

2024-2025 Title I Parent and Family Engagement Plan

SUNSET HILLS ELEMENTARY

Please use the Comprehensive Needs Assessment Data and any other family engagement data to complete the following:

School's Mission Statement: Our mission is to provide a collaborative and equitable learning environment ensuring 100% student success. We believe that positive parent/family involvement is essential to student achievement and thus encourage such involvement by our families in all school activities. We also provide activities that inform, educate, support, and gather input from parents throughout our school year.

Measurable Outcomes: Parent involvement and satisfaction will increase and improve as measured by event surveys and attendance and district climate surveys.

Building Capacity of Families

Describe how the school will implement activities that will build the capacity for strong parent and family activities, to ensure effective involvement of parents and to support a partnership among the school involved, parents, 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)].

Response: Sunset Hills Elementary School believes in involving parents in all aspects of its Title I programs and school community; therefore, our school will encourage parents to become active members of our School Advisory Council (SAC). More than 50 percent of the members of the SAC are required to be parent (non-employee) representatives. The SAC has the responsibility for developing, implementing, and evaluating the various school level plans, including the School Improvement Plan (SIP) and Parent and Family Engagement Plan (PFEP). Therefore, parents will be provided opportunities to give input in the development and decision-making process of all Title I activities related to the school. An annual evaluation will be conducted using surveys completed by stakeholders. The results will be analyzed to evaluate the effectiveness of the school's parent involvement program. Parents may request additional support either directly through their child's teacher or grade level administrator. A parent may also request support during regularly scheduled SAC or PTA meetings.

| count | Content and Type of Activity | Person Responsible | Anticipated Impact on Student Achievement | Timeline | Evidence of Effectiveness |
|-------|---|--|--|---------------|--|
| 1 | Curriculum Title One and Open house | Principal and Assistant Principal | Assist parents and students with school-wide and classroom expectations so that their children will be successful during and after school. | August 2024 | Sign-in sheets, handouts, agendas, and presentation materials |
| 2 | SAC Meetings | Principal and SAC chair | The SAC committee will work with community members and the school to support in an ongoing way progress, and initiatives within the school. | Monthly | Sign-in sheets, handouts, agendas, and presentation materials, support given |
| 3 | Literature Based Trunk or Treat | PTA, Principal | By hosting this event, the school will continue to build community, and families and staff will continue to build their relationships | October 2024 | Attendance, feedback from stakeholders. |
| 4 | Books and Bagels | Classroom Teachers, | Teachers work with students and families to enjoy a reading event at school designed to build reading skills with students and parents. | January 2025 | Sign-in sheets, handouts, agendas, and presentation materials, support given |
| 5 | Student led Conferences followed by Fall Festival | Classroom Teachers, PTA, SAC | Students, Teachers, and Families will work together to better understand each student's individual achievement and next steps for continued progress. Parents and families will increase their capacity for support at home. | November 2024 | Attendance, Feedback from stakeholders |
| 6 | Ready, Set, Kindergarten | Kindergarten teachers, Specials Teachers | Knowing what is expected for incoming Kindergarteners helps families better prepare for kindergarten. | January 2025 | Sign-in sheets, handouts, agendas, and presentation materials, support provided. |
| 7 | Reading Under the Stars | Assistant Principal, Literacy Team | Students and families are invited to a Title I parent meeting followed by teacher read-alouds in various classrooms with teachers demonstrating interactive read-alouds. | March 2025 | Sign-in sheets, handouts, agendas, and presentation materials, support provided. |
| 8 | Science Fair Night | Grade Level Team Leaders | Students will better understand grade level science content and science processes, including the scientific method. | April 2025 | FAST Scores & Family participation |



Staff Professional Development related to Family Engagement

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)]

How will school leadership actively build teacher and staff capacity related to ongoing family engagement connected to academic goals?

