## Title I, Part A 2018-2019 Parental and Family Engagement Plan

## Sunshine Elementary School

## I, Cherry Gibson, 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 8101, 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 1116)];
* 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 1116)];
* 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 school wide program plan under section 1116
* 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 1116)];
* If the plan for Title I, Part A, developed, 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 1116];
* 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 1116)];
* 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 [Section 1116)
* 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 1116)].

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| **Signature of Principal or Designee** | Date Signed |

**Mission Statement**

Parental Involvement Mission Statement (Optional)

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| **Response: The Mission of Sunshine Elementary School is to ensure the development of successful lifelong learners who are dedicated to bright futures.** |

**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 [Sections1116)].

Parents will become involved in the development, review, and improvement of Title I programs through various activities throughout the academic year including, but not limited to, School Advisory Council (SAC) meetings, parent and teacher organization (PTO), parent surveys, School Improvement Plan Committee, and the District Advisory Committee. Parents will be encouraged, and invited to participate in these committees via parent guides, school newsletters, school website, flyers, parent link, marquee postings, parent letters, and personal invitations. All parent communications are provided in bilingual format (e.g., English and Spanish), in other languages (e.g., Haitian-Creole) if requested, and in a parent friendly format.

The School Advisory Council, of which the parents comprise 51%, will review, evaluate and provide feedback on how Title I funds should be allocated to parent involvement activities. Parents are invited to provide their input in relation to Title I programs during the open forum sections during SAC monthly meetings. SAC meetings, in order to enhance parent communication, will utilize a Talk System, which provides simultaneous translation in a preferable language (e.g., Spanish).

In order to revise, evaluate, and develop the Parent Involvement Plan for the upcoming academic year, Sunshine Elementary will create a Parent Involvement Advisory Committee comprised of a diverse group of individuals representing parents, teachers, and administrators. The main function of the committee will be to revise and evaluate the current parent involvement plan. Prospective members of the committee will be notified of this opportunity via SAC meetings, newsletters, and personal invitations. Membership will be awarded to interested parties. In addition to the Parent Involvement Plan, the committee will review and revise the current School-Parent Compact. The School-Parent Compact will outline how parents, school staff, and students will share the responsibility for improved student academic achievement and strengthen school, community and parent partnership in order to help our children achieve.

Parents will be encouraged to provide valuable feedback in the decision-making process of allocating funds for parent involvement activities. This parental input will be collected and analyzed annually via parent surveys and parent involvement activities/meetings/workshops evaluations in order to evaluate the effectiveness of the current parent involvement plan, and develop plan modifications if necessary. Parents will be informed of the committee progress during our SAC monthly meetings. The committee will present the plan for final approval in August. All documentation, such as agendas, sign-in sheets, and meeting minutes, will be maintained in the Title I Crate.

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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 1116].

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| **Program** | **Coordination** |
| Head Start Program | Sunshine Elementary has a direct coordination between supplemental services, especially preschool services (e.g., Head Start), and all Title I programs provided to our children. Parent involvement and/or school activities offered in our school are available to all parents. Head Start teachers will conduct at least two home visits, and two teacher-parent conferences throughout the academic year to facilitate teaching strategies on how parents can help their children at home. |
| Individuals with Disabilities Education Act (IDEA) | Supplemental instructional support provided by Title I will be discussed with parents during the development of the students Individual Education Plan (IEP). |

**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 (school wide 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 1116)].

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| **Count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | The Annual Title I Meeting:  The following steps will be taken:  1. School administration and the leadership team will meet to discuss the planning process of the annual Title I Meeting.  2. The meeting will be publicized via school newsletter,  School website, Parent Link notices, as well as individual letters sent home informing parents of the upcoming event dates and times.  3. The meeting will convene annually to inform parents about all Title I services. Annual Title I meetings will be held during our grade level open houses. Flexible times and dates are available by parent request. Parents will be informed, during a Title I Forum, about the following topics: (1) Title I status, (2) Annual Measurable Objectives (AMO), (3) school grade, (4) proficiency levels, (5) school curriculum, (6) academic assessments, (7) school choice & supplemental education services (if applicable), (8) school-parent compact, and (9) parent rights. For those parents unable to attend, the cited information will be available through articles posted on the school website and/or school newsletter. Information about Title I services and other parent involvement documentation will be available for parent review in the main office via brochures or logs.  4. Parents will then move to assigned classrooms to meet grade-level teachers, and acquire an overview perspective of the grade level curriculum. Teachers will discuss the school responsibility to provide high quality curriculum instruction in a supportive and effective learning environment. In addition, parents will review the school-parent compact document as a voluntarily agreement to promote a home-school partnership.  5. Finally, parents will be asked to complete an evaluation form to measure the effectiveness of the event. | Administrators, teachers, parent involvement specialist and support personnel | August | * Agenda * Sign-in Sheets * Flyers * Newsletters * School Calendar * Copies of Parent Communication * Parent Evaluation Forms * School website |

