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

I, Jeff Collins , 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)

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| **Response:** Highlands Elementary School is committed to providing parental support in the form of providing community resources and training workshops. As a result, we will strive to build positive relationships that will decrease family crisis and increase parent/school engagement. |

**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 [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

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| **Response:** Highlands Elementary will involve parents in an organized, ongoing, and timely manner, in the planning, review, and improvement of the Title I Program by holding regularly scheduled monthly SAC meetings. All parents will be invited to attend the meetings. The meetings will be announced via school website, principal's newsletter, marquee, and School Messenger automated phone system. SAC has an important role of helping to develop the School Improvement Plan (SIP) and the Parental Involvement Plan (PIP) plan. Input from parents will be documented via surveys, sign-in sheets, notes and minutes of meetings. Parents will be able to view the completed plan via the school website. In addition, a copy will be available for viewing in the Main Office. Individual hard copies will be available upon request. |

**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)].

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| **count** | **Program** | **Coordination** |
| 1 | Individuals with Disabilities Education Act (IDEA) | Supplemental instructional support provided by Title I will be discussed with parents during the development of the students IEP. |
| 2 | Title III | Services are provided to ensure that English Language Learners (ELLs) meet the academic content and English proficiency standards. Title III funds will be coordinated with Title I funds to provide extra support to ELLs by offering internal and external safety nets in academic language acquisition. We will also provide translators, when applicable, for Title I events. |
| 3 | Title I Pre-K | All Title I Pre-K students will participate in the Back-Pack Program. Parent notification via flyer, School Messenger, and a hard copy dissemination of information. These parents will also be invited and involved in all family school events. |

**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)].

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| **count** | **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Develop Agenda, handouts, and/or presentation materials | Jeff Collins-Principal and Sylvia Embry-Assistant Principal | August 24, 2015--September 3, 2015 | Copies of agendas and handouts |
| 2 | Develop and disseminate invitations | Jeff Collins, Principal | August 24, 2015--September 3, 2015 | Copies of agendas and handouts |
| 3 | Advertise/publicize event | Jeff Collins, Principal and Sylvia Embry, Assistant Principal | August 24, 2015--September 3, 2015 | Flyer sent home with students, marquee, Parent Link 8/28/13 |
| 4 | Maintain sign-in sheets | Sylvia Embry, Principal | September 3, 2015-June 2016 | Sign-in sheets |
| 5 | Maintain documentation of meetings | Jeff Collins-Principal and Sylvia Embry, Assistant Principal | September 3, 2015-June 2016 | Title I Parent Involvement audit box housed in Secretary’s office, will be shared with LEA Title I office |
| 6 | Parent Involvement Plan on website | Jeff Collins, Principal | September 3, 2015--September 24, 2015 | Viewing website |
| 7 | Annual Title I Meeting | Jeff Collins-Principal and Sylvia Embry, Assistant Principal | September 24, 2015 | Parent comments on parental involvement activities for the year. |

**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)].

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| **Response:** The leadership and staff will conduct meetings on a flexible schedule to ensure all parents have the opportunity to be involved. Our various Parent Involvement Activities will be offered at different dates and times to include morning, afternoon, and evening. The schedule may be modified as needed based on parents' participation. Parents will also have the opportunity to request transportation, language translators, and child care assistance in the event these factors will prevent them from attending. |

