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

I, Dr. Kathryn Blackburn , 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:** Sleepy Hill Middle School is a family friendly school, dedicated to partnering with parents to enhance the achievement of each child. Through our rigorous programs and Specialty Academies, we are ready to work together to create positive opportunities for every student. We plan to help families understand the school's academics, standards, and assessments as well as promoting involvement of parents in school wide decision making.     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 school's mission statement:  To create a learning community with a safe, orderly, caring, and supportive environment. We will eliminate barriers of achievement and create endless possibilities for success. Learning for all: Whatever it takes! |

**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:** Election of the School Advisory Council (SAC) will be held during the evening Title 1 Annual Parent meeting. At the SAC meeting, the Title I staff will disseminate to parents for review the school's Parent Involvement Plan (PIP) and School-Parent Compact. Any parent suggestions, questions, or concerns will be documented in the SAC minutes. The SAC committee will be presented with the Title 1 budget in which a percentage of funds will be designated for Parent Involvement activities. This will be noted in the SAC minutes. Throughout the school year, the SAC will be updated on parent involvement ideas and the Title I program.   Parents will be involved with the development of the PIP. Meetings will be held in both spring and fall respectively to review the PIP using the rubric provided by the LEA. Guided discussion questions will be used to facilitate the planning process. Once the PIP and Compact is agreed upon and submitted, a copy of the PIP and Compact will be placed in the Parent Notebook in the front office. In addition to the PIP and Compact, the note book will also offer information about the District's Parent Centers and other ways for families to find and use resources to help their child be successful.     Once the SAC committee is chosen, they will meet monthly to gather input and help develop plans for student achievement. |

**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 | Individual Disabilities Education | Supplemental instructional support provided by Title I will be discussed with parents during the development of student’s IEP and/or behavior plans. |
| 2 | Title II | Professional development modules will be provided to schools to support the needs of staff related to parental involvement. Parent liaison will be trained by LEA staff in methods to effectively use module. LEA will provide support and monitor the implementation to ensure that that training is provided as required. |
| 3 | English Language Learners (ELL) | All teachers have met their ESOL requirement. ESOL teacher and/or bilingual staff will assist with informing parents of parent meetings. A translator will be provided and/or materials sent home will be translated. |
| 4 | HEARTH program | Assists parents and students with resources as needed. |
| 5 | FDLRS | Offers programs for parents to help children with disabilities, also provides training for teachers. |
| 6 | Annual Meeting | Title I will hold their annual meeting on September 13, 2016, and notify parents of school communications, volunteer opportunities, ways to get involved, academic information, SAC involvement, and review the Parent-School Compact. |
| 7 | Parental Resource Center- District Wide | Resources are available which will assist parents in supporting their child both within the school setting and outside the school setting. Workshops and other programs will be offered to parents in order to help their child be more successful. |

**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 | Title 1 overview sheet | Principal, Dr. K. Blackburn and Title I Rayna Kieffer | September 13, 2016 | survey/evaluation |
| 2 | copy of agenda | Title I Facilitator, Rayna Kieffer | September 13, 2016 | class roster sheets |
| 3 | Class room sign-in | Principal/Title I Facilitator | September 2016 | email of message |
| 4 | Parent Evaluations | Title I Facilitator | September 13, 2016 | number of parents in attendance |
| 5 | Parent Flyer "What is Title I?" added to school's website | Title I Facilitator | September 13, 2016 | number of parents in attendance |
| 6 | Title 1 Power Point - Discussion of Title 1, Compact, State Assessments, Curriculum | Title I Facilitator | September 13, 2016 | copies of sign-in sheets |
| 7 | Morning and Evening Annual Meeting Times | Title I Facilitator | September 2016 | survey/evaluation |
| 8 | Sign in sheets for morning meeting | Title I Facilitator | September 2016 | survey/evaluation |
| 9 | Second reminder flier sent home with students (English and Spanish) | Title I Facilitator and Web master | November 2016 | web site |
| 10 | Third reminder flier sent home with students | Title I Facilitator | night of annual meeting | copies of parent survey's and complied results of survey |
| 11 | School Messenger | Classroom teacher | September 2016 | copies of sign-in sheets |
| 12 | Rights of Parents | Title I Facilitator | night/morning of annual meeting | number of agendas taken/ at time of sign-in |
| 13 | Title One Video | Title I Facilitator | night/morning of annual meeting | parent survey/evaluation |
| 14 | Invitations | Title I Facilitaor | September 2016 | flyers |