**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 1116)].

Sunshine Elementary School works to maximize parent involvement by offering meetings in a flexible format. First and foremost, we provide meetings at various times throughout the day. Meetings may be held during school hours as well as in the evening to accommodate parents who have varied work schedules. Parents are encouraged to reschedule the meeting if scheduling conflicts arise. Child care (available upon request) and translations, in the parents’ native language, are provided during parent involvement activities and/or evening meetings to enhance communication as we work toward the goals of making our parents equal partners. Furthermore, in special circumstances, we may conduct in-home conferences, with the assistance of our social worker, to establish an open two-way system of communication between our school and the parents of children we serve.

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**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 1116)]. 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 1116)].Include information on how the school will provide other reasonable support for parental involvement activities under Section 1116 as parents may request [Section 1116)].

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| **Content and**  **Type of Activity** | **Person Responsible** | **Correlation to Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Annual Title I Meeting & SAC Meeting | Administration, Teachers | Provide information to parents on expectations and how parents can help their children. | August | Agenda, Flyers,  Handouts, Newsletter, Sign-in Sheets, Evaluation Forms |
| Grade K Orientation Meeting | Administration and/or Designees | Provide information to parents on expectations and how parents can help their children. | May | Agenda, Flyers,  Handouts, Newsletter, Sign-in Sheets, Evaluation Forms |
| Pre-K Orientation Meeting | Administration and/or designees | Provide information to parents on expectations and how parents can help their children. | August | Agenda, Flyers,  Handouts, Newsletter, Sign-in Sheets, Evaluation Forms |
| SAC Meetings | Administration, and SAC Chairs | Increase the level of involvement of parents to become better active in the decisions made at the school. | On-going | Agenda, Flyers,  Handouts, Newsletter, Sign-in Sheets, Evaluation Forms |
| Reading Parent Night | Administration/Teachers | Provide information to parents on expectations and how parents can help their children. | Once a year | Agenda, Flyers,  Handouts, Newsletter, Sign-in Sheets, Evaluation Forms |
| Math Parent Night | Administration/Teachers | Provide information to parents on expectations and how parents can help their children. | Once a year | Agenda, Flyers,  Handouts, Newsletter, Sign-in Sheets, Evaluation Forms |
| Science Fair | Administration/Teachers | Provide information on their child’s current level of academic development. | Once a year | Agenda, Flyers,  Handouts, Newsletter, Sign-in Sheets, Evaluation Forms |
| Parent Teacher Organization (PTO). | PTO President/Parent Involvement Specialist | Provide information to parents on expectations and how parents can help their children. | Quarterly | Agenda, Flyers,  Handouts, Sign-in Sheets, Evaluation Forms |
| Dads Take Your Child To School Day! | Parent Involvement Specialist/SAC Chair & SAC Co-Chair | Provide parents the opportunity to spend time with their child and visit the school. | Annually | Agenda, Flyers,  Handouts, Newsletter, Sign-in Sheets, Evaluation Forms |
| Muffins with Mom | Parent Involvement Specialist/SAC Chair & SAC Co-Chair | Provide parents the opportunity to spend time with their child and visit the school. | Annually | Agenda, Flyers,  Handouts, Newsletter, Sign-in Sheets, Evaluation Forms |
| Talent Show/Spaghetti Dinner | Select Teachers/ Administration | An event where participants perform talents of singing, dancing, playing an instrument, or other activities to showcase skills. Participants will build confidence and self-esteem. Students and parents in the audience will also practice patience and respect for one another during the performances. Parents will be invited to attend and watch their child and/or other students to perform. We will also be serving spaghetti to parents and students as way of bringing families together during dinnertime. Musical facts will also be included in the program. | April | Agenda, Flyers,  Handouts, Newsletter, Sign-in Sheets, Evaluation Forms |
| Spring Fling/Earth Day Celebration | Select Teachers/ Administration/Student-Led Groups | A Saturday event where students and parents participate in activities including Color Run & Community Garage Sale. There will also be a booth geared toward Science activities celebrating Earth Day. Students will learn facts about the Earth and be given resources on how to be “green.” | April | Agenda, Flyers,  Handouts, Newsletter, Sign-in Sheets, Evaluation Forms |
| Fall Festival | Teachers/ Administration/Parent Volunteers | An event geared towards joining the community together in celebrating Fall. Students will participate in various activities including but not limited to inflatables, carnival games, and a Fall Reading Booth. The Fall Reading Booth will provide students an opportunity to read books on their reading level relating to Fall. Students will participate in a read-aloud/independent reading, an opportunity to take AR quizzes or reading activity as well as earn a free ticket for games! | October | Agenda, Flyers,  Handouts, Newsletter, Sign-in Sheets, Evaluation Forms |
| Student-Led Conferences | Teachers/Administration | Parents will be invited in the classroom to see their children’s progress. Student will lead their parents and showcase their classwork, assessments, etc. | Once per semester | Agenda, Flyers,  Handouts, Newsletter, Sign-in Sheets, Evaluation Forms |

