## NEW HEIGHTS ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Lisa Austin , 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:** New Heights Elementary School believes that parent/family involvement is essential to student academic achievement and that involvement in school activities encourages and is essential to student success. |

**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:** New Heights Elementary School believes that involving parents in all aspects of its Title I programs is essential. Our School Advisory Committee (SAC) has the responsibility for developing, implementing, and evaluating various school level plans, including the SIP and PIP. SAC committee members are staff, community representatives and non-employee parent representatives. All parents are given the opportunity to review the plans and offer input prior to their approval. For the PIP, all parents are given surveys at the end of the school year seeking their input on activities, training, and materials needed to help their child. Results of parent surveys are reviewed by the SAC to determine needed changes. During the SAC meeting when the PIP and SIP are developed, the committee will decide, with the input from parents, how parental involvement funds will be used. |

**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 | Transition to Kindergarten | New Heights offers this program to our 2017-2018 incoming Kindergarten students and their families. We present a PowerPoint, show a video and offer a tour of our campus. |

**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 that address the required components | Title I compliance designee | August 2016 | Copies of Agenda, PowerPoint presentation and handouts |
| 2 | Develop and Disseminate Invitations | Parent Liaison/Title I compliance designee | August 2016 | Postcard with date of Dissemination sent home to parents |
| 3 | Advertise/publicize the event | Principal | August 2016 | Message posted on Marque, School Messenger Message |
| 4 | Develop sign-in sheets | Parent Liaison/Title I compliance designee | August 2016 | Sign-In Sheets for meeting in individual classrooms |
| 5 | Maintain Documentation | Parent Liaison/Title I com pliance designee | August 2016 | Title I Documentation Filing System, Documentation will be uploaded to the electronic audit box. |
| 6 | Missed Annual Meeting Documentation | Parent Liaison/Title I compliance designee | August/September 2016 | Letter and Copies of Signed Missed Annual Meeting 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:** The leadership and staff of New Heights Elementary has put workshops and programs in place to offer parent meetings on a flexible schedule. Our Annual Meeting for parents is hosted in conjunction with our Open House early in the school year to ensure that parents are informed of upcoming parent involvement events. A meet the teacher event is also held prior to the beginning of the school year to give parents and students the opportunity to familiarize themselves with the campus before the first day of school.    The other parent involvement events throughout the school year are offered at varying times of the day, days of the week, and meals are served. We offer Fall into Books and Breakfast and Books two times a year before school at 7:10 a.m. We offer other events such as Jump Start to FSA Night for grades 3-5, Math and Science Night, Science & Wellness Fair, and Reading Under the Stars at night during the dinner hour from 6:15-7:30 p.m. for those parents who work during the day. Materials are provided at each meeting to assist parents in helping their child at home. Spring into the Future will be held at two convenient times (Kindergarten Round-up during the day and an additional meeting at night for grades K-5). The principal and parent involvement liaison will ensure that a flexible schedule is created to ensure maximum parental involvement. The parent liaison and Title I designee will maintain records of parent participation. The schedule may be modified as needed based on parent participation. |

**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 | Annual Meeting | Admin, Title I designee, instuctional staff | New Heights administration will familiarize our families with Title I programs and how Title I will help educate our students throughout the 2016-2017 school year. Encourages parents to help their child be successful in school, emphasizing grade level expectations, curriculum, and assessments. | August 23, 2016 | Sign-in sheets (parent participation) |
| 2 | FSA Information Night Grades 3-5 | Parent Liaison, Guidance Counselor | New Heights administration and faculty will speak with 3rd, 4th and 5th grade students and guardians regarding the importance of FSA and 3rd grade portfolios. Students and Parents learn how to be successful on all portions of the FSA. Also, provides test taking tips and strategies to alleviate anxiety | September 15, 2016 | Sign-in sheets (parent participation) and Survey (parent feedback) |
| 3 | Breakfast and Books | Parent Liaison, Title I designee | New Heights offers this morning reading workshop. Each family will "spring" into books by reading together using the "We Both Read" books. Each family will receive a breakfast snack and each student will receive a free Scholastic Book. | October 5, 2016 | Sign-in sheets (parent participation) and Survey (parent feedback) |
| 4 | Reading Under the Stars | Parent Liaison, Literacy Coach, Faculty and Staff | New Heights offers this evening reading event to help parents learn how to assist their child in reading independently and encourages reading at home. | December 7, 2016 | Sign-in sheets (parent participation) and Survey (parent feedback) |
| 5 | Breakfast and Books | Parent Liaison | New Heights offers this morning reading workshop. Each family will "spring" into books by reading together using the "We Both Read" books. Each family will receive a breakfast snack and each student will receive a free Scholastic Book. | January 25, 2017 | Sign-in sheets (parent participation) and Survey (parent feedback) |
| 6 | Science Fair and Wellness Expo | Parent Liaison | New Heights will offer this program to all our families. Local and corporate businesses donate their time and resources to promotes healthier living as New Heights presents our Science Fair projects for the 2016-2017 school year. Parents and students wil review science fair projects and interact with community wellness vendors | May 2017 | Sign-in sheets (parent participation) and Survey (parent feedback) |
| 7 | Kindergarten Round-up | Parent Liaison, Kindergarten teachers | New Heights offers this program to our 2017-2018 incoming Kindergarten students and their families. We present a PowerPoint, show a video and offer a tour of our campus. Parents and students will learn be introduced to the kindergarten environment and curriculum expectations. | May 9 and 11, 2017 | Sign-in sheets (parent participation) and Survey (parent feedback) |
| 8 | Math Night | Parent Liaison, Math Coach | New Heights will offer this program to all students. The event will take place at Publix. Families will engage in math activities while completing their shopping. | February 16, 2017 | Sign-in sheets (parent participation) and Survey (parent feedback) |
| 9 | Read Across America | Parent Liaison, Literacy Coach, Faculty and Staff | New Heights will have community members volunteer to read to various classes to recognize Read Across America. | March 2017 | Sign-in sheets (parent participation) and Survey (parent feedback) |
| 10 | Breakfast and Books | Parent Liaison, Title I designee | New Heights offers this morning reading workshop. Each family will "spring" into books by reading together using the "We Both Read" books. Each family will receive a breakfast snack and each student will receive a free Scholastic Book. | March 9, 2017 | Sign-in sheets (parent participation) and Survey (parent feedback) |
| 11 | Spring into the Future | Parent Liaison, all staff | New Heights offers this evening event as a transition. Students and parents will have the opportunity to meet their potentional teachers for the 2017-2018 school year. | May 11, 2017 | Sign-in sheets (parent participation) and Survey (parent feedback) |

