurances**

The school will:

* Be governed by the statutory definition of parent and family engagement, and will carry out programs, activities, and procedures in accordance with the definition outlined in Section 1116.ESSA;
* Involve the parents and families of children served in Title I, Part A in decisions about how Title I, Part A funds reserved for parent and family engagement are spent;
* Jointly develop/revise with parents the school Parent and Family Engagement Plan, distribute it to parents and families of participating children, and make available the Parent and Family Engagement Plan to the local community;
* Involve parents and families, 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 Parent and Family Engagement Plan and the joint development of the school-wide program plan;
* Use the findings of the Parent and Family Engagement Plan review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school’s Parent and Family Engagement Plan;
* 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;
* Provide each parent timely notice when their child has been assigned or has been taught for (4) or more consecutive weeks by a teacher who is not certified or licensed;
* Provide each parent timely notice information regarding their right to request information on the professional qualifications of the student’s classroom teachers and paraprofessionals.

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**Signature of Principal or Designee Date Signed**

**Mission Statement**

Parent and Family Engagement Mission Statement:

**Response:**

**Involvement of Parents/Families**

Describe how the school will involve parents and families 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 parent and family engagement will be used. [ESSA Section 1116]

**Response:**

Briefly describe how the school will jointly develop/revise with parents the school Parent and Family Engagement Plan, distribute the plan to parents and families of participating children, and make the Parent and Family Engagement Plan available to the local community?

**Response:**

Briefly describe how the school will involve parents and families, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, reviewing, and improvement of the school Parent and Family Engagement Plan and the joint development of the school-wide program plan?

**Response:**

Briefly describe how the school will use the findings of the Parent and Family Engagement Plan review to design strategies for more effective parent and family engagement, and to revise, if necessary, the school’s Parent and Family Engagement Plan?

**Response:**

Briefly describe how the school will 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?

**Response:**

Briefly describe how the school will provide each parent timely notice when their child has been assigned or has been taught for (4) or more consecutive weeks by a teacher who is not certified or licensed?

**Response:**

Briefly describe how the school will provide each parent timely notice information regarding their right to request information on the professional qualifications of the student’s classroom teachers and paraprofessionals?

**Response:**

**Coordination and Integration**

Describe how the school will coordinate and integrate parent and family engagement programs and activities that teach parents and families how to help their children at home. [ESSA Section 1116]

|  |  |  |
| --- | --- | --- |
|  | **Program** | **Coordination** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

*Add more rows if needed*

**Annual Parent Meeting**

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents and families of participating children about the school’s Title I program, Adequate Yearly Progress, and school choice.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

*Add more rows if needed*

**Flexible Parent/Family 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, childcare, or home visits, as such services related to parent and family engagement. [ESSA Section 1116]

**Response:**

**Building Capacity**

Describe how the school will implement activities that will build the capacity for meaningful parent and family engagement. Describe how the school will implement activities that will build relationships with the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help parents work with their child(ren). Include information on how the school will provide other reasonable support for parent and family engagement activities as parents and families may request. [ESSA Section 1116]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Content & Type**  **of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** | **SIP Goal Alignment** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |

*Add more rows if needed*

**Staff Development**

Describe the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, and other staff in how to reach out to, communicate with, and work with parents and families as equal partners, in the value and utility of contributions of parents and families, how to reach out to, communicate with, and work with parents/families as equal partners and how to implement and coordinate parent/family programs, and in building ties between parents/families and the school. [ESSA Section 1116]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Content & Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

*Add more rows if needed*

**Other Activities**

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents and families in more fully participating in the education of their children. [ESSA Section 1116]

**Response:**

**Communication**

Describe how the school will provide parents and families of participating children the following:

* Timely notification about the Title I programs;
* Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the achievement levels students are expected to obtain;
* If requested by parents and families, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren);
* If the school-wide program plan is not satisfactory to the parents and families of participating children, the school will submit the parents and families’ comments with the plan that will be made available to the local education agency. [ESSA Section 1116]

**Response:**

**Accessibility**

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

**Response:**

**Discretionary Activities**

Discretionary School Level Parent and Family Engagement Plan Components: List all the activities that are required, but not paid for through Title I, Part A funding (for example, home visits, transportation for meetings, activities related to parent/family engagement, etc.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Activity** | **Description of**  **Implementation**  **Strategy** | **Person Responsible** | **Anticipated Impact**  **on Student**  **Achievement** | **Timeline** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

*Add more rows if needed*

**Building Capacity Summary**

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents and families to help their children.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Demonstrated Impact on Student Achievement** | **Data Source Used** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

*Add more rows if needed*

What methods were used to evaluate the implementation and effectiveness of the activities listed and how often did this evaluation occur?

**Response:**

**Staff Development 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 and family programs; and how to build ties between parents, families, and the school.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Demonstrated Impact on Student Achievement** | **Data Source Used** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

*Add more rows if needed*

What methods were used to evaluate the implementation and effectiveness of the activities listed and how often did this evaluation occur?

**Response:**

**Barriers**

Describe the barriers that hindered participation by parents during the previous school year in parent and family engagement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents and families who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).

|  |  |  |
| --- | --- | --- |
|  | **Barrier (including the specific subgroup)** | **Steps the School will take to Overcome** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

*Add more rows if needed*

**Best Practices (Optional)**

Describe the parent and family engagement activity/strategy the school implemented during the previous school year that the school considers the most effective. This information may be shared with the other LEAs and schools as a best practice.

|  |  |  |
| --- | --- | --- |
|  | **Content/Purpose** | **Description of the Activity** |
| 1 |  |  |

*Add more rows if needed*