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Strategies for working with the school, Hard copy dissemination of materials (School Newsletter), Face to face sessions | Jeff Collins, Principal and Sylvia Embry, Assistant Principal | Increase in parent participation at home and school, which will support student achievement. | August 2015-June 2016 | Parent participation and feedback form. Sign-in sheets |
| 2 | Progress Monitoring, Individual Conferences/Hard copy dissemination of material (Progress Reports-5th week of each quarter) | Jeff Collins, Principal and Sylvia Embry, Assistant Principal | Increase in parent participation at home and school, which will support student achievement. | August 2015-June 2016 | Parent participation and feedback form. Sign-in sheets |
| 3 | Title I Meetings | Jeff Collins, Principal and Sylvia Embry, Assistant Principal | Increase in parent participation at home and school, which will support student achievement. | September 24, 2015-June 2016 | Parent participation and feedback form. Sign-in sheets |
| 4 | End of Year Reading Celebration | Jeff Collins, Principal, Sylvia Embry, Assistant Principal, and Julie Ehrenberg, Reading Coach | Increase in parent participation at home and school, which will support student achievement. | June 9, 2016 | Parent participation and feedback form. Sign-in sheets |
| 5 | Career Day/Public works visit (Fire, Police, Coast Guard, Florida Wildlife) | Jeff Collins, Principal and Sylvia Embry, Assistant Principal, LaTonya Fleming, Counselor | Expose parents to potential career paths. Increase in parent participation at home and school, which will support student achievement. | May 12, 2016 | Parent participation and feedback form. Sign-in sheets |
| 6 | Writing, Hard copy dissemination of materials | Jeff Collins, Principal and Sylvia Embry, Assistant Principal | Increase parent awareness and knowledge of Writing Standards and Strategies, and the types of writing. Increase in parent participation at home and school, which will support student achievement. | August 2015-June 2016 | Parent participation and feedback form. Sign-in sheets |
| 7 | Family Math Night/ Hard Copy dissemination of State Assessment information and Math Standards. Parents will participate in Make and Take sessions to create “practice at home activities” | Jeff Collins, Principal and Sylvia Embry, Assistant Principal, Sheila Thompkins, Math Coach | Increase parent knowledge of Math Standards and strategies. Increase in parent participation at home and school, which will support student achievement. | March 10, 2016 | Parent participation and feedback form. Sign-in sheets |
| 8 | Reading, Hard copy dissemination of materials | Jeff Collins, Principal and Sylvia Embry, Assistant Principal | Inform and increase parent knowledge of Reading Standards, Strategies, and how to work with their child at home in Reading. Also, increase parent participation at home and school, which will support student achievement. NGSSS and CCSS | August 24, 2015-June 2016 | Parent participation and feedback form. Sign-in sheets |
| 9 | Family Literacy Night, Face to Face training session/ Hard Copy dissemination of State Assessment information and Reading Standards. Parents will participate in Make and Take sessions to create “practice at home activities”. | Jeff Collins, Principal and Sylvia Embry, Assistant Principal, Julie Ehrenberg, Reading Coach | Increase parent knowledge of Literacy Standards, strategies, and increase parent participation at home and school, which will support student achievement. | January 28, 2016 | Parent participation and feedback form, sign-in sheets |
| 10 | Muffins and Moms/Hard Copy dissemination of State Assessment information/Accelerated Reader Home Connect Program | Jeff Collins, Principal and Sylvia Embry, Assistant Principal, Julie Ehrenberg, Reading Coach | Increase in parent participation at home and school, which will support student achievement. | October 15, 2015 | Parental feedback forms, sign-in sheets |
| 11 | Open House/Parent Involvement Plan Meeting/Face to Face/Florida Standards/Next Generation Sunshine State Standards/Grade Level Expectations/Parent Communication Information | Jeff Collins, Principal and Sylvia Embry, Assistant Principal | Increase in parent participation at home and school, which will support student achievement. | September 3, 2015 | Parent input into development of Parent Compact and Parent Involvement Plan Sign-in sheets |
| 12 | Annual Book Character Parade/Accelerated Reader Home Connect Training for Parents | Jeff Collins, Principal and Sylvia Embry, Assistant Principal, Julie Ehrenberg, Reading Coach | Increase in parent participation and knowledge of Accelerated Reader program and how it can help their student in terms of reading comprehension | October 16, 2015 | Parent participation, sign-in sheets, and feedback forms |
| 13 | Reading Celebration/Donuts and Dads | Jeff Collins, Principal and Sylvia Embry, Assistant Principal, Julie Ehrenberg, Reading Coach | Increase in parent participation at home and school, which will support student achievement. | December 4, 2015 | Parent participation, feeback forms, and sign-in sheets |

