

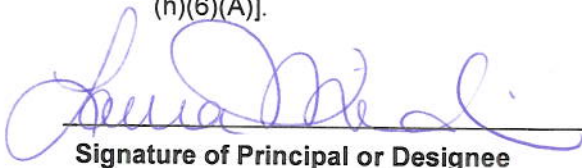
2015-2016 School Parental Involvement Policy/Plan

School: Highlands Elementary LEA: Mrs. Laura Mendicino, Principal

I, Laura Mendicino, 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)].



Signature of Principal or Designee

8/17/2015
Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response:

Parents are an integral part of Highlands Elementary School, informed and involved in decision making and implementation, as well as being supported through a variety of school-based family and literacy events designed to provide parents with strategies and activities that assist them in helping increase their children's chances to succeed in school.

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:

The school will invite parents to a variety of day and evening events on campus, providing refreshments and reading materials as an incentive to attend. Parents are informed of these events through school messenger, twitter, website calendar and flyers. Events may include Student Led Conferences 2x per year, SAC attendance, PTO attendance, literacy events to include Families Building Better Readers, STEM nights, Leadership/7 Habits Academies for parents, Love and Logic trainings, Books and Bagels, Math and Muffins and Science and Sweets, child care will be provided as needed (evening and morning). Our monthly newsletter will inform parents of Title One programs, events, and information that will help parents understand what is happening. Suggestion forms will be available in the front office for any parent feedback and input. Additionally, each month at the SAC/PTO meetings, parents will have opportunities to ask questions, make suggestions, and review current programs and use of Title One monies.

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	Workshops sponsored by the district.	Work directly with the Federal and State Grants department to ensure parents' needs are being met.
2	Monthly Parent academies in Math, Science and Literacy	Before and After School event supported by Instructional and Non-Instructional Staff as well as Administration.
3	Quarterly Healthy Home Clinics	Before and After School event supported by Instructional and Non-Instructional Staff as well as Administration.
4	Family Leadership Academies	Before and After School event supported by Instructional and Non-Instructional Staff as well as Administration.

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	Annual Title I Meeting to be held with the annual Open House	Principal, Leadership Team	August, 2015	Flier and Parent Sign-In Sheets
2	Monthly Newsletters, Monthly SAC meetings & Information available in the office	Principal, Leadership Team	Ongoing 2015-2016	SAC minutes of input, Office Title One binder, Monthly newsletter

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:

Parents will have opportunities to attend School Advisory Council Meetings and PTO Meetings offered monthly. We will begin flexible meeting times monthly, some in the morning, some in the evening. This is meant to accommodate all parents. Trainings throughout the year will be offered during school hours as well as before and after school hours for parent trainings as well as conferences with staff and leadership.

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	Standards Based Progress Report Training	Leadership and Grade Level teams	Explanation of Standards at each grade level and how to interpret your child's progress with the standards on their progress report.	2015-2016 school year	Evaluations, sign in sheets and Feedback from Parents
2	Parent meetings conducted during the day and/or evening. Materials can be sent home for parents to borrow and view.	Administration and School Counselor and Leadership	Focus on attendance policies, homework and test prep information that parents can use to focus their support at home	2015-2016 school year	Evaluations, sign in sheets and Feedback from Parents
3	Reading /Writing	Reading Coach/Literacy team and grade level teams	Explanation of Core reading program and differentiated instruction. Explanation of the impact writing has on reading and visa- versa	Ongoing Monthly 2015-2016 school year	Evaluations, sign in sheets and Feedback from Parents
4	Math	Math Coach and grade level POC's	Explanation of new Math program and instructional methods and what parents can do at home	Ongoing Monthly 2015-2016 school year	Evaluations, sign in sheets and Feedback from Parents
5	Science	Science Coach and grade level POC's	Explanation of STEM/Science curriculum and instructional methods and what parents can do at home	Ongoing Monthly 2015-2016 school year	Evaluations, sign in sheets and Feedback from Parents
6	Leadership Skills/ Leadership Day/ Student led conferences	Leadership team and Lighthouse team and grade level teams	Explanation of 7 habits and how they are used to ensure every student has learning success	Ongoing Monthly 2015-2016 school year	Evaluations, sign in sheets and Feedback from Parents

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	Staff will be given training during the Fall/Winter of 2015 with follow up trainings offered as needed on Cultural Sensitivity and Engaging Students of Poverty	Administration, Leadership Team, District Staff	Creating a partnership between school and community will increase student achievement	Ongoing Monthly 2015-2016 school year	Feedback from faculty, staff and parents
2	Opening Doors training Presented by FDLRS	District Staff	Creating a partnership between school and families through the front office	Spring 2015-2016 school year	Feedback from faculty, staff and parents
3	Volunteer Training with Staff and Parents on how and why to use volunteers in the classroom.	Administration, Leadership Team, District Staff	Creating a partnership between school and community will increase student achievement	Ongoing Monthly 2015-2016 school year	Feedback from faculty, staff and parents
4	7 Habits Training for Staff and Families	Administration, Leadership Team	Creating a partnership between school and community will increase student achievement	Ongoing Monthly 2015-2016 school year	Feedback from faculty, staff and parents

