## SUGAR MILL ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Dr. Paul Nehrig , 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:**  |

**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:** Sugar Mill Elementary includes parents in the development and implementation of the school's Parent Involvement Plan and parenting budget. Parent input is documented in the minutes from both the SAC and PTA. The Title I budget and activities are discussed at the monthly SAC meetings. Parents are invited and encouraged to attend our annual Title I Meeting, Open House, PTA, and SAC meetings to inform parents of our school's participation in Title I and to explain the requirements of Title I and the right of parents to be involved. |

**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 | Title I, Part A | Supplemental Tutoring after school.  |
| 2 | Title II | The district provides ongoing Professional Development in the core subject areas to ensure quality, instruction and student success. |
| 3 | Title III | District ESOL Coordinator and staff provide ongoing support and Professional Development to teachers to ensure instructional best practices are utilized. Support and resources provided by the school will be discussed with parents during LEP meetings. |
| 4 | Title X | Title X Coordinator provides services to families to ensure that students have school supplies, community resources, and transportation. |
| 5 | IDEA | Supplemental instructional support provided by the school will be discussed with parents during the development of the student's IEP. |
| 6 | SAI | Academic Coach provides support and Professional Development to teachers in how to assist students |
| 7 | Title I, Part A | A Math Intervention teacher works with below level students in the intermediate grades to close the achievement gap |
| 8 | VPK | The Title I office and the VPK office work together to coordinate transition programs for students entering the regular public school program. Activities may include: coordinated meetings with parents, VPK teachers, and the kindergarten teachers to discuss the specific learning needs of students, joint parent meetings to discuss transitioning and other areas as related to student achievement. |

**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 | Open House/Title I Annual Meeting advertised utilizing the marquee, flyer, and Connect-Ed | Assistant Principal | September 2015 | Number of Participants/Annual Title I Mtg Parent Survey & Sign-In sheets |
| 2 | Agenda and presentation developed | Assistant Principal | September 2015 | Number of Participants/Annual Title I Mtg Parent Survey & Sign-In sheets |
| 3 | Prepare and print sign in sheets and agenda | Five Star Coordinator | September 2015 | Number of Participants/Annual Title I Mtg Parent Survey & Sign-In sheets |
| 4 | Set up AV equipment to prepare for presentation | Media Specialist | September 2015 | Number of Participants/Annual Title I Mtg Parent Survey & Sign-In sheets |
| 5 | Print out, distribute, and analuze Parent Survey to monitor the effect of Parent Participation. | Administration | September 2015 | number of participants/Annual Title 1 Mtg. Parent Survey & Sign-in sheets |

**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:** Sugar Mill provides flexible times to meet the needs of our parents. Some of our parent programs are held after school and others are held in the evenings. Volusia County Schools Community Resource Fairs will be offered. SAC meetings are offered in the evenings. PTA meetings are held in the afternoons and evenings. Curriculum nights are offered on staggered evenings to accommodate parents who have multiple children. |

**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 | Parents to Kids | Facilitators | increased reading comprehension | January 2016 | Sign in sheet, parent exit survey |
| 2 | Science Night | Academic Coach/PTA | increased science scores | November 2015 | Sign in sheet |
| 3 | Curriculum nights | Academic Coach | increased parent involvement, increased student achievement | Fall 2015 | Sign in sheet, event survey |
| 4 | Summer Media Program | Media Specialist | Increased parent involvement and student reading comprehension | June 2016 | Sign in sheets, event survey |

**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 | Training staff on process for including parents in the Problem Solving Team | Academic Coach | increased student achievement | August/September 2015 | parent participation in PST meetings |
| 2 | Required parent conferences during the first semester to increase communication with families | Principal/Academic Coach | increased student achievement and parent involvement in students' education | August-November 2015 | Parent conference forms |

**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:** Sugar Mill has partnered with a local church to provide school supplies, food, clothing, and shoes for families not serviced by other programs. The guidance counselor and media specialist assist parents with selection of and check out of educational materials for home use. The media circulation log will be used to monitor material checkout. |

**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:** The Annual Title I meeting provides information about Title I programs through the Title I booklet and presentation about curriculum and academic assessments. This information is advertised on the school marquee, through flyers sent home, school website, and a Connect5 message that is delivered. The phone log can be accessed for the number of families who received the phone call.Regularly scheduled parent conferences are held to inform parents about the specific curriculum and progress of their child. Copies of the signed conference forms are kept on file in the principal's office.Curriculum nights for families are offered for all grade levels. These are advertised on the school marquee, through flyers, school website, and Connect5 messages. |

**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:** Childcare is provided at nearly all parent activities to allow parent involvement. Written communication is provided for parents in English, Spanish, and any other language if needed. Translators are available at parent meetings and in the school office to provide translation services to ensure that parents are able to fully participate in parent meetings. The English language survey results is used to determine the number and specific needs for translators into a language other than English. Accommodations for parents with disabilities are made to ensure inclusion in all activities. Sugar Mill is handicapped accessible. |

**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 | 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)]; | Early morning and evening conferences are available | Teachers | increased student achievement | ongoing |
| 2 | Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | Partner with local church to provide clothing, shoes, and school supplies with students who are not serviced through other agencies | Guidance Counselor | increased student achievement | ongoing |

**Upload Evidence of Input from Parents**

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

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**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](fileUploads/644621_2015-2016_uploadCompact.doc%22%20%5Ct%20%22_blank) |