

SUMMERFIELD ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, derrick mclaughlin , 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: Summerfield Elementary will coordinate with our parents and community members to provide opportunities for stakeholders to actively participate in our students' learning experiences.

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: Summerfield has decided to encourage parent participation on School Advisory Council (SAC) by advertising during our Fall "Meet 'n' Greet", at PTA meetings, through our first day packet, in monthly newsletters, by parent link, our weekly phone call to home and by personal invitation. The parents who volunteered (and voted in) have been personally contacted by our SAC Chair and invited to participate in the final completion of our current School Improvement Plan. This takes place over two (or...if needed...three) SAC meetings held on mornings that are convenient for our parents. All discussion and voting is recorded in monthly SAC minutes. Likewise, at the end of the school year, the PIP is reviewed by the SAC (including parents). Discussion and voting is recorded in minutes (usually around May).

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	English Language Learners (ELL)	The ELL staff coordinates 2 annual Parent Action Committee (PAC) meetings to inform ELL parents about programs offered through the district and in the community. Information includes how to receive translation services and how to schedule conferences with teachers and/or staff. The ELL staff serves on the school PAC as well.
2	Title 1	Administration will educate parents at Annual Open House about what Title 1 is and what it means to their child.
3	IPEP	ESE department will educate parents about services offered and steps they can take to help the academic achievement of their child

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	Assign Date	Principal	Summer 2016	date assigned
2	Publicize to parents	Principal	August 2016	Publicity done
3	Create Sign in sheets	Office Secretary	September 2016	Sign in sheets created
4	establish agenda	Principal	August 2016	Agenda established
5	Deliver information	Principal/all staff	September 8, 2016	Information presented

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: Our parent involvement committee has made plans to provide alternate meeting schedules for various planned activities. Flexibly scheduled meetings are and will be held on various days and times (i.e. mornings, mid-afternoons, evenings, etc.). Childcare is offered for events which offer parent training components. Most School Advisory Council (SAC) meetings are held in the early morning (7am) which accommodates those parents who need time before going to work. We also vary the time of our PTA meetings. Two are held directly after school (2:30pm) and two other general assembly meetings are held at 6pm to accommodate families who work until 5pm. Another example is, in the Fall we hold a Parent Involvement Night in the evening beginning at 6pm. This allows families to return home from work, and arrive at school in time for the meeting. Parents will explore various resources available to them through our district. It is our objective that parents will learn how to incorporate some of the resources at their home with their children. Parents will also discover resources that help them to keep up-to-date with current curricular demands and help them to be informed about their child's education. We also offer some English Language classes for parents that can be taken online either at the school (anytime during the day and up until 5pm on Wednesdays or Thursdays) or at home - anytime (for convenience). We have taken polls of our parents to better serve their scheduling needs.

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	Curriculum Night	All Staff	Improved achievement scores	Sept 1 and 8 2016	Parent verbal feedback to staff
2	Title I & NCLB / Annual Title I Meeting	APEI/Parent Liaison	Supports Family Engagement Plan	Sept1 and 8 2016	# in attendance
3	Family Reading Event	Parent Liaison	Improved achievement scores	December 2016	parent verbal feedback
4	Celebration of Learning - Character Education Celebrations	Guid., Parent Liaison	Capacity building to create a supportive environment	monthly	parent feedback
5	ELL PAC Meetings	ELL, Parent Liaison	Increase awareness of ELL Services	Fall 2016/Spring 2017	Sign in sheets
6	All Pro Dads/Strengthening Family Involvement	Principal	Improved achievementCapacity building to create a supportive environment	Monthly	parent feedback
7	IMom/Strengthening Family Involvement	APEI	Improved achievementCapacity building to create a supportive environment	Monthly	parent feedback
8	Family Science Night	Media Specialist/Parent Liaison	Improved achievement	Spring 2017	parent/staff feedback
9	ESE special services	ESE Specialist	Increased parental awareness/improved academic achievement	All school year	Student Data