**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 | Building Bridges | Guidance Couselor/School Psychologist | Strategies on communicating with students and parents | August, 2016 through May, 2017 | Sign-in sheet, workshop evaluations, handouts |
| 2 | Focus/Portal Training | Principal and Media Specialist | Strategies in providing parents with ongoing student progress. | August 2, 2016 through May 25, 2017 | Sign-in sheet, workshop evaluations, handouts |

**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:** Title I Parent Resource Center: advertise hours in newsletter, on website and at parent meetings  School Office Resource Center: keep updated newsletters and parent educational resources available in the front office  New Heights Title I Compact: disseminate to parents through parent-teacher conference.  Technology resources: make time available in the media center for parents to access portal and the school website |

**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:** At the annual meeting of parents in August, New Heights Elementary School will hold a general meeting where information will be presented about the Title I programs, PIP, school compact, and ways for parents to participate in the academic success of their students. Parents will learn about the school wide programs, how the school wide programs affect their child, and opportunities for participation in decisions related to the education of their child. Parents will be given copies of the materials necessary to help their child academically. Parents will be invited to visit their child's classroom and meet the staff. Teacher Conference Nights are another opportunity for parents to meet with the teacher and discuss important information about classroom expectations. During the classroom visits, teachers will provide additional information on how parents can help at home. Teachers will maintain sign-in sheets and provide a copy to the Title I designee who will maintain documentation on the dissemination of information, distribution methods, and timeliness. In the office area, a section is available for parents to choose materials to help their child. Parent access to portal will provide current student progress information to parents. |

**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:** New Heights Elementary will provide materials in multiple languages as requested. All mailings, Title I Information, and school documents will be available in various languages as applicable. Family workshops and parent-teacher conferences will be translated as requested. Specific accommodations for students and parents with disabilities will be provided as needed. |

**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 | 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 | Reading Under the Stars, 3 Breakfast and Books | Parent Liaison | Developing reading strategies for parents | (B&B)October 5, 2016, (RUS)December 7, 2016, (B&B) January 25, 2017 and March 9, 2017 |
| 2 | 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)]; | Offer parent events at different times during the day and optional days, provide flexible parent conference times | Staff | 08/5/16 - 05/25/17 | All year; conference dates - September, January, February |
| 3 | Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and | Research models to consider for implementation | SBLT | Research correlates parent involvement directly to student achievement | 08/01/16 - 05/25/17 |

**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\austinli\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\4SKYT663\fileUploads\524591_2016-2017_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\austinli\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\4SKYT663\fileUploads\524591_2016-2017_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\austinli\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.IE5\4SKYT663\fileUploads\524591_2016-2017_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 | Spring Into Books and Fall Into Books | 2 | 137 | Teaches students how to read independently and encourages reading success |
| 2 | Open House and Title 1 Annual Meeting | 1 | 175 | Encourages parents to help their child be successful in school, emphasizing grade level expectations, curriculum, and assessments |
| 3 | Spring Into the Future and Transition to Kindergarten | 2 | 200 | Parents and students pre-K to 5 will learn and be introduced to the next grade levels environment and curriculum experiences. |
| 4 | Reading Under the Stars | 1 | 52 | Helps parents learn how to assist their child in reading independently and encourages reading at home. |
| 5 | Math Night | 1 | 55 | Students and their parents complete various math related task while completing their shopping in a local grocery store. |
| 6 | Health and Wellness Expo | 1 | 138 | Parents and students interact with community wellness vendors to learn the importance of eating well and exercising. |
| 7 | FSA/ESOL Night | 1 | 50 | Students and parents learn how to be successful in all academic areas on the FCAT. Also provides test taking tips and strategies to alleviate anxiety. |

**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 | Building Bridges Effective Parent Communication | 20 | 80 | Strategies on communicating with their students' familiesl |
| 2 | MTSS Training | 20 | 80 | Educate staff in how to provide effective interventions |
| 3 | Focus/Portal Training | 4 | 80 | Strategies for providing parents with ongoing student progress. |

**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 | Time and Communication | 1. Change length of events 2. More morning events and early afternoon events 3. Increase website, marquee and encourage parents to check students agendas daily. Parents who are economically disadvantaged found the time of events to be a barrier based on transportation needs. |

**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** |