**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:** School wide annual meeting will be held on Tuesday, September 13th at 6:00 PM and we are willing to meet with parents who are unable to make it. There will be regularly scheduled Students Advisory Council (SAC) meetings. In addition to regularly scheduled SAC meetings, we will also host a Parent breakfast/brunch and other Parent meetings to ensure that parents are getting the information needed to help make their child successful. The school will try to provided a translator to help communicate with our parents who speak a different language other then English. Parents will be informed about other district Parent Meetings and workshops, through flyer, phone call, and information placed on the school's marque. The evidence of the effectiveness is determined by using event sign in sheet. |

**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 | Open House | Administration, Parent Involvement Coordinator, Teachers | Provide parents with classroom and school expectations. | September 2016 | sign-in sheets |
| 2 | Get to Know the Test | Administration, support staff, teachers | Teachers will explain to parents how testing affects their child’s education, and the data means. Teachers will provide strategies for parents to assist their child at home. | January 2017 | sign-in sheets |
| 3 | Moving on up to High School | Parent involvement coordinator and guidance department | Provide information for parents of eighth grade students who will be moving up to high school in the fall. | Spring semester 2017 | sign-in sheets |
| 4 | School /Parent Compact | Parent Involvement Coordinator | Provide parents with school-parent connections and expectations | September 2016/On going | Parent Survey; Title 1 Survey |
| 5 | Science Fair Parent Workshop | Science teachers | Provide parents with information to assist with their student’s science fair project. | September 2016 | sign-in sheets |
| 6 | Jaguar Jams | Parent Involvement Coordinator, Administration, Resource staff, & Jaguar Gents | Up-coming sixth grade parents will have a workshop to help their child transition to Middle School. | April 2017 | sign-in sheets and/or evaluations |
| 7 | Jaguar Newsletter | Parent Involvement Coordinator, Interventionists | To help parents with accessing online sites that can assist students with homework | Monthly | distribution count given of each newsletter sent home |
| 8 | Beginning Band Information night | Band Teacher | Providing parents with the expectation their child should have when participating in band. | Twice a year (Fall/Spring) | sign-in-sheets |
| 9 | Bring your parents to Breakfast, Math infomation | Parent Involvement Coordinator/Coaches | Provided Parents with Math information, such as new standards, assessments, progress monitoring, etc. | October 2016 | sign-in-sheets |
| 10 | Bring your parent to Breakfast | Parent Involvement Coordinator/Coaches | Provided Parents with Information on Language Arts and Reading standards, assessments, progress monitoring, etc. | January 2017 | Sign-in-sheets |
| 11 | Bring your parent to Breakfast | Parent Involvement Coordinator/coaches | Provided Parents with Assessment Information | March 2017 | Sign-in-sheets |
| 12 | Bring your parent to Breakfast | Parent Involvement Coordinator, Rayna Kieffer/Coaches | Provided Parents with information on End of the year Assessments and closing out our school year | May 2017 | Sign-in-sheets |
| 13 | STEAM and Aerospace Night | STEAM and Aerospace teachers | Provided our STEAM and Aerospace parents with information for our academies. | Twice a year (Fall/Spring) | sign-in-sheets |

**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 | Parent Involvement Workshop | Parent Involvement Coordinator and Leadership team | Improve staff ability when working effectively with parents | Fall 2016 | Staff Sign-in-sheets, Parent surverys |
| 2 | Parent Conferencing | Parent Involvement Coordinator | Improve the way teachers interact with parents during conferences with families | Fall 2016 | Staff Sign-in-sheets, Parent Surveys |
| 3 | Building Partnerships between parents and staff through our Family Breakfast | Parent Involvement Coordinator | Parents will be able to take part in Reading, Math, Science, Social Science and assessment information secession, thus improving the relationship between staff and families willing raising student achievement. | September 2016- May 2017 | Sign-in-sheets Parent 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)].

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| **Response:** The school will have a parent involvement coordinator to coordinate events to encourage parents to help their children be more successful in school. The district has many parent resource centers which offer a variety of services, workshops, and activities that encourage and support parents more fully. These will be the PIRC (at Sleepy Hill Elementary), Parent University, and the WE3Expo You can visit the Polk County website for addition information. Parents can check the school's marquee, website, and flyers sent home for additional information. |

