

## SUNSET PARK ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Wendy Hernandez , 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)

**Response:** Sunset Park Elementary School is committed to the pursuit of excellence seeking to maximize each student's academic, social and patriotic potential enabling them to become lifelong learners and productive citizens.

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### Involvement of Parents

Describe how the school will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of Title I programs including involvement in the decisions regarding how funds for parental involvement will be used [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

**Response:** Sunset Park Elementary School has established effective home school communication. Each teacher keeps a monthly log identifying the individual parent contacts and meetings. Parents are sent a monthly calendar identifying all the various activities held throughout each month. Various activities and informational meetings are held throughout the year. All parents are informed by flyers sent home, phone calls via Connect-Ed, and the schools website. All parents are invited to attend the EESAC and PTA meetings where participation in Title I is discussed, as well as the programs that are implemented through Title I.

## 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	Bilingual Parent Outreach Programs	Coordinated by the CIS and supervised by the Administration, activities provided will be structured to ensure specific correlation to student achievement. There will be informational meetings scheduled dealing with standardized testing and grade-level expectations, as well as the role of the parent.
2	Pre-Kindergarten	Pre-K teachers schedule parent trainings dealing with early literacy and how to implement literacy in the home.
3	PTA	Sunset Park Elementary's PTA invites all parents to general meetings held to discuss issues and activities in the school.
4	EESAC	All parents are invited to participate in the Educational Excellence School Advisory meetings. At these meetings, Title I programs and budget are discussed; as well as implementation of the School Improvement Plan.

## 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	Develop agenda ensuring the required components are addressed	CIS and administration	August 2016	Sign in sheets, completed agenda
2	Communicate with parents on the day of the meeting	CIS and administration	August/September 2016	Date posted on calendar
3	Complete sign-in sheets	CIS and administration	September 2016	Completed sign-in sheets
4	EESAC	CIS and administration	Ongoing-Monthly	Sign in sheets

## 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:** Sunset Park Elementary School believes in the importance of parental involvement in a successful academic program. Parents have various opportunities to join meetings and trainings at the school as meetings are scheduled in the mornings, after school, and in the evening.

## 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	FSA/SAT Strategies Night	CIS and Administration	Provides information and training that enables parents to support what is being done in the classrooms, and increases awareness of academic demands made on students.	January 2017 and February 2017	Evidenced by increased achievement on standardized tests.
2	The school's parent survey compilation of results is analyzed and used to amend the Title I program and the Title I PIP for the current year.	CIS and Administration	Provides information that will help strengthen the relations between parents, teachers, and school in a meaningful way.	End of the Second Grading Period	Evidenced by increased parent involvement.
3	The Title I Administration Parent Involvement monthly school report and the Title I Parent Involvement Monthly Activities Report are used to coordinate and plan the year's parent involvement activities and identify barriers to greater participation.	CIS and Administration	Provides training, information, and support services that strengthen the relations between parents and the school in meaningful ways that improve academic achievement.	December 2016, February 2017, May 2017	Evidenced by increased achievement on standardized tests and increase in parental involvement.

## 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	Person	Anticipated Impact on	Timeline	Evidence of
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	Activity	Responsible	Student Achievement		Effectiveness
1	Meet and Greet parent meeting prior to the opening of school	Administration & Teachers	Involve parents in student achievement and make a connection in partnership in home and school.	August 19, 2016	As evidenced of increase of returning Home Learning.
2	Opening of Schools Faculty Meeting	Administration	Increase parent communication strategies	Throughout the school year	As evidenced by increased parental involvement.
3	CIS Title I Meeting/Training	CIS Designee	Planning and implementation of effective parental involvement activities that are linked to improving academic achievement.	Throughout the school year	As evidenced by increased parental involvement.
4	Professional Development consisting of effective communication with all stakeholders	Administration and CIS	Increase parent communication strategies that will foster a better relationship between school and home.	Throughout the school year	As evidenced by increased parental 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:** The Parent Resource Center is accessible to parents before, during, and after-school to provide important information and available services for their children. Services and resources include upcoming parent events, books on specific topics pertaining to student needs, and assistance in logging in to the Parent Portal. Along with Parent Resource Center, parents are encouraged to volunteer and become a part of events throughout the school year. Such events include Hispanic Heritage Celebration, Fall Festival, Winter Wonderland, Book Fairs, and FSA/SAT test Parent Workshops. Every classroom has an identified room parent which coordinates volunteers for various activities. All of these services, in conjunction with Title I resources, strengthen the relations between parents and the school and enhance academic achievement.

## 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:** During the annual parent meeting in August, November and January, Sunset Park Elementary will host a general parent meeting where information about the Title I programs will be presented. Parents will be informed of how to set up parent/teacher conferences, the importance of curriculum, academic assessments, and attendance.

Parents will also be informed on how to participate in decisions related to their child's education and academic progress. A review of the Parent Handbook along with detailed information of the handbook will be discussed. Following the general meetings parents have the opportunity to visit their child's classroom, and obtain additional information from their child's teachers. Teachers will maintain sign in logs and provide a copy to the CIS.

## 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:** Sunset Park Elementary will use the Home Language Survey results to determine the number and specific need for translating material into a language other than English. Written communication will be provided for parents in English and Spanish. School personnel will be available to translate parent meetings. All information regarding Students with Disabilities will be sent using the appropriate language in order to communicate effectively with parents, and for the parents to participate in the student's academic progress.

## 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	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)];	Schedule meetings at various times throughout the school year.	CIS, Administration, ESSAC Chair, and teachers	Strenghtens the relation between parents and schools in ways that improve academic achievement	Throughout the school year.

## 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](#)

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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 1118(d)].

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

[Uploaded Document](#)

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## 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	Title I Administration Parent Involvement monthly school report and the Title I Parent Involvement	1	89	Provides training, information, and support services that strengthen the relations between parents and the school in meaningful ways that improve academic achievement.
2	FSA/SAT Strategies Night	2	496	Provides information and training that enables parents to support what is being done in the classrooms, and increases awareness of academic demands made on students.
3	The school's parent survey compilation of results is analyzed and used to amend the Title I program	1	166	Provides information that will help strengthen the relations between parents, teachers, and school in a meaningful way.
4	Math and Science Night	1	144	Provides information and training that enables parents to support what is being done in the classrooms, and increases awareness of academic demands made on students.

### 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	Professional Development consisting of effective communication with all stakeholders	1	40	Increase parent communication strategies that will foster a better relationship between school and home.
2	CIS Title I Meeting/Training	1	89	Planning and implementation of effective parental involvement activities that are linked to improving academic achievement.
3	Opening of School Faculty Meeting	1	46	Increase parent communication strategies
4	Meet and Greet parent meeting prior to the opening of school	1	750	Involve parents in student achievement and make a connection in partnership in home and school.

### 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	Parents have a language barrier which causes a lack of participation in school-wide activities.	Coordinate with the PTA to schedule and publicize bilingual monthly, family events, and Title I in action meetings.

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### 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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