## HARBOUR VIEW ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Heather Guest, 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 |

**Parental Involvement Mission Statement**

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| **Response:** Harbour View believes that positive parent family involvement is essential to student achievement and by encouraging parent involvement in school, educational planning, and operations student achievement will be raised. |

**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:** · Harbour View Elementary School believes in involving parents in all aspects of its Title One Programs. Our SAC (School Advisory Council) committee will develop, implement, and evaluate all aspects of the SIP (School Improvement Plan) and the PIP (Parent Involvement Plan). More than 50% of the SAC are parent (non-employee) representatives. All members of the SAC are given the opportunity to review and offer input to the plan prior to offering their approval. Throughout the year parents are offered a survey to evaluate parent activities. These surveys are used to guide activities for the following year.   · Parent input is recorded in the SAC minutes.  · Each SAC meeting has an agenda that reflects the initiatives that need to be addressed. At the SAC meeting a section of the SIP and PIP are discussed and reviewed. During that time if a SAC member has questions, the principal is available for clarification.  · SAC members are chosen every Spring for the new year. We seek new members and if we have room, we accept all interested. If we do not have room, then we use the election process with a ballot and current members of the SAC vote to elect new SAC members. |

**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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| **Program** | **Coordination** |
| Voluntary Pre-K | Title 1 coordinates with the Early learning Coalition and schools in order to provide parents and caregivers helpful information and steps for enrolling their children in Florida's Voluntary Pre-K programs. VPK and ESE VPK classrooms are established in schools based on school and community needs. |
| Title I C - Migrant Students | The administration will contact Migrant Dept. of Grants and Federal Programs office to help with support academics for families through resources. |
| HIPPY | Home Instruction for Parents of Preschool Youngers (HIPPY) is a parent involvement and school readiness program. HIPPY offers free home-based early childhood education for three, four and five year old children working with their parents as their first teacher. |
| Title 1 - Part A | Our school receives Title 1 funds based on free and reduced lunch counts. Title 1 Part A funds are used to provide supplemental instructional materials, equipment, and/or personnel to help students meet rigorous state expectations. |
| Title 2 | Staff and faculty members participate in district professional development opportunities. |
| Homeless | Coordinate with district liaison for services needed for homeless students. |
| Title III ESOL | The administration will coordinate with Grants and Federal Programs, ESOL Department to identify students. ESOL paraprofessionals are placed in our school to provide students with the appropriate academic support. |
| IDEA | Our school coordinates with ESE, Student Services Dept. of MCPS. Supplemental instructional support is shared with parents as they are invited and attend their child's IEP's meetings. |

**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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| **Activity/Tasks** | **Person Responsible** | **Timeline** | **Evidence of Effectiveness** |
| Title I Annual Meeting | Principal/Assistant Principal | Separate meeting half hour before Open House- August 2016 | Sign in forms |

**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:** · Parent Conferences will be held before and after school as well as during the day when needed. Social workers are also available to do home visits if parents are unable to attend a meeting/conference.  · Activities will be on alternate days of the week as is appropriate for the nature of the activity. The SAC Committee will put to a vote an appropriate meeting time and day of the week for monthly meetings. Parent nights will be held on alternating nights to ensure that parents have the ability to attend.  · The parent survey will document the success of our flexibility. |

**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)].

Informational – Orientation with Administration and coaches outlining student expectations. Introduce parents to Florida Standards.

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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Summer Prep | Administration, Reading Coach and Academic Coach | Highlights proper reading and math instruction and tips for monitoring student reading. Parents will understand how to help their children with reading and math along with learning to log in to the student portal. Parents will be given resources for summer use. | Spring 2017 | Parent Survey/ Sign In Log |
| Science - Curriculum Night | Administration/Coaches/Teachers | Parents will come to view student projects in the area of science. This will increase the areas of reading in the content area. The FCAT assessment and the Benchmark and FCA assessments consist of up to 70% non-fictional text. | November 2016 | Parent Survey/Sign In Log |
| Kg Curriculum Night | Administration, Coaches, KG Teachers | Students will become more proficient in reading based on their overall AR points and goals. Parents will be given an overview of the Accelerated Reader Program and strategies they can use at home with their students. Additionally, parents will learn about the curriculum their students receive in writing, math, science and social studies along with the Florida Standards and resources that can be used. We will also highlight attendance and the importance of bringing your children to school on time. | Fall 2016 | Parent Survey/Sign In Log |
| Reading and Math Workshop | Academic Coaches, District Support \* may be done with Stanton Weirsdale | Information on the FSA and how to help your child with strategies at home | Winter 2016 | Parent Survey, Sign in |

**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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| **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| Student Led conferences | Administration and Guidance Counselor | Improve student performance through data notebook talks with students | Year long | Teachers will have parent/student led conferences with 75% or more of their parents where the students are sharing their data and goals from their notebooks with their parents. sign in sheets, TNL reports |
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| Teachers Involving Parents | Academic Coach, Parent Liaison | Improved student performance in all subject areas | All Year | TNL, sign in sheets |
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**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:**  Inform parents of the Title I Parent Resource Center on Wheels that comes to our campus during the school year. We will notify parents through school newsletter, website, and flyers sent home with the students. Title I provides the Resource Van flyers that are sent home four times a year, monthly school newsletters by the administration team, and flyers of events by school staff as they happen throughout the year. \*\* Fall Festival held in the month of October.   Volunteer & Mentor Appreciation Program - At the beginning of the year {September} recruitment and training will be offered to potential volunteers and mentors by the Dean of Students. At the end of the year {May} a breakfast will be held to celebrate their service and commitment by the administration team. Use of the district Skylert program for parent reminders through phone calls, emails and text messages. |

**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:**  Harbour View Elementary uses school newsletters {bi-monthly}, classroom newsletters {monthly}, "Skylert" calling system {3 days before event, and the school website to offer parents information about our Title I programs, pending testing, meeting times, and parent night activities. Translators are also available for Spanish speaking parents.  Dissemination will be available in print to be delivered via backpack, calling system, and electronically through our school website for each event as way of communication is deemed necessary.  Parent notification for an event will be highlighted at the beginning of the year through PIP. Prior to the event {2-3 weeks before} there will be a highlight mentioned on the school website and in the school newsletter. There will also be reminders through classroom newsletters and an ongoing reminder on the website up until the actual event takes place. Some events will have reminder flyers sent home the night before an event.   Parents will receive a parent handbook that highlights the school involvement with Title I programs in August at Orientation or on the first day of school and offer a copy of the Parent Involvement Plan as soon as it becomes available by the district.  Communication is sent home in the parent's native language. |

**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:**  Parents of students with disabilities have the same access to the activities as the other students on the campus. Parents with special needs are accommodated. |

**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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| **Activity** | **Description of Implementation Strategy** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** |
| Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | Good News Club - local church provides afterschool program to teach reading through basic faith based curriculum. All students are invited to attend. | Administration | Students who are reading in the Content Area on a more frequent basis will show an increase in their comprehension on local and state tests. | Every Spring at the end of the year and Fall at the beginning of the year |