**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 school will inform parents of Title I programs at either of the two Title I Annual Parent Meetings in September. Multiple methods of communication will be used to inform parents of any new information and remind parents of any information that has already been sent home. Documents will be translated as needed. Copies of these documents will be distributed to parents and families in a variety of methods, as well as hard-copies being kept on file by the Title I contact. Parents can always contact the school's Title I Facilitator for additional information.    Parents can monitor their child's academics on the Parent Portal. They may also go to our school's or district's website to email/contact their child teacher(s). Interim Reports will go home week of: 9/16, 12/2, 2/17, 5/5. Report Cards will be distributed the week of: 11/1, 1/26, 4/11 and 6/12.   Parents will have the ability to scheduled a conference to formulate suggestions and make decisions relating to their child's education.   The effectiveness will be determined by the results of the Annual Parent Survey.     The following is a list of possible ways to inform parents of curriculum, assessments, meetings, student progress, proficiency levels and Title I programs  1) Student Agendas with behavior tracking document  2) Use of school and district web site  3) Student progress reports are sent home bi-weekly.  4) Required parental signatures on forms that are sent home.   5) Important information is posted and updated regularly on the school's website and/or Facebook page.  6) Title I update will be given at all SAC meetings.  7) Establish a Parent Involvement Committee and/or PTO.  8) Parent and Student portals to view grades and attendance.  9) School wide, team wide, or individual teachers will email parents about events, activities, grades, behavior, etc.  10) Parent workshops about changes to the upcoming state tests and/or how to help their child succeed.  11) Fliers with important information sent home regularly with students.  12) School Messenger - phone calls/emails to inform or remind families of important information.  13) Reminder postcards with save the date information.   14) Flyers sent home with students about the District's PIRCs and District Parent University |

**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:** A variety of parental involvement activities will be planned to ensure that each parent has sufficient opportunity for participation. Flexible times and dates will be planned as needed. Several sources will be used to communicate opportunities for parents to be involved. The school will provide full access for participation in all parent involvement activities for all parents, including parents of children with limited English proficiency, disabilities, and migratory children. School and district-wide information is sent home in English, Spanish, and Haitian Creole when necessary. Reports and informational letters from the school and district are provided in the child's home language, according to federal/state guidelines. School provides translation services for parent conferences and parent intake. Handicap access to the campus is available. Steps have been taken to ensure that parents with disabilities have access to all events and information. Staff members and/or district support personnel will be made available when necessary to assist parents who have disabilities, i.e. visual, physical, or deaf (please let us know a head of time so that we can best accommodate you). |

**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 | SAC meetings | Title I Facilitator | Increase achievement | September - May |
| 2 | 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 | District PIRC | District Title 1 | Increase achievement | Ongoing |
| 3 | Training parents to enhance the involvement of other parents [Section 1118(e)(9)]; | District PIRC | District Title I | Increase achievement | Ongoing |
| 4 | 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)]; | Flexible Meeting Times | Title I Team, Parent Involvement Coordinator, Administration | Increase achievement | September - June |
| 5 | Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and | Parent Information on how to help their child become more successful in school and other activities | Title I and Parent Involvement Contact | Increase achievement | September-June |
| 6 | Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | Parent Teacher Organization | Parent Involvement Contact | Increase student achievement | September-June |

**Upload Evidence of Input from Parents**

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

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| [Uploaded Document](file:///C:\Users\rayna.kieffer\Downloads\fileUploads\531971_2016-2017_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:///C:\Users\rayna.kieffer\Downloads\fileUploads\531971_2016-2017_uploadCompact.pdf) |

**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:///C:\Users\rayna.kieffer\Downloads\fileUploads\531971_2016-2017_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 | Open House | 1 | 189 | Help parents register for parent portal which will assist parents in monitoring grades so that students will make the gains needed to improve their test scores |
| 2 | Bring your parent to Breakfast | 4 | 36 | Increase student achievement and raise test scores |
| 3 | Math Carnival | 1 | 14 | Improved parental support, increase in student achievement |

**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 | Parent Conferencing | 1 | 60 | increase staff communication skills to be able to partner with parents |
| 2 | Data Day | 1 | 60 | understand student test scores to better communicate results to students thus aiding in increased test scores |

**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 | School boundaries draw from 22 different elementary schools. The distance from home to school is too far. | Provide and activity in the community not at the school. Use technology and newsletters to keep parents and community informed. |
| 2 | High Hispanic population | Translate documents, provide translator for meetings and/or conferences |
| 3 | Racial and ethnic background varied | Develop partnerships with local churches and organizations to develop support for the school |
| 4 | Ever changing phone numbers and addresses of students thus hinders communication. | Develop an email parent contact list. Second semester send an updated student information sheet home with students. Use multiple methods of communication. |
| 5 | Busy Parents | Offer activities and conferences with flexible scheduling |
| 6 | Information that is sent home does not always make it parents. | Mail important papers and communication home; place this information on the school's website |

**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** |
| 1 | Increasing Parent Participation | Math Carnival |
| 2 | Building Capacity of Parents | Assessment Overview/Parent Breakfast |