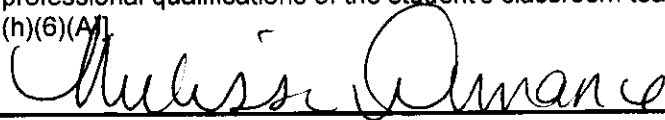


## SLEEPY HILL ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

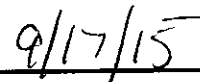
I, Melissa Durrance, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; 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)].



Signature of Principal or Designee



Date Signed

### Mission Statement

#### Parental Involvement Mission Statement (Optional)

**Response:** District and School-based Title I Parent Involvement Programs in Polk County will strive to BUILD RELATIONSHIPS to create real family engagement for every child, every family, every teacher, every day.

The Mission of Polk County Schools is to provide a high quality education for all students.

As Explorers at Sleepy Hill Elementary, we will implement district curriculum to prepare all students to be full participants in the global community of the future. We will show respect, display healthy attitudes, explore responsibly, and use safety always. We will provide our parents the opportunity to attend activities that will build capacity in ways that they can help their child at succeed at school. The parents will be invited to give input through our PAC.

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## 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 [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

**Response:** Our volunteer Parent Advisory Council (PAC) and School Advisory Council (SAC,) which is elected every October, will meet as needed to plan, review, and revise the Parent Involvement Policy (PIP), discuss how the 1% of parent involvement funds will be spent, review the PIP summary brochure, and School Improvement Plan (SIP). At these meetings input will be given as to how our Parent Involvement money will be spent and suggestions will be made for improvement of the Title I compact and Parent Involvement Plan. We will also review the parent survey to look for ways to improve our communication. Our teachers and curriculum team will work together to plan parent workshops to assist parents in helping their students with reading, math, and science. Documentation will be provided in the form of meeting minutes and copies are available on school website. Copies will be kept in TASK.

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## 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)].

| count | Program  | Coordination  |
|-------|--|---|
| 1     | Head Start and School Readiness VPK                    | We have pre-k resource teachers that work with our Head Start staff and conduct monthly building capacity activities with our pre-k parents to assist them in working with their children at home.  |
| 2     | The Individuals with Disabilities Education Act (IDEA) | IDEA is a federal program that supports all Exceptional Education (ESE) programs. Students are supported through three types of programs: resource, inclusion, and self contained. SHES has 3 ESE teachers, a guidance counselor, and a school psychologist to service our ESE students.  |
| 3     | Title I Part A   | Title I funds school-wide services at Sleepy Hill Elementary. The Title I funds provide supplemental instructional resources and interventions for students with academic achievement needs. Title I, Part A, support provides after-school and summer instructional programs, supplemental instructional materials, resource teachers, technology for students, professional development for the staff, and resources for parents.                             |
| 4     | Title I Part C   | Migrant students enrolled at Sleepy Hill Elementary will be assisted by the school and by the District Migrant Education Program (MEP). Students will be prioritized by the MEP for supplemental services based on need and migrant status. MEP Teacher Advocates, assigned to schools with high percentages of migrant students, monitor the progress of these high need students and provide or coordinate supplemental academic support. Migrant Home-School |

|   |           |  |
|---|-----------|--|
|   |           | Liaisons identify and recruit migrant students and their families for the MEP. They provide support to both students and parents in locating services necessary to ensure the academic success of these students whose education has been interrupted by numerous moves.   |
| 5 | Title II  | Professional development resources are available to Title I schools through Title II funds. In addition, School Technology Services provide technical support, technology training, and licenses for software programs and web-based access via Title II-D funds. If Title II funds are available to Sleepy Hill Elementary they are used to retain highly qualified consultants to provide training for our staff and to provide substitutes for the teachers while they are in training. |
| 6 | Title III | Title III provides supplemental resources for English Language Learners (ELL) and their teachers in Title I schools, as well as professional learning opportunities for school staff.  |

## 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)].

| count | Activity/Tasks  | Person Responsible                                | Timeline   | Evidence of Effectiveness  |
|-------|---|---|--|--|
| 1     | Prepare powerpoint/video, agenda, handouts, sign in sheets, and notification/invitation           | Parent Involvement Coordinator and Administration | August 2015  | Copies of powerpoint/video, agenda, handouts, and notification in TASK |
| 2     | Send home invitation/reminders  | Parent Involvement Coordinator and Teachers       | August/September 2015  | copies of invitation/notification in TASK with date distributed        |
| 3     | Distribute PIRC flyers and curriculum brochures. Copies sent home to those not in attendance.     | Parent Involvement Coordinator and Teachers       | September 22 (PreK-2) and September 24 (3-5), 2015                         | Copies in TASK   |
| 4     | Presentation/video presented to our parents will explain Title I compact, curriculum, assessments | Parent Involvement Coordinator and Administration | September 22 (PreK-2) and 24 (3-5), 2015 anytime between 6:30pm and 7:30pm | Sign in sheets and Parent Meeting Evaluations copies in TASK           |
| 5     | Spanish version of presentation will be provided by our ESOL paras                                | ESOL para   | September 22 and 24  | Parent input/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)].

