

## HIGHLANDS ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Lenore Logsdon, 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:** Title I Parental Involvement Mission Statement

The mission of the Parental Involvement Plan under Title I is to provide ongoing encouragement, information, as well as, opportunity for all parents to play a valuable role in the education of their child(ren), and a contributing role toward the betterment of Highlands Elementary. Together, all staff members and families will create opportunities for children to become life long learners, as well as, respectful, contributing members of

society.

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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:** In the beginning of the school year, all families receive a letter inviting their participation in the Parent Involvement Team. Meetings are held monthly in the evening to encourage the attendance of working parents. A Spanish interpreter is available. This group of volunteers collaborates with school administration and selected teachers to develop/review the school policy and to brainstorm its application. All ideas are considered and documented in team minutes. Often, the team designs committees to explore parent involvement ideas, communicate with other Title I schools, meet with community businesses or agencies, and initiate projects. The team will continue to support the practice of student led conferences. Team members are also responsible for contacting other families for their participation in Parent Involvement Projects. Such projects can include school book fairs, science nights, FSA and curriculum information nights, Boo-Hoo/Yahoo breakfast for incoming families, and conducting productive parent teacher conferences.

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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 1118(e)(4)].

count	Program	Coordination
1	Zoned Community	Spring evening event/ incoming Kindergarten screening by K teachers, summer activities ideas, and school and Title 1 information from admin and counselor
2	Title I, Part A	Provide all parents opportunities to attend family involvement meetings and curriculum workshops throughout the year, provide 7 Habit family nights so parents can learn about the 7 Habits of Highly Effective People while spending time with their child(ren)
3	VPK	spring event/workshop for nearby VPK teachers regarding Kindergarten readiness
4	District Title III	Provide all parents opportunities to take English classes, and a variety of instructional and community resources including access to computers, internet
5	District Title III	Provide written or verbal translations for flyers or parent nights
6	District Title II	Provide ELA and Math workshops
7	District Title IV	Provide workshops for bully prevention and positive behavior plans

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## 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	maintain documentation	Title 1 liaison	August 2016	sign in sheets, brochure
2	presentations	principal, title 1 liaison	August 2016	Q&A sessions, sign in sheets, powerpoint
3	Annual Title I meeting	principal, Title 1 liaison	August, 2016	sign in sheets, powerpoint

## 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:** Having collected data from previous years on family attendance for events, it appears that evening events draw highest numbers, especially when students are performing, when babysitting is available for younger children, and when snacks are offered.

For this reason, our PIT (parent involvement team) decided to provide activities within those guidelines. In addition, the Boo-Hoo/Yahoo breakfast is offered on the first day of school, since many parents are on campus to bring children, and welcome the opportunity to ask questions about their children's experiences as well as gain information about car line, bus, cafeteria procedures.

Title I dollars are used to provide babysitting as well as food. During this school year, individual parent teacher conferences will be offered during early morning prior to teacher contract time or late afternoon hours, as has been requested by parents. Administration supports flex hours on student non attendance days so that teachers may provide evening conference opportunities. Home visits or visits to the workplace have been offered, in specific cases, for individual conferences and the social worker is often involved in the visits. In most cases, parents prefer to come to the school not only to meet the teacher but to see the learning environment.

Discussions will continue at SAC meetings to determine any additional need for alternative meeting times. Minutes of the meetings will be kept to document that flexible opportunities are offered.

## 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
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1	state academic standards/curriculum night	grade level teams, reading coach	student achievement on FSA	Sept 2016-- May 2017	parent sign in sheets, conference forms
2	state, local assessments/individual confrences	administrators, math coach	provide parents with math-related tips, suggestions, strategies	November 2016	flyer, sign in sheets, parent surveys
3	Title I Math family night	teachers	provide info on assessments on progress	Sept 2016- April 2017	parent conference form, MTSS forms, Discovery ED
4	FSA/SBA night/info, curriculum to support	administration, teachers	provide info on content of standards	September 2016	parent sign in sheets
5	Title I Annual Meeting	administrators	provide info about Title I and the school	August 2016	parent sign in sheets, powerpoint
6	7 Habit Family Night	grade level teams	provide opportunities for families to work together and learn how to apply the habits at home	Sept 2016- May 2017	flyers, surveys, powerpoints

## 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
1	Importance of communication between parents and teachers	Administration, family liaison	provide teachers info to be equipped to communicate during conferences	August 2016	sign in sheets, conference forms
2	cultural sensitivity workshop	family liaison	provide teachers info to be prepared to communicate effectively with respect for cultural differences	as offered, provide ongoing info to teachers	materials from workshop, learning logs
3	conference committee	family liaison, teachers, parents	improve effectiveness of conferences through student involvement	August 2016- May 2017	sign in sheets for committee 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:** Parent resource room is located in the guidance suite. Student led conferences can be held in the room. Variety of materials on many topics are available for check out. Also, kindergarten round up held in spring by family liaison provides two tours of campus and training for nearby daycares about K readiness. An additional evening is scheduled for kindergarten academic screening where parents receive specific info about what how they can best prepare their child for school. Individual conferences outline specific data on progress and offer suggestions for home support. Parents of all grade levels are informed of district workshops on computer and literacy.