10	Grade specific curriculum nights	All staff	Increased parent awareness	periodically	parent/staff feedback
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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	Discuss ways to involve parents in child's educational experience	Principal, APEI	Capacity building to create a supportive environment	ongoing	increased parent involvement
2	Discuss ways to communicate data and performance to parents	Principal, APEI	Capacity building to create a supportive environment	ongoing	increased parent involvement

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: Summerfield will ensure that there is plenty of communication between school and parents. We have created a "Parent Resource Room" located directly off our Main Office. All parents and visitors to our campus MUST pass through this room. The Parent Resource room has a plethora of information (including this document) regarding our Title I status, DA status, school grade, etc. The room is maintained by our Parent Involvement Committee and headed by our Parent Liaison. As part of our annual "Parent Survey," we ask how we can improve/change the Parent Resource Room. Families are communicated with in a variety of ways including weekly phone calls, Peachjar, email, text messages. We have surveyed our families concerning their preferred mode of communication and most prefer printed information sent home with their students.

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: A parent mail out was sent to ALL families approximately 2 weeks prior to the start of the 16-17school year. This mail out contained information regarding our Meet 'n' Greet night, Fall Curriculum Nights, teacher assignment, etc. Our Meet 'n' Greet was held the before school began. Parents and students had the opportunity to visit

classrooms where teachers gave information regarding the school wide programs, curriculum, classroom procedures, etc. The parents also received detailed information regarding our Title I status, etc.

Curriculum Nights will be held in September for all grade levels to more fully discuss student learning expectations and services available to parents.

During our first quarter, we held "Curriculum Night", at which time we held our first "school wide" Title I meeting. At that time we explained the parameters of Title I, and discussed National, State, and District policy. Similar information is distributed throughout the year to new enrollees.

All parents are welcome to attend our (regularly advertised) SAC meetings. These are held monthly.

The process of disseminating information to parents will include (but is not limited to): Student Planners/Calendars, Flyers, Marquee, Website/Web Calendar, Parent Link, Newsletters, Weekly communication folders, Facebook, Twitter, etc.

The school will monitor the information that was provided to parents through surveys, attendance records, and documentation of parent notification in the Title I T.A.S.K. Box housed in the administration building (Room 001D).

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: All flyers, Parent Link messages, and newsletters sent in the native language of our secondary minority (Spanish). ELL translators are available during ALL conference nights, and for phone conferences. District forms and publications are provided in English and Spanish to parents as needed. Individual meetings are scheduled for students with disabilities to address student needs through their IEP. In addition, if a parent needs assistance, it is provided upon request.

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
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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)];	Activities on a variety of days & times	Parent Liaison APEI Resource Teachers	More parents will be able to participate in activities and student achievement will increase	Fall 2016/Spring 2017
2	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Relationship with community & business partners	Parent Liaison APEI SAC Chair	Increase of resources, donations, and volunteer, hours all leading to improvement of student achievement	Established Fall 2016

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.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	IMom	8	600	Improved achievement Capacity building to create a supportive environment
2	All Pro Dads	8	600	Improved achievement Capacity building to create a supportive environment
3	ELL PAC meetings	2	24	Increase awareness of ELL Services
4	Science - Family Night	1	300	Improved achievement scores
5	Family Reading Event	1	400	Improved Achievement scores
6	Title 1 & NCLB/Annual Title 1 Meeting	1	600	Supports Family Engagement Plan
7	Meet n Greet	1	600	Improved achievement scores

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)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Creating Family Friendly schools	1	65	Capacity building to create a supportive environment
2	How to discuss Test Scores with Parents	1	65	increased student achievement
3	Conferencing with parents	1	65	increased student 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	Will communicate events in Spanish as well as English
2	Disable	Will provide disabled access
3	Economically disadvantaged	Events will take place at different times to not interfere with working hours, events will be free or low cost

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
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