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:

Leadership Academies-Families will learn about the 7 habits for happy families. Speakers are invited to present a topic. PBS Parent Information Table- Brochures and handouts describing HLE's Positive Behavior Support and Leadership training sessions are provided for parents. PBS Committee members and student leadership representatives are available to answer questions. Parent Resource Center-provides an area in the Parent Welcome Center for books, reading and math backpacks which have home activities, brochures and handouts for parents regarding student behavior and achievement. All information about parent involvement activities will be shared monthly in our newsletter, The Parent Involvement Plan, School Improvement Plan, Use of Funds (Basic, Migrant, and Parent Involvement), and SPAR Report are available for review in the office, on line on our website, phone calls, and flyers posted in the front office.

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 invited to a once per month Parent Academies that focus on a different topic/subject each month. The goal is to share curriculum expectations at each grade level as well as assessments used by the State, District and classroom teacher in order to accurately assess how the students are progressing in meeting the Florida Common Core Standards. Parents also have opportunities each month to provide input and participate in decisions relating to the education of their children during School Advisory Committee Meetings as well as PTO Meetings, meeting request forms available from the front office and suggestion box. Surveys are provided to the parents for input in regards to the 7 habits and parent training topics they desire to have offered by the school.

Accessibility

Describe how the school will provide full opportunities for participation in parental involvement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [Section 1118(e)(5) and 1118(f)].

Response:

Written notices are sent out in three languages to all parents notifying them of PTO, SAC and other important meetings and events that occur throughout the year. Translators are provided at special events/meetings. Automated phone messages in three languages are also used to communicate with parents. Notices on the marquee and written notices are sent out in three languages to all parents notifying them of PTO, SAC and other important meetings and events that occur throughout the year. Translators are provided at special events/meetings. Automated phone messages in three languages are also used to communicate with parents. All information about parent involvement activities will be shared monthly in our newsletter, on line on our website, phone calls, and flyers posted in the front office.

Discretionary Activities

Discretionary School Level Parental Involvement Policy Components. Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Providing necessary literacy training for parents from Title I, Part A funds, if the LEA has exhausted all other reasonably available sources of funding for that	The District PIA parent training schedule will be followed with additional trainings to be offered as indicated in the parent survey feedback.	Administration	Creating a partnership between school and community will increase student achievement	On-going

	training [Section 1118(e)(7)]; and				
2	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Invite parents to a variety of evening events on campus, providing refreshments and reading materials as an incentive to attend. Events may include Student Led Conferences, SAC and PTO Meetings, literacy events, Parent Leadership Academies, etc.	Administration, Teachers, Literacy Team	Creating a partnership between school and community will increase student achievement	On-going
3	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between 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)];	Parents have opportunities to attend School Advisory Council Meetings and PTO Meetings offered monthly. We will survey parents to see if they wanted more afternoon meetings. If so, we will offer both meeting in the morning and afternoon to meet the parents' needs.	Administration	Creating a partnership between school and community will increase student achievement	On-going

Upload Evidence of Input from Parents on PIP

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

[Uploaded Document](#)

Upload Parent-School Compact

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement Section 1118(d)].

Upload an electronic version of the Parent-School Compact.

[Uploaded Document](#)

Upload Evidence of Parent Involvement in Development of Parent-School Compact

Note: As a component of the school-level parental involvement policy/plan, each school shall jointly develop, with parents for all children served under this part, a parent-school compact that outlines how parents, the entire school staff, and students will

[Uploaded Document](#)

Evaluation of the 2014-2015 Parental Involvement Plan

Building Capacity Summary

Provide a summary of activities provided during the 2014-2015 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	Annual Title One Meeting and SAC meetings	10	50	Parents had an opportunity to provide input and discuss use of funds, etc.
2	STEM Night (Math and Science)	2	50	Parents learned about math and science and how to assist their students with learning games
3	Parent Academies conducted during the day and/or evening. Materials sent home for parents to borrow	25	1800	Parents will reinforce social/emotional skills , reading, writing, science, math and leadership at home which in turn will increase focus and time on task in school
4	Family Literacy Night	1	350	Parents will reinforce reading and writing and leadership skills at home which in turn will increase focus and time on task in school

Staff Training Summary

Provide a summary of the professional development activities provided by the school during the 2014-2015 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	FSG Online Parent Involvement PD	1	5	Staff are informed of the value of parent involvement and equipped with ways to increase parent involvement to support student learning.

Barriers

Describe the barriers that hindered participation by parents during the 2014-2015 school year in parental involvement activities. Include the steps the school will take during the 2015-2016 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 is a major issue for parents.	Will continue to combine many opportunities into one activity to give parents a bigger incentive to attend. We will also provide giveaways and free materials for parents as well as food to allow more time to attend these important activities.
2	Language Barrier and communication between parents and school community.	Translators will be available during all parent activities. Phone callers, flyers and local radio station used to announce events.

Best Practices (Optional)

Describe the parental involvement activity/strategy the school implemented during the 2014-2015 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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