Response: Sunset Hills Elementary School will create a family-friendly school; encourage teachers to help parents become involved in ways that don't require the parent to come to school; creating and maintaining our school website developing support groups for parents and families and providing workshops for parents in the academic areas. Sunset Hills Elementary will work with both the Citizen's Alliance for Progress (CAP Center) and the Hispanic Outreach Center, to provide support and work collaboratively to build relationships with the community and as another point of communication for families. Family engagement committee meets monthly to collaborate and plan family events. Teachers will have the opportunity to participate in a family engagement book study.

| Count | Content and Type of Activity | Person Responsible | Anticipated Impact on Student Achievement | Timeline | Evidence of Effectiveness |
|-------|--------------------------------|---|--|---|---|
| 1 | Ongoing PLC | Principal, Assistant Principal, Instructional Coaches | Improve the ability of staff to work effectively with parents and students | August 2025-May 2026 | Conference agenda and other appropriate documentation as required. Teacher/Parent/Administration observations and meetings, classroom walkthroughs. |
| 2 | Restorative Practices Training | Principal, Assistant Principal | Students whose teachers understand them and their way of work, perform better in school. | August 2025 | Discipline data, teacher lesson plans, FAST/STAR data, attendance data |
| 4 | 10-minute ESE PD | Assistant Principal, VE Teachers | Professional Development to continue our work of improving services to ESE students | September 2025, ongoing during staff celebrations | Discipline & academic data, teacher lesson plans, FAST/STAR data, attendance data |

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| 5 | Data Chats | Principal, Assistant Principal | Designated time for teachers to look deeply at FAST Data and study deeply students' gaps and weaknesses | September 2025, Winter 2025, & Spring 2026 | Discipline data, teacher lesson plans, FAST/STAR data, attendance data |
| 6 | PBIS Training | Assistant Principal, Principal | Increased achievement in academics | August 2024 and ongoing | Discipline data, teacher lesson plans, FAST/STAR data, attendance data |
| 7 | Collaborative Planning | Assistant Principal, Principal | Planning across all content areas | August 2024, ongoing | FAST/STAR Reading and Math scores and SSA Scores |
| 8 | Family Engagement Committee | Principal, Assistant Principal | Increased achievement in academics | August 2024, ongoing | Discipline data, teacher lesson plans, FAST/STAR data, attendance data |
| 9 | Family Engagement PD | Principal | Professional Development for teachers about working with families and strategies for building family capacity and engagement | Second semester on teacher planning day | Discipline data, teacher lesson plans, FAST/STAR data, attendance data |

Title I Annual Parent Meeting Experience

Each school will convene an annual meeting designed to inform parents of participating children about the schools Title I program, the nature of the Title I program (schoolwide or targeted assistance), school choice, supplemental educational services, and the rights of parents. [Section 1118(c)(1)].

How will you get recorded feedback from parents about the meeting? How will the recorded feedback be used to inform future events?

A parent survey will be provided to parents during the meeting. The feedback from this survey will be used to inform future events. Changes and improvements will be made if necessary.

How will you address barriers to increase attendance and academic support at home?

Social worker will monitor attendance and conduct home visits to work with the families to remove barriers that may be causing attendance problems. Classroom teachers are sending "book bags" with books and reading activities to promote more reading at home.

How will you ensure that parents unable to attend the Title I Annual Meeting receive the information? (Ex: using various modalities such as video with Flipgrid, School newsletter, Dojo or PBIS rewards).

Video of Title I annual meeting is posted on the school website and Title I information for parents is available year-round in the Title I resource room.

| count | Activity/Tasks | Person Responsible | Timeline | Evidence of Effectiveness |
|-------|--|--|----------------|--|
| 1 | Maintain documentation | Principal and Assistant Principal | September 2024 | Title I crate online documentation is uploaded to crate website |
| 2 | Annual Title I Parent Meeting | Assistant Principal, Family Engagement Committee Chair | August 2024 | Agendas and sign-in sheets |
| 3 | Create sign-in sheets | School Secretary | August 2024 | Sign-in sheets for meeting and individual classrooms |
| 4 | Advertise/publicize event | Principal and Assistant Principal | August 2024 | School Messenger messages, school marquee, and posting on school website |
| 5 | Develop and disseminate invitations | Principal, teachers, and Assistant Principal | August 2024 | Flyer with date of dissemination and posting on school website |
| 6 | Develop agenda, handouts, and/or presentation materials that address the required components | Principal and Assistant Principal | August 2024 | Copies of agendas, PowerPoint presentation, and handouts |

