

HILAND PARK ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Rhonda Woodward , 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

Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response:

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: Hiland Park Elementary School believes in involving parents in all aspects of its Title I programs. The SAC has the responsibility for providing input into the development, implementation, and evaluation of the various school level plans, including the SIP and the PIP. SAC members are elected as voting members following SAC guidelines as directed by the State. All parents are given the opportunity to review the plans and to offer their input prior to approval. SAC members are notified a week in advance before meetings, via email, newsletter or flyer. For the PIP, a Spring Survey will be sent to parents seeking their input on activities, training, and materials they will need to help their child. Results of the parent Spring Survey will be reviewed by the SAC to determine any needed changes for next year. Spring Survey results will be shared, and discussed during the Annual Title I Parent Involvement meeting. During SAC meetings when SIP and PIP are discussed, the committee will decide, with input from parents how the parental involvement funds will be used. Hiland Park Elementary's Parent Liaison, will be responsible for maintaining documentation from parents.

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	Middle School Transition	Hiland Park Elementary provides a day at the Middle School for all 5th grades and their parents to attend.
2	Title III, Part A	Coordinate with Title I, Part A for Parent Involvement Meetings, Translator provided as feasible
3	VPK/Area Preschools	Parents of students will be invited to participate in transition activities with Kindergarten
4	Exceptional Student Education	ESE provides parent workshops and newsletters to assist parents in working with their children both at home and within the school system. Supplemental instructional support provided by Title I will be discussed with parents during the development of IEP'S.
5	Homeless Education and other community	Agencies will be invited to provide information to both teachers and parents as appropriate throughout the school year.

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	Develop agenda, handouts and or presentation materials to address required components	Parent Liaison	August / September	Copies of agenda, handouts, PowerPoint presentation
2	Develop and disseminate	Parent Liaison	August/ September	Copies of flyer / invitation

3	Advertise / publicize annual meeting	Parent liaison	August/ September	Copies of publicity flyers, newsletters, announcements sent to district office , etc.
4	Develop sign-in sheets and parent evaluation forms for annual meeting.	Parent liaison	August / September	Title I documentation kept in office and a copy given to District Title I
5	Maintain documentation	Parent Liaison	August / September	Title I documentation kept on file
6	Conduct 2 Title I Annual Meetings (one before open house and a second one during school hours)	Parent Liaison	August/ September	Title I documentation kept on file
7	As part of school day Title I meeting input for Parent Involvement Plan and budget	Parent Liaison	August / September	Title I documentation kept

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: The leadership of Hiland Park Elementary School, have a strong belief in the importance of parental involvement. We will try to have SAC and PTO meetings following each other when possible. In order to access the information from a meeting or workshop, we will make an effort to have the materials available on our school website, or in the parent center. The information will also be in the newsletter as well as a hard copy in the front office in the purple Title I notebook . The Parent Resource Room is open from 7:30 - 2:15 MON - FRI.

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	Title I Annual Meeting State developed PowerPoint	Principal and or Parent Liaison	Informed parents to contribute to students success	September 2016	Sign in sheets and evaluations from meeting
2	Open House Each teacher provides expectations of student achievement and how parents can support at home	Classroom Teachers	Provide information to parents on expectations and how they can help their child at home	September 2016	Classroom sign in sheets, handouts of how to help child at home.
3	Provide Parent leadership opportunities through SAC and PTO meetings.	Principal and PTO chair	Increase the level of involvement for parents to become active in the decisions made at the school.	Quarterly or more often as needed	Agendas, sign in sheets and meeting notes

4	Publish newsletter provide information to parents regarding strategies for success, assessment information, Title I information	Principal or delegated by principal	Informed parents contribute to student's success	Quarterly or more often as needed	Copies of newsletters
5	Distribute state assessment and other assessment results and report cards, Parent Portal available daily	Principal	Provide information on their child's current level of achievement	State assessment annually and report cards quarterly	District calendar noting assessment, report card and grade notice dates
6	Parent /Teacher conferences to discuss student performance and behavior data and how parents can assist children at home	Teachers	Provide information on their child's current level and how parents can help at home	As requested by parents or teachers.	Parent conference schedules and parent compacts and sign in sheets
7	Watch Dogs	Parent Liaison	Provide instructions for Parents	TBD	Sign In Sheet
8	Bullying Workshop	AA/ Parent Liaison	Provide information on Bullying and strategies on how to handle it.	October 2016	Parent evaluation forms , sign in sheets.
9	Attendance Matters	Teachers/Parent Liaison	Provide information and strategies for working with students at home and school	November 2016	Evulation forms, sign in sheets
10	Math/ Science Night	Principal/ Teachers/ Parent Liaison	Parents are given skills and strategies for student success and how parents can support at home	2016-2017 School Year	Sign in sheets, Evaluation forms, handouts to families

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	Module I: The Importance of Parent Involvement	Principal, Title 1 and other District Personnel	Parent Involvement impacts student achievement	At Faculty Meetings	Sign-in Sheets
2	Module II: Building Ties Between Home and School	Principal, Title I and other District Personnel	Parent Involvement impacts student achievement	At Faculty Meetings	Sign-in Sheets

3	Module III: Implementation/Coordination of PI Programs	Principal, Title I and other District Personnel	Parent Involvement impacts student achievement	At Faculty Meetings	Sign-in Sheets
4	Module IV: Communicating and Working With Parents	Principal, Title I and other District Personnel	Parent Involvement impacts student achievement	At Faculty Meetings	Sign-in Sheets
5	Leader in Me	Principal	Student Behaviors	At Faculty Meetings	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)].