**Response:** Parent surveys were reviewed to determine the best times to hold meetings. Evenings/afternoons were preferred. We will offer meetings at flexible times of day so that parents may pick the time that best fits their schedule. Conferences are held before and after school and by phone. We will also offer babysitting and translation when

appropriate. On our campus we have a Parent Information Resource Center (PIRC) and they will offer classes at flexible times.

## 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)].

| count | Content and Type of Activity | Person Responsible   | Anticipated Impact on Student Achievement  | Timeline     | Evidence of Effectiveness  |
|-------|------------------------------|--|--|--------------|----------------------------|
| 1     | Literacy Night               | Representatives from each grade level and resource staff     | Provide information and activities that train parents how to help their students become better readers at home. We will also provide parents with information on the new Language Arts Florida Standards (LAFS) and samples from the new Florida State Assessment (FSA). | October 2015 | Parent Meeting Evaluations |
| 2     | Math Night                   | Representatives from each grade level                        | Provide information on the new Math Florida Standards (MFS) through hands on activities. We will also provide parents with information and samples from the new Florida State Assessment (FSA).  | January 2016 | Parent Meeting Evaluation  |
| 3     | All Pro Dad's breakfast      | PE Coach and Title One School Parent Involvement Coordinator | Through these activities we will make parents feel more welcome at the school and increase their participation. This will correlate to higher student achievement. We will provide best practices in parenting and family building activities.                           | bimonthly    | Parent Meeting Evaluation  |
| 4     | Science Night                | Representatives from each grade level and resource teachers  | Provide information on NGSSS in science through hands on activities  | April 2016   | Parent Meeting Evaluation  |

## 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)].

| count | Content and Type of Activity                                | Person Responsible                 | Anticipated Impact on Student Achievement                    | Timeline  | Evidence of Effectiveness              |
|-------|---|------------------------------------|--|-----------|--|
| 1     | Effective Communication/Parent Conferences for School Staff | Interventionist and Administration | Making parents feel more welcome will correlate to increased | Fall 2015 | Surveys and conversations with parents |

|   |                                  |                                |   |               |                           |
|---|----------------------------------|--------------------------------|---|---------------|---------------------------|
|   |                                  |                                | parent involvement and higher achievement   |               |                           |
| 2 | Creating Family Friendly Schools | Administration/Office Staff    | Making parents feel more welcome will correlate to more parent involvement and higher achievement | Fall 2015     | Staff Evaluations/Surveys |
| 3 | Diversity                        | Administration/Leadership Team | Strengthen the teacher student connection will translate to higher student achievement            | Ongoing PLC's | Staff Evaluations/Surveys |

## 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)].

**Response:** Parents are welcome to check out books or materials from the Parent Informational Resource Center located on our campus. Classes will be offered for our parents to assist them with a variety of topics. We also have a home school liaison that will conduct home visits at the request of administration or teachers. We have the Parent Institute link provided on our school website. This is for parents to be able to access free resources such as videos, tips, newsletters, etc on topics such as homework help and parenting tips. At our All Pro Dad meetings parenting information and resources are available to our parents.

## 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)].

**Response:** Title I information will be provided at our Annual Meetings in September as well as throughout the year in our monthly newsletters and our district/school website. This meeting includes information on how to become involved at our school, our school compact, and parent involvement plan.

Parent/Teacher conferences are held at least twice a year and daily communication

through agendas and/or email is used to address expected proficiency levels, curriculum, and assessments that will be given throughout the year. Interim reports are sent home 4 times a year to keep parents updated on progress. Parents are encouraged to sign up for a Parent Portal account where they can check up on student progress daily. Important dates/information will also be printed in student agendas and can be found on our district/school websites.