**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** |
| 1 | Value of Parent Involvement | Jeff Collins-Principal, Reading Coach, and Teachers/Staff | Improve parent/guardian understanding of student academic progress | August 2015 – June 2016 | School Climate Survey Results |
| 2 | Communicating and working with parents | Jeff Collins-Principal, Reading Coach, and Teachers/Staff | Improve the ability of faculty/staff to work effectively with parents by providing examples of best practices for parental involvement. | August 2015 – June 2016 | Professional Learning Communities, Faculty Meeting Agends, Sign-in sheets |

**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)].

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| **Response:** \*Create a family-friendly school   \*Conduct evaluation of current status of school  \*Create a parent resource room/area located in the Media Center  \*Increase the educational resources available to parents  This activity will be implemented by creating a designated room/area where parents will be able to check-out educational/social service resources. We will also have a computer available for parents to use to assist them in researching other resources that will enable them to help their child. Parents will be notified and reminded, on an ongoing basis, of the resources available. They will be notified via flyers, Principal's Newsletter, and School Messenger system. The Principal, Assistant Principal, Instructional Coach, Teachers, and Parent Involvement Coordinator will be responsible for creating and maintaining this area. The time-line for these activities will be on-going throughout the 2015-2016 school year. We will assess the effectiveness of these activities through evaluation/comment cards that will be available in the center. These assessments will be ongoing throughout the year. |

**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)].

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| **Response:** Highlands will hold a general meeting where information will be presented about the Title I program, the curriculum, resources, and academic assessments. Parents will receive information about school-wide programs, how to schedule conferences, and how to participate in decisions related to the education of their child. Parents will have access to the Parent Involvement Plan and handbook. On September 3, 2015, parents will be invited to visit their child's classroom to meet the teacher. Teachers will provide additional information on grade level/class expectations as well as information regarding the Florida Standards. Parents will receive notification further information via flyers sent home with their child, the marquee in front of the school, notes placed in the agenda, school website, teacher websites, emails, the Principal's monthly newsletter and phone calls via School Messenger system. Notifications will be disseminated one week prior to the date of events. Monitoring will be done through means of dated copies of notification documents that will be filed in the Parent Involvement Audit Box. Parent evaluations will be monitored on a regular basis for evidence of parent satisfaction of the program and implementation of the Parent Involvement Plan. |

**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)].

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| **Response:** Highlands Elementary will notify parents of parent programs, meetings, and other activities in an understandable and uniform format by sending letters that are in the student's primary language. We will utilize the School Messenger automated communication system to inform parents of meetings in order to ensure that parents who have difficulty reading will receive information in a timely and easy to understand manner. The Principal will send home a monthly Newsletter that will be developed and distributed to the students advising the parents of all upcoming events of the school. Written communication will be provided for parents in English and Spanish (and any other language that is necessary). Translators at the district level will be called when they are needed. We will also use TransACT, a district provided resource, to translate parent documents. The Home Language Survey results will be used to determine the number and specific needs for translations into a language other than English. We will also use language information from FOCUS to ensure we have provided parents with documents translated in the language they understand. If a parent is disabled, proper transportation and assistance will be provided to ensure that we remove any possible barriers to their participation. |

