

## HUBERT O. SIBLEY ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Mr. Michael Charlot, 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)(ii)];
- 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

10/7/16  
Date Signed

### Mission Statement

Parental Involvement Mission Statement (Optional)

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

**Response:** Hubert O. Sibley K - 8 Academy believes in involving parents in all aspects of its Title I

programs. The ESSAC has the responsibility for developing, implementing, and evaluating

the various school level plans, including the SIP and PIP. More than 50 percent of the

members of the EESAC are parent (non-employee) representatives. In addition, all parents

were given the opportunity to review the plan and offer their input prior to approval. For

the PIP, all parents were given surveys at the end of the school year seeking their input

on activities, training, and materials they needed to help their child. Results of parent

surveys are reviewed by the SAC to determine needed changes. During the EESAC

meeting when the PIP and/or SIP are developed, the committee will decide, with the

input from parents how the parental involvement funds will be used.

## 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	VPK	Hubert O. Sibley K - 8 Academy coordinates meetings with parents, VPK teacher and the Kindergarten teachers to discuss the specific learning needs of students. Joint parent meetings are held to discuss transitioning.
2	Individuals with disabilities Education Act (IDEA)	Supplemental instruction support provided by Title I will be discussed with parents during the development of the students IEP.
3	Enrichment / Gifted	Students who have been identified as Gifted or potentially Gifted are supported through enrichment curriculum implementation.

## 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	Coordinate Connect-Ed messages informing parents of meetings, send home fliers with students.	Assistant Principal	August - June	Connect-Ed records, copies of fliers

2	Maintain Documentation	Assistant Principal and Parent Liaison	August - June	Title I documentation box housed in the CIS office. Documentation will be shared with Title I office
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## 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:** The leadership and staff of Hubert O. Sibley K - 8 Academy have a strong belief in the

importance of parental involvement and therefore have put measures in place to offer parent meetings on a flexible schedule. Our annual meeting for parents of participating children will be offered during Open House Night, Thursday, September 15, 2016. The school will schedule all parent meetings twice (9:00 a.m. and again at 6:00 p.m.) with snacks provided at both times.

In addition, our parent center will offer its parenting classes at varying times to include morning and evening sessions. The parent center will be open every school day from 7:30 a.m. until 4:00 p.m. for parents to pick up materials and/or meet with the parent facilitator. The principal will work with the parent liaison to create a flexible schedule to ensure that the center is open at times convenient for parents. The parent liaison will maintain records of parent participation.

## 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	Assessments discussed during individual conferences.	Classroom teachers	Teachers will conduct individual conferences to discuss each child's assessments results, expectations and goals for the school year.	August - June	Conference logs

2	Individual conferences regarding technology and access to the parent portal.	Community Involvement Specialist	CIS will provide individual help to parents in how to log-in and access the parent portal.	Initiate in August at the annual meeting	Sign-in sheets, agendas, handouts, and presentation materials.
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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
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## 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:** Hubert O. Sibley K - 8 Academy is a family-friendly school. Our parent participation is extensive and ranges from classroom parents to volunteers in the library. Our PTA holds monthly meetings which are always well attended. There is also a fully equipped parent resource center and a full-time Community Involvement Specialist. The parent resource center is available from 7:30 a.m. until 4:00 p.m. and the CIS is available from 7:30 a.m. until 3:25. Logs are maintained of volunteer hours and of parent visits with the CIS.

## 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:** At the annual meeting of parents in September, Hubert O. Sibley K - 8 Academy held a general

meeting where information was presented about the Title I programs, the curriculum, and academic assessments. Parents learned about the schoolwide program, how to schedule parent-teacher conferences, and opportunities for participation in decisions related to the education of their child. Parents were given a copy of the parent

handbook, which includes more detailed information on these topics and a copy of the PIP. Upon conclusion of the general meeting, parents were invited to visit their child's classrooms and meet staff. During the classroom visits, teachers provided additional information on the subjects they teach, assessment plans, and how parents can help at home. Teachers will maintain sign-in sheets and provide a copy to the assistant principal who will also maintain documentation on the dissemination of information, distribution methods, and timelines.

## 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:** Written communication will be provided for parents in English, Spanish, and Haitian Creole. Translators will be available at all parent meetings and in school offices to provide translation services to ensure that parents are able to fully participate in parent meetings.

## 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	Monthly meetings held with an agenda item from a different curriculum area.	CIS	Deeper connection between the home and the school	September 2016 - June 2017
2	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Creating parent leaders through PTA	PTA President / Assistant Principal	Building parent relationships and alliances which will strengthen the bond between the home and the school	September 2016 - June 2017
3	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	Parents are welcomed before, during and after school for the purpose of discussing student achievement	Administration and CIS	Stronger communication between parent, teacher and student	September 2016 - June 2017

	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)];				
4	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	Develop a structured communication chart so that there is transparency	Administration and CIS	Clear understanding of the role of communication among all stakeholders	September 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	Parent outreach meetings	10	500	Meeting topics are centered on student progress and helpful strategies for home use.
2	Title I Annual Meeting	1	150	Increased awareness on the part of parents and the role they play in their child's education.

### **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	Parent involvement PLC's	3	200	All Professional Learning Communities (PLC's) contain a parent component which supports dialogue on how best to reach out to parents and family members, encouraging a greater sense of school community.

### **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	The Haitian-American subgroup is most prevalent at our school and the rigorous work schedule that most parents possess make it difficult for them to always be available to take part in school activities.	Continue to provide a wide level of flexibility in the dates, times and events that take place throughout the year.

### **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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