## CEDAR HILLS ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Marva Mckinney , 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:** The mission of the Cedar Hills Parent Involvement Plan is to provide ongoing and meaningful opportunities for parents to take a more active role in their child's education. Cedar Hills will achieve this by conducting two parent involvement activities each nine weeks to educate parents on how to become more involved academically and participate in their child's education. We at Cedar Hills believe the relationship between home and school is crucial to the success of our students. We believe by helping the parent we are essentially helping the student. |

**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:** Cedar Hills will use Duval Connect, flyers and the school's marquee to inform the parents of upcoming events. Cedar Hills will invite parents to be a part of the Parental Involvement Plan during the Annual PIP meeting. Parent volunteers with the administration and the parental involvement team will discuss the school improvement plan, PIP, Title I funds, including parent involvement and professional development funds, during two meetings prior to the Annual Meeting. These will be documented by use of agendas, minutes, and sign in sheets. Cedar Hills will seek the participation of parents through the parent involvement annual meeting to gain input for the Parent Involvement Plan. Through the parent feedback surveys, the school will review the effectiveness of the Title I programs and use of funds for improvement. |

**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 | Title 1 | Provide parent workshops throughout the year to assist parents with helping their students at home and understand what they can do to build a strong home-school partnership that will benefits their child. |
| 2 | VPK | Provide monthly newsletters to parents which outline academic goals and information on what parents can do to reinforce the learning from home. In addition, the school provides opportunities for parents to volunteer in the classroom. |
| 3 | ESOL | Provide newsletters/brochures in the family's native language. Also, the school will provide a translator if necessary during parent conferences and/or workshops. |

**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 | Ray, Cox, and Packham | August 21 , 2015 | Audit Box Copies |
| 2 | Develop and disseminate invitations | , Packham | September 3, 2015 | Audit Box Copies |
| 3 | Advertise /publicize event | Packham, Ray | August 21, 2015 | Audit Box Copies |
| 4 | Develop Sign- In Sheets | Packham | Ongoing | Event Sign – In Sheets |
| 5 | Maintain Documentation | Packham | Ongoing | Audit Box |

**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:** Meetings will be planned for morning, immediately after school and late afternoons to meet the variable needs of parents. |

**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 | Title 1 Parent Meeting | McKinney, Ray | Provide information to parents on FSA and Tips for success | September 3, 2015 | Sign in sheets, agenda, and minutes |
| 2 | Open House | McKinney, Ray and Packham | Provide information to parents on FSA writes and Tips for success | September 17, 2015 | Sign in sheets, parent surveys, agenda, handouts |
| 3 | Books and Brunch | Cashen, Packam | Provide information to parents on effective reading strategies and allow for parents to be involved in their child's classroom. | September 25, 2015 | Sign-in , agenda, parent survey |
| 4 | Literacy Night | McKinney, Ray, Taylor, Drinkwater | Provide information to parents on effective reading strategies and allow for parents to be involved in their child's classroom. | June 11, 2016 | sign-in sheets, flyers |
| 5 | Trunk or Treat | Packam, McKinney, Ray | Provide information to parents on effective reading strategies and allow for parents to be involved in their child's classroom. | October 29, 2015 | sign-in sheets, flyers |
| 6 | Books and Brunch | Cashen, Packam | Provide information to parents on effective reading strategies and allow for parents to be involved in their child's classroom. | December 11, 2015 | sign-in sheets, flyers |
| 7 | Math Night | McKinney, Ray, Taylor, Drinkwater | Provide information to parents on effective reading strategies and allow for parents to be involved in their child's classroom. | December 10, 2015 | sign-in sheets, flyers |
| 8 | Parent Conference Night | McKinney, Ray, Taylor, Drinkwater | Provide information to parents on effective reading strategies and allow for parents to be involved in their child's classroom. | October 23, 2015 | sign-in , agenda, parent survey |
| 9 | Books and Brunch | Cashen, Packam | Provide information to parents on effective reading strategies and allow for parents to be involved in their child's classroom. | May 13, 2016 | sign-in sheets, flyers |
| 10 | Science Fair | Harnage, McKinney, Ray and the Science Team | Provide information to parents on effective reading strategies and allow for parents to be involved in their child's classroom. | December 11, 2015 | sign-in sheets, flyers |
| 11 | Books and Brunch | Cashen, Packham | Provide information to parents on effective reading strategies and allow for parents to be involved in their child's classroom. | February 12, 2016 | sign-in sheets, flyers |
| 12 | Parent Conference Night | McKinney, Ray, Taylor, Drinkwater | Provide information to parents on effective reading strategies and allow for parents to be involved in their child's classroom. | January 15, 2016 | sign-in sheets, flyers |