**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:

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| **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 | Parents will be invited to Leadership Team Meetings/PLC's, and other appropriate workshops | Jeff Collins-Principal, Michelle Hinkley-AP, Sharon Kasica-Coach, Teachers | Student achievement will increase in reading, math, and science as a result of more parent participation at home and school | August 2015-June 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 | Parents will be invited to attend PLC trainings, and other academic workshops. | Jeff Collins-Principal, Michelle Hinkley-AP, Sharon Kasica-Coach, Teachers | Student achievement will increase in reading, math, and science as a result of more parent participation at home and school | October 2015-June 2016 |
| 3 | Training parents to enhance the involvement of other parents [Section 1118(e)(9)]; | Strategies for working with the school | Jeff Collins-Principal, Michelle Hinkley-AP, Sharon Kasica-Coach, Teachers | Student achievement will increase in reading, math, and science as a result of more parent participation at home and school | August 2015-June 2016 |
| 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)]; | Meetings will be held on a variety of days and times to ensure all parents have access. | Jeff Collins-Principal, Michelle Hinkley-AP, Sharon Kasica-Coach, Teachers | Student achievement will increase in reading, math, and science as a result of more parent participation at home and school | August 2015-June 2016 |
| 5 | Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and | Parents will be given strategies for working with the school | Jeff Collins-Principal, Michelle Hinkley-AP, Sharon Kasica-Coach, Teachers | Student achievement will increase in reading, math, and science as a result of more parent participation at home and school | August 2015-June 2016 |
| 6 | Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | The plan will be distributed to parents and the community. Community partners and parents will be invited to give ideas, suggestions, and revisions to the Parent Involvement Plan. | Jeff Collins-Principal, Michelle Hinkley-AP, Sharon Kasica-Coach, Teachers | Student achievement will increase in reading, math, and science as a result of more parent participation at home and school | August 2015-June 2016 |

**Upload Evidence of Input from Parents**

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

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| [Uploaded Document](file:///C:\Users\collinsj1\Downloads\fileUploads\160991_2015-2016_uploadEvidenceParentInput.pdf) |

**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.

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| [Uploaded Document](file:///C:\Users\collinsj1\Downloads\fileUploads\160991_2015-2016_uploadCompact.doc) |

**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.

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| [Uploaded Document](file:///C:\Users\collinsj1\Downloads\fileUploads\160991_2015-2016_uploadCompactEvidence.pdf) |

## 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.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Annual Title 1 Meeting | 1 | 5 | Student achievement will increase in reading, math, and science as a result of increased parent participation at home and school |
| 2 | Family Literacy Night/Face to Face Training Session | 1 | 100 | Student achievement will increase in reading, math, and science as a result of increased parent participation at home and school |
| 3 | Dad's and Donuts Reading Celebration | 1 | 125 | Student achievement will increase in reading, math, and science as a result of increased parent participation at home and school |
| 4 | Educational Parent Services | 2 | 45 | Student achievement will increase in reading, math, and science as a result of increased parent participation at home and school |
| 5 | Parent FCAT Writes Night | 1 | 45 | Student achievement will increase in reading, math, and science as a result of increased parent participation at home and school |
| 6 | Family Math Night | 1 | 110 | Student achievement will increase in reading, math, and science as a result of increased parent participation at home and school |
| 7 | School Culture/Information on Summer Programs | 1 | 50 | Student achievement will increase in reading, math, and science as a result of increased parent participation at home and school |
| 8 | Muffins and Moms Reading Celebration | 1 | 200 | Student achievement will increase in reading, math, and science as a result of increased parent participation at home and school |

**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)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Value of Parent Involvement | 2 | 55 | Student achievement will increase in reading as a result of more parent participation at home and school |
| 2 | Communicating and Working Parents | 2 | 55 | Student achievement will increase as a result of more parent participation at 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)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Growing population of limited English speaking parents, included subgroups of non/limited English speaking families | The school will print correspondence in the parent’s first language and seek an interpreter. |
| 2 | Parents who work and/or go to school, Economically disadvantaged families, and ethnic minority | The school will offer a variety of events and times so parents have an opportunity to participant during at least one event. |

**Best Practices (Optional)**

Describe the parental involvement activity/strategy the school implemented during the previous schoool 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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| **count** | **Content/Purpose** | **Description of the Activity** |