We met with our Parent Advisory Council (PAC) to review last year's plan and get parent input on revisions needed in order to make the document more parent friendly. Following guidelines from the district and state, the plan was revised and submitted to the district for approval. We also met with our SAC and Leadership Team to share test and survey results. Together, we brainstormed some strategies to work on our weaknesses in each academic area. We added the ideas from our SAC members and received their approval of our SIP.

## 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)].

**Response:** An open invitation is sent out at multiple times throughout the year for parents to become involved in our SAC, PTO, and PAC in order to give input and suggestions. We will offer meetings at flexible times of day so that parents may pick the time that best fits their schedule. We will also offer babysitting and translation conducted by our ESOL paras or dual language teachers when appropriate. Since our buildings are two stories, we have elevators for wheelchairs and strollers.

Our staff directory is located on our school website along with school phone numbers so parents may email any staff member with suggestions, concerns, or input that they may have. We also use our students agendas and email for daily home/school communication. Our PTO uses a Facebook page to keep in touch with our parents and send out announcements for school functions.

## 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:

| count | Activity   | Description of Implementation Strategy  | Person Responsible                              | Anticipated Impact on Student Achievement   | Timeline |
|-------|--|---|---|---|----------|
| 1     | Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that training [Section 1118(e)(7)]; and | In conjunction with our parent nights we will include such activities as book fairs, music programs and classes through the PIRC on our campus. | Title One School Parent Involvement Coordinator | Parents will be knowledgeable on the standards their students must achieve therefore they may better assist them at home resulting in higher achievement for the child. | Ongoing  |

|   |  |  |   |   |         |
|---|--|--|---|---|---------|
| 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)]; | Meetings will be scheduled during the day, in the evening, and on the weekends to accommodate the schedules of our population. | Title One School Parent Involvement Coordinator | Parents will be knowledgeable on the standards their students must achieve therefore they may better assist them at home resulting in higher achievement for the child. | Ongoing |
|---|--|--|---|---|---------|

## Upload Evidence of Input from Parents

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

[Uploaded Document](#)

## 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.

[Uploaded Document](#)

## 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.

[Uploaded Document](#)

## **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.

| <b>count</b> | <b>Content and Type of Activity</b>                             | <b>Number of Activities</b> | <b>Number of Participants</b> | <b>Anticipated Impact on Student Achievement</b>  |
|--------------|---|-----------------------------|-------------------------------|---|
| 1            | Parent/Teacher Conferencing and Tips to help your child at home | 1                           | 73                            | We will provide parents with best practices for conducting an effective conference, and homework helping activities. This will result in more parent involvement and higher achievement for our students.   |
| 2            | All Pro Dads  | 4                           | 175                           | We will provide parents with best practices for parenting and family building activities. These activities will make parents feel more welcome. This will result in more parent involvement and higher achievement for our students.                          |
| 3            | Reading Night   | 1                           | 86                            | Make and take stations were offered to families so they could receive materials to assist their students at home in improving their reading skills.   |
| 4            | Math Night  | 1                           | 42                            | Make and take stations were offered to families so they could receive materials to assist their students at home in improving their math skills.  |
| 5            | FSA Parent Night  | 1                           | 7                             | Through this activity we will assist the parents in understanding the new testing standards and format. This will correlate to higher student achievement levels on FSA.  |
| 6            | Science Night   | 1                           | 92                            | Hands on stations were offered from our staff as well as community partners to allow families to participate in scientific activities to help them understand the scientific principles. This will allow parents to be able to assist their students at home. |

### **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)].

| <b>count</b> | <b>Content and Type of Activity</b>             | <b>Number of Activities</b> | <b>Number of Participants</b> | <b>Anticipated Impact on Student Achievement</b>  |
|--------------|---|-----------------------------|-------------------------------|---|
| 1            | Family Friendly Schools and Parent Conferencing | 1                           | 35                            | Improved communication skills will make parents feel more welcome which will lead to increased parent involvement. This will correlate to increased parent involvement and higher achievement |

### **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)].

| count | Barrier (Including the Specific Subgroup) | Steps the School will Take to Overcome   |
|-------|---|--|
| 1     | Limited English Proficiency               | Have translator available at each family night. All flyers will be two sided English on one side Spanish on the other. |
| 2     | Parents working and can not attend.       | We will make sure to send home packets of information to those students that do not attend family nights.              |
| 3     | Economically Disadvantaged                | In conjunction with our PTO we will offer free meals at all of our parent nights to increase attendance.               |
| 4     | Childcare                                 | When appropriate we will offer child care so that parents may attend meetings.   |

### Best Practices (Optional)

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

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