**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 | RTI information | McKinney,Ray, Taylor, Drinkwater | Increase the academic perfomance and growth of all students | September 9, 2015 | Handout, sign- in sheet |
| 2 | Math and Science Prep | McKinney, Brown, Taylor, Drinkwater | Increase the academic perfomance and growth of all students | August 2015 - May 2016 | Marquee,handout, sign- in sheet |
| 3 | Science Prep | McKinney, Brown, Taylor, Drinkwater | Increase the academic perfomance and growth of all students | August 2015 - May 2016 | Marquee,handout, sign- in sheet |
| 4 | Test Prep | McKinney, Brown, Taylor, Drinkwater | Increase the academic perfomance and growth of all students | August 2015 - May 2016 | Marquee,handout, sign- in sheet |

**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:** Cedar Hills will establish a School Advisory Council to offer suggestions on matters related to parent involvement. Parents will be given a variety of opportunities to help their children grow academically and socially. Parents will be given comment/evaluation forms for feedback pertaining to the effectiveness of the activities. |

**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:** To provide parents with timely information about Title I programs Cedar Hills will hold an annual meeting for all parents to attend. At this meeting, we will provide parents with information about curriculum, district and state assessments and procedures of the school.     A flyer will go home with all students to communicate to parents when the PIP is complete. A copy of the PIP will be in the office for their review and will also be available on our website. Parents are invited to attend SAC meetings to offer additional input.     The school will conduct an annual FSA meeting to discuss the forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet.     Cedar Hills will offer parents regular meetings to formulate suggestions in decisions related to the education of their child via parent/teacher conferences.     Parents will be notified through Web Messenger, flyers, teacher websites, parent communication folders, and the school's marquee at least two weeks in advance of any event.     Copies of all the flyers, newsletters, surveys, and teacher/parent feedback forms will be used for monitoring purposes. The purposes of monitoring communication is to ensure all parents receive information in their native languages and in a timely manner, as well as to determine if additional means of communication are needed. |

**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:** The Language Survey, teacher input and interaction with the office staff will be used to determine family needs for written translations. Cedar Hills upon enrollment, will determine through the Language Survey a need for translations. Information will be disseminated bilingually (English and Spanish) in print, and using the Web Messenger. Cedar Hills will utilize TDD to notify parents who may be hearing impaired. The school will also use the district provided service, TRANS ACT, to help translate documents into various languages. While on campus, Cedar Hills will utilize the services of an interpreter. Any parents who may be blind will receive all communication in Braille. Cedar Hills is also wheelchair accessible, therefore can accommodate all parents. Parent surveys/feedback forms in different languages will be made available to the parents and used for monitoring purposes. The purposes of monitoring are to ensure Parental Involvement Programming is effective and to ensure necessary changes are made to meet the needs of the parents. |

**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:

X Not Applicable

**Upload Evidence of Input from Parents**

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

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| [Uploaded Document](fileUploads/160971_2015-2016_uploadEvidenceParentInput.docx) |

**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](fileUploads/160971_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](fileUploads/160971_2015-2016_uploadCompactEvidence.docx) |

## 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 | Workshops (science) | 1 | 120 | increase scores in the area of science |
| 2 | Workshops (FCAT NIGHT) | 1 | 75 | increase scores in all tested areas of FCAT |

**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 | Making Literacy Fun "Workshop" | 1 | 45 | How to incorporate literacy into daily activities and makie it fun. |
| 2 | Making Literacy Fun "Parade" | 1 | 450 | The entire school participated in literacy parade |
| 3 | FSA writes | 1 | 120 | Improve writing scores |
| 4 | Doughnuts for Dads | 1 | 90 | During Nationsl fathers in Education day, fathers were treated to doughnuts and coffee while they were presented information on how to help their children at home with reading. |

**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 | Limited English Proficiency | School will send flyers home in Spanish and provide a translator for parental involvement activities. |
| 2 | Availability during evening hours | School will rotate times of workshops to accomodate parents who work during the day and those who work at night or in the evenings. |

**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** |