**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** |
|  | Staff Professional Development (e.g., Value of Volunteers, Teacher/Parent Partnership, Brief modules of the benefits of Parent Involvement) | Administration | Improve the ability of staff to work effectively with parents. | Semi-annually | Agenda, Sign-in Sheets, Evaluation Forms |
|  | Parent Involvement Newsletter Parent Involvement research articles to faculty and staff. | Parent Involvement Specialist | Research-based articles on parent involvement. | Quarterly | Newsletter, Staff Survey |
|  | Parent Involvement Specialist as Resource | Parent Involvement Specialist | Improve the ability of staff to work effectively with parents. | On-going  August through  June | Staff Survey |

**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 1116)].

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| **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Parent Resource Center (i.e., ESL classes, resume development, literacy support, food, health, shelter support and technology assistance) | Parent Involvement Specialist | On-going (as needed) | Evaluation Form, Parent Survey |
| PTO  Success/PTO | PTO President/ Parent Involvement Specialist | Quarterly | Agenda, Sign-in Sheets, Evaluation Forms |

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**Communication**  
  
Describe how the school will provide parents of participating children the following [Section 1116]:

* Timely information about the Title I programs [Section 1116];
* 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;
* 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
* If the school wide program plan 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 1116].

Sunshine Elementary School continues to work towards developing a culture that both informs and empowers our parents. The main focus is to engage parents in becoming partners with the school to support student learning. Our Title I meetings embody this process via a cohesive action plan for communicating, training, and reflecting about our Title I programs as well as professional development opportunities. The school facilitates, throughout the course of the year, numerous activities and opportunities for parents to learn about the various aspects of our school community as it relates to student academic achievement. For those parents unable to attend, the necessary information will be available through articles posted on the school website and/or school newsletter. Information about Title I services and other parent involvement documentation will be available for parent review in the main office via brochures or logs. Attendance logs, surveys, and meeting minutes are utilized during these activities to monitor parental participation and request additional input.

Some of the methods that we utilize to disseminate the information throughout the course of the academic year are:

1. Curriculum nights

2. Workshops specifically about assessments (FSA)

3. Math Content Nights

4. On-going communication via newsletters, the school website, student progress reports, teacher and parent conferences, and phone calls

5. Meetings that are specifically designed to address and discuss the school’s academic plan (SIP)

6. School Advisory Council meetings are structured to develop a risk-free environment for parents to engage in a dialogue about their child’s academic development, concerns that they might have about the school, and/or any other issue related to the school community, reach out for targeted support, and provide the school with feedback for improvement, etc.

Sunshine Elementary School adheres to the best practice of notifying parents of the various opportunities to be informed about Title I programs and services via parent notices, Parentlink, marquee signs, and newsletter announcements on a reasonable and realistic timelines. Specific parental concerns regarding the Title I program can be directed to the school and/or the District Title I Office.