Response: Hiland Park Elementary has a Parent Resource Room staffed by a Parent Liaison to address Parent training needs and requests. Many resources are available to Parents for checkout. The Parent Room encourages parents to come in and access resources or help in locating services available to them. Hiland Park also has the back pack program for students that do not have access to food over the weekend. This is funded by Hiland Park Baptist Church. CST meetings are centered around providing necessary information to parents but also brainstorming ways parents can help students to increase learning opportunities at home. MTSS supports students with academics or behavior needs. Additionally, information is available in the front office in the Title I notebook .

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: At the Annual meeting in September Hiland Park Elementary School will present information about the Title I program, curriculum and academic assessment. Parents will learn about the school wide programs and about opportunities to participate in decisions related to the education of their child. Parents will be given an overview of the PIP and other information including websites to provide additional assistance to their child(ren) at home. Teachers will maintain a sign in sheet for all contact with parents for documentation. The purple Title I notebook located in the front office will be maintained to document when parents requested and received information. Additional Informational will be available for parents in the resource room. Additionally, Parent Portal is a vital resource for all parents. School newsletters, report cards, progress reports, district websites, and teacher communication. Title I, curriculum, assessment and other important pieces of information are given to students and parents at MTSS meetings, as well as IEP meetings.

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: Hiland Park Elementary School will take the necessary steps to ensure that communications for all parents are in a format and to the extent practical, in a language parents can understand. Materials will be translated when requested by parents and if feasible to ensure that all parents have the opportunity to participate in the education of their child. Should interpreters be needed at workshops or meetings, one will be provided when feasible. Title III offers additional translation services. Spanish, Vietnamese, Russian and Chinese are predominant requests, as well as Sign language is also available.

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:
☒ Not Applicable

Upload Evidence of Input from Parents

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 share the responsibility for improved student academic achievement Section 1118(d)].

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

Evaluation of the previous year's Parental Involvement Plan

Building Capacity Summary

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents to help their children [Section 1118 (e)(1-2)]. Include participation data on the Title I annual meeting.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Title I Annual Meeting State developed PowerPoint	2	75	inform parents to contribute to students success
2	Open House Each teacher provides expectations of student achievement and how parents can support at	1	250	Provide information to parents on expectations and how they can help their child at home
3	Reading, Math, Social Studies, and /or Science training where parents are given specific skills and	1	11	Provide information to parents on expectations and how they can help their children.
4	Provide Parent leadership opportunities through SAC and PTO meetings.	5	75	Increase the level of involvement of parents to become active in the decisions made at the school.
5	Publish newsletter provide information to parents regarding strategies for success, assessment infor	4	3200	Informed parents contribute to student success
6	Distribute state and other assessment results, progress reports, and report cards.	4	3200	Provide information on their child's current level of achievement
7	Parent /Teacher conferences to discuss student performance and behavior data and how parents can ass	2	300	Provide information on their child's current level and how parents can help child at home
8	Parent Center and Parent Liaison available to all parents during school hours and at parent involvme	5	50	Informed parents contribute to student success
9	Provide support at schoolwide functions in helping parents sign up for parent portal	5	300	Informed parents contribute to student success
10	Bullying Workshop	1	3	Provide tips and awareness about bullying
11	Math and Science night	1	350	Parents are given skills and strategies for helping students with math and science

Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff on the value and utility of contributions of parents; how to reach out to, communicate with, and work with parents as equal partners; the implementation and coordination of parent programs; and how to build ties between parents and the school [Section 1118 (e)(3)].

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
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1	Modules I: The Importance of Parent Involvement II Building Ties Between Home and School III. Impelm	1	54	Helping Teachers understand and ways to help at home
2	Staff Training by Eric Jensen Engaging Students with poverty in mind	1	54	Better understanding to Teachers
3	Overview of Title I	1	54	Increased Teacher and staff understanding

Barriers

Describe the barriers that hindered participation by parents during the previous school year in parental involvement activities. Include the steps the school will take during the upcoming school year to overcome the barriers (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background) [Section 1118(a)(E)].

count	Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
1	Communication	More notice will be given prior to event
2	Child Care	Child care will be provided in gym for parents attending workshops.
3	Work Schedules	Hiland Park will offer workshops/events at a variety of times. Workshop and meeting information will be posted on the website for parents who cannot attend. Printed information will be available in front office.

Best Practices (Optional)

Describe the parental involvement activity/strategy the school implemented during the previous school year that the school considers the most effective. This information may be shared with other LEAs and schools as a best practice. (Optional)

count	Content/Purpose	Description of the Activity
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