## 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:** Parents are provided information about Title I during Open house, offered during the first month of school. Updated information about Title 1 status is provided by administration that evening. In addition, administration and family involvement contact/counselor provide specific scripts (covering Title 1) for grade level team leaders, and they are responsible for sharing with their teams as they prepare for curriculum night. The information is then shared during curriculum night presentations, again with parents during individual student-led conferences, as well as during every evening event and through monthly newsletters. ELL teachers make the information available for

non-English speaking parents. The above mentioned methods are also used to provide parents information about curriculum, academic assessments, state standards. Specific and individual student assessment information is shared during student-led conferences. Teachers typically invite parents personally, or over the phone, to conferences and ask if they would like the school counselor or administrator present to address particular issues, or to offer additional insight into a child's progress. Through newsletters, email and phone calls to targeted parents, families are invited to attend meetings, or send written suggestions to administration or guidance regarding the education of their children. Parents receive colorful flyers and/or stickers in planners about events at least one month in advance. Reminder stickers are placed in every child's take home planner, which parents read and sign daily, as it is the most important communication tool used between parent and teacher. Rewards are provided for certain events for classes whose attendance is exemplary. Copies of the flyers and newsletters are kept in the family involvement binder as documentation.

-skyward blast

-marquee

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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 1118(e)(5) and 1118(f)].

**Response:** Each event is intended for all families, and the ELL teacher is available for translating the flyers and letters into Spanish. When another language is spoken, an interpreter can be requested from the district office for such events, and especially for conferences when individual data is shared with a parent.

Parents with disabilities are welcome and every accommodation is made to ensure full involvement with activities, as it is for disabled students. Accommodations are determined with support from guidance who has access to district and outside resources. Teachers who specialize in disabilities attend events and provide support to parents and students. Disabled students are expected to participate in all performances and activities, modified to meet their needs. Some events are designed for specific populations such as 'families in need'. Such an event was offered district wide to provide medical, housing and financial information and assistance. Each school is responsible for contacting those involved to encourage attendance, and to arrange transportation or babysitting when needed.

## 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	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	evening meetings to brainstorm ideas for teacher training, parent training	SAC/FET committee	teacher parent collaboration to support students	Aug., Sept., Oct. 2016
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	workshops to teach literacy	family liaison, district title 1	parent knowledge and support	16-17 school year
3	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	evening meeting, breakfast meeting with babysitting to brainstorm motivational ideas	family liaison, title 1 district	parent involvement yields support	16-17-school year
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)];	individual approach for 1-1 conferences, provide babysitting and snacks	teachers and family liaison	involvement and parent knowledge	16-17 school year

5	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	dividend breakfast and evening event to enlist volunteers in science and reading evening events and as mentors for individuals	administration	community awareness and support	spring 2017
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### Upload Evidence of Input from Parents

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

[Uploaded Document](#)

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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 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	08/2015 - Welcome and Boo-Hoo Breakfast	1	50	Increased school information to parents results in increased student achievement.
2	08/2015 - Annual Title I Meeting	1	250	Increase knowledge to parents results in increased student achievement.
3	11/2015 - Family Engagement and Book Fair	2	300	Increased family engagement results in increased student achievement.
4	11/2015 - Family Reading Night	1	200	Increased family reading results in increased student achievement.
5	03/2016 - Family Habit Night (Habit 2)	1	250	Increased family engagement in creating goals, demonstrating positive habits, and building relationships, results in increased student achievement.
6	04/2015 - Kindergarten Roll Up	1	40	Increased Kindergarten readiness, results in increased 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)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Preplanning staff development/Title 1 Goals and purposes	1	80	Increased staff capacity to work with parents results in increased student achievement.
2	Title 1 Student Led Conferences	1	80	Increased staff capacity to work with parents results in increased student achievement.
3	Title 1 Curriculum Night	1	80	Increased staff capacity to work with parents results in increased student achievement.

### 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
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1	families may not prioritize school events	create family friendly activities with food and special entertainment to include their children
2	Parents do not have babysitting	create family friendly activities with food and special entertainment to include their children

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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)

<b>count</b>	<b>Content/Purpose</b>	<b>Description of the Activity</b>
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