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**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 1116)].

Sunshine Elementary School continuously strives to increase opportunities for parental participation. Parental involvement is crucial for developing awareness and communication between families as well as strengthening the parent - school partnership. Bilingual personnel (English/Spanish is the most common format) is provided on an on-going basis to assist parents that may have limited English proficiency and/or special needs. Some of the options our school provides to increase parental involvement for parents that may have limited English proficiency, disabilities, or migratory children include: (1) Translation services; (2) Parentlink; (3) Newsletters; (4) Report Cards; and (5) School Reports – all of which are provided in a bilingual format (if applicable: i.e., English/Spanish/Haitian-Creole). Simultaneous translations of meetings are available via the utilization of a ‘talk-system.’ In the event of a parent with special needs providing a timely notification of such need will allow for us to contact the District Office to provide a reasonable accommodation. Attendance logs, surveys, and meeting minutes are utilized during these activities to monitor parental participation and request additional input.

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**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:

X Not Applicable

**Upload Evidence of Input from Parents**

Upload evidence of parent input in the development of the plan.to the Title 1 Crate for the 2017-2018 school year

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**Upload Parent-School Compact**

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1116].  
  
Upload an electronic version of the Parent-School Compact.to the Title 1 Crate for the 2017-2018 school year

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**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 1116)].  
  
Upload evidence of parent input in the development of the compact to the Title 1 Crate for the 2017-2018 school year

**Building Capacity Summary 2017-2018**

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 1116)]. 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 | Title 1 Annual Meeting/SAC/PTO | 1 | 12 | Provide information to parents on expectations and suggestions for helping their children. |
| 2 | Open House | 1 | 952 | Provide parents with information, expectations and suggestions for a successful school year. |
| 3 | Dads Take Your Child To School Day! | 1 | 135 | To facilitate lasting relationships between parents, students, and our school to promote all around success. To provide parents and students with tools to build and foster positive relationships. |
| 4 | Volunteer Orientation Meeting | 1 | 17 | Improve the ability of parents to work in the classroom to increase student achievement. |
| 5 | Curriculum Night – Kindergarten Orientation | 1 | 40 | Provide information to parents on expectations and suggestions for helping their children. |
| 6 | Family Math Night | 1 | 281 | To teach families math strategies their students have been taught at school to provide additional support and practice at home. This is done is a family fun atmosphere. A large number of center activities are set up so parents and students can rotate to different stations. |
| 8 | Science Fair Night | 1 | 251 | To provide parents with information to help their individual student incorporate science standards into their projects. |
| 9 | Career Day | 1 | 20 | To provide students with Career information on what their parents do in everyday life. |
| 10 | Muffins with Mom | 1 | 234 | Provides opportunities for parents to learn effective ways to communicate with their children |
| 11 | ESL Classes to Parents | 20 | 25 | Increase the level of involvement of parents to become active in the decisions made at the school. |
| 12 | Family Reading Night | 1 | 185 | To teach families literacy strategies their students have been taught at school to provide additional support and practice at home. This is done is a family fun atmosphere. A large number of center activities are set up so parents and students can rotate to different stations. |

**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 1116)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Distribution of monthly news letter  read by teachers | 1 | 100 | Research based tips for increasing parent involvement and improving student achievement. |
| 2 | Parent communication training | 1 | 100 | To provide teachers with the best strategies to effectively communicating with parents. |

**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 1116)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Scheduling and lack of time to volunteer, attend meetings, or joining parent committees in the school. | 1. Be flexible in our scheduling so we can provide morning and evening meetings to allow parent the opportunity to attend. 2. Provide on our school website postings of PTO and SAC minutes for parents.   Parent Involvement information will be provided in the monthly school newsletter. |
| 2 | Parent with limited English proficiency exhibited difficulties understanding speakers at meetings. | Provide printed materials in a bilingual format (i.e., English/Spanish or Haitian Creole) during 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)

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| **Content/Purpose** | **Description of the Activity** |
| * Parent Links * Newsletter * Flyers * Bulletin boards * Material in various languages | * Phone calls * Paper monthly news letter * Paper every time we have an event * Weekly * On going |