Coordination and Integration

Describe how the school will coordinate and integrate parent and family engagement 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 | Individuals with Disabilities Education Act (IDEA) | Supplemental instruction provided by the school will be discussed with parents during the development of the students' IEP. |
| 2 | VPK | Sunset Hills Elementary and the VPK office will work together to coordinate transition programs for students entering the regular public-school program. Activities may include inviting VPK students into kindergarten classrooms towards the end of the VPK school year and inviting VPK students to work with kindergarten students throughout the school year. |
| 3 | Individuals with Disabilities Education Act (IDEA) | Supplemental instructional support provided by Title I will be discussed with parents during the student's IEP development. |

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| 4 | Kindergarten Open House | The school will provide families with important information to help their children transition from PreK to Kindergarten. Local preschools were visited to encourage attending SHES as upcoming Kindergarten students. |
| 5 | Parents As Educational Partners (PEP) | The ESOL office and Sunset Hills Elem. will work together to provide information and education on ways parents can help their children at home. |
| 6 | Headstart | The local Headstart director and teachers are invited to visit the school to better understand the expectations of incoming KDG. students, so that they can work on specific skills for success with the children and their families. |

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 submit the parents comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

Response: Our parents receive information about the Title I program in a variety of ways. At the Title I Annual Meeting/Open House in August, SHES will hold a general meeting where information will be presented about the Title I program, the curriculum, and academic assessments. Parents will learn about the school-wide program, how to schedule parent-teacher conferences and opportunities for participation in decisions related to the education of their child.

Ideas for working at home with children are presented in calendar and newsletter form. We work with the Hispanic Outreach Center to provide information to our parents who are unable to receive transportation to school. Often surveys requesting parents to share what information they would like provided by the school are included.

Articles will be submitted regularly for inclusion in our school's newsletter form. These articles explain the programs and offer ideas for parenting and working with children at home.

Workshops presented by our teachers, specialists and consultants address the curriculum and explain the forms of assessments used to drive instruction. During these sessions and conferences, parents are informed of their child's progress and offered the opportunity to provide input on their child's education.

Each spring a survey is sent home for parents to complete regarding their child's educational experience for the year. On this form, comments may be added about their level of satisfaction with our school's programs including Title I. Articles will be submitted regularly for inclusion in our school's newsletter. These articles talk about the program and offer ideas for parenting and working with children at home.

Flexible Parent Meeting

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, childcare, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

Response: Sunset Hills Elementary School seeks to provide excellent customer service and availability for parents. The administrators make themselves available to parents to the largest degree possible when parents come to school with questions or concerns. We offer morning and evening events throughout the year. Parent conferences are scheduled in either the mornings or afternoons. The Social Worker works with teachers, parents, and administration to provide home visits if necessary. At Sunset Hills Elementary School, we strive to accommodate our families' needs and busy schedules by offering a variety of meetings. Our PTA and Title 1 meeting are coordinated to be combined meetings to encourage involvement. For example, our Science Fair and Chorus Concert will both fall on PTA/Title I meeting nights.

Accessibility

Describe how the school will provide full opportunities for participation in parent and family engagement 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: We strive to involve all parents in the activities and learning here at Sunset Hills Elementary School. Our ESOL teachers and assistants attend parent meetings to serve as translators. Being in a new facility makes access easier for parents with disabilities. For parents unable to come to school, we regularly send home information about our school programs and suggestions on what can be done at home to help our children meet and exceed all expectations. May times this information is sent home in English, as well as Spanish. For notices and forms requiring translation our ESOL staff provides that. In order to reach all of our families, we advertise our events in several ways including newsletters, flyers, on our school marquee, and phone calls home using School Messenger.

Barriers

Describe the barriers that hindered participation by parents during the previous school year in parent and family engagement 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 | Time of Workshops | Flexible times in AM/PM and online conferences with families on Microsoft Teams. |
| 2 | Child Care | Offer activities during and after school that include children (Economically Disadvantaged, Hispanics, African American) |