

SYLVANIA HEIGHTS ELEM. SCHOOL Title I, Part A Parental Involvement Plan

I, Amor Reyes, 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

9/30/16
Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: At Sylvania Heights Elementary, we strongly believe that the partnership between the home, the school, and the community will positively contribute to the success of our students.

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: At Sylvania Heights Elementary, our Community Involvement Specialist(CIS) and a group of parents attend the quarterly District Advisory Council(DAC) and Parent Advisory Council(PAC) meetings. They share information with the other parents in the Parent Resource Center. At our school, we have a maximum number of parents as members of our Educational Excellence School Advisory Committee(EESAC). As EESAC members, these parents are part of the final decision-making process at our school. All parents are welcome to attend EESAC and monthly Parent Teacher Association (PTA) meetings. These dates are advertised to parents through flyers and also they are posted on the Parent Monthly Calendar and the school website. Our Parental Involvement Plan is developed in collaboration with the Administration, CIS, and the PTA.

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	Pre- Kand Kindergarten Orientation	The Pre-Kindergarten teacher holds an orientation to assist parents in preparing their children for school.
2	Open House	Teachers inform parents of various programs MDCPS offers, grade level expectations, Code of Students Conduct/ Discipline plan, Home work policy, clubs and activities.
3	Pre-Kindergarten Home Visits	The Pre-Kindergarten teacher conducts home visits as needed to address issues such as language, behavior, age appropriate activities, etcetera.
4	Activities for Parents	Parents are invited to attend school functions, such as the Pre-K Family Feast, STEAM, and Literature night that they can participate with their children.
5	Pre-Kindergarten Daily Journal	The Pre-Kindergarten teacher maintains a daily journal for each child to promote home-school communication.
6	Pre-Kindergarten Monthly Newsletter	The Pre-Kindergarten teacher sends home a monthly newsletter, providing parents with updates and tips.
7	Bilingual Parent Outreach Program	Quarterly Bilingual Parent Workshops are held to address relevant topics in order for parents to assist their children in meeting Adequate Yearly Progress.
8	Florida Standards Parent Workshops	Grade levels hold bilingual information meetings to inform parents of grade level expectations and provide strategies to meet individual students' needs.
9	SAT-10 Parent Workshop	Kindergarten, first, and second grade teachers hold bilingual information meetings to inform parents of grade level expectations and provide strategies to meet individual students' needs.
10	Science Fair Information Meetings	Bilingual information meetings were conducted to guide parents of 3rd to 5th grade students to assist their children in completing the Science Fair Project.
11	Title I, Part D	School Personnel provides families of neglected and At-Risk students with support to assist them with their needs.
12	Title I Part X	Social Worker provides resources and referrals to community agencies for students identified as homeless to eliminate barriers for a free and appropriate education.
13	Family Math Night	Students and Families get to apply real world math skills at a local supermarket under the direction of our Mathematics teacher.

14	Science with a Twist (SWAT) Night	Students and Families travel among numerous science stations and engage in interactive science inquiry.
15	Robotics Team	Parents attend Robotics competitions with students and school staff
16	Chess Club	Parents attend Chess competitions with students and school staff
17	Coding Club	Parents attend Coding Day in December at FIU

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 and presentation materials.	Principal	September 2016	Copies of agenda, powerpoint, and handouts..
2	Develop and disseminate invitations	Principal/CIS	September 2016	Flyer with date of dissemination posting on school website.
3	Advertise/ Publicize event	CIS/Webmaster	September 2016	Posting on school website, ConnectED message, post on school marquee.
4	Develop sign-in sheets	Principal	September 2016	Sign-in sheets for meeting.
5	Maintain documentation	Principal/CIS	September 2016-September 2019	Title I documentation box housed in Principal's Conference Room. Documentation will be shared with the District Title I office for monitoring purposes.

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 and staff of Sylvania Heights Elementary School encourage and advocate parent and community involvement, and have therefore put measures into place to hold meetings at flexible times. All parent workshops are offered in both English and Spanish. Meetings are held in both the daytime and evening in order to accommodate parents' work schedules. Our Open House and Annual Title I Parent Meeting take place in September. Our Grade Level Expectation Meetings for Parents from K-5 are scheduled during the months of October through December in the evenings. K-2 hold SAT-10 meetings and grades 3-5 hold Florida Standards Informational meetings for parents. Our annual Science Fair Parent Meeting is also held in both English and Spanish, both in the morning and in the evening to accommodate working parents. The CIS will maintain records of parent participation. Meeting schedules may be adjusted in response to parent participation, to accommodate as many parents as possible.

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	Florida Standards; Hard copy dissemination of materials for Reading, Mathematics, and Science	Administration and Curriculum Coaches Teachers	Parents will be provided with grade specific materials outlining and identifying the NGSSS and strategies they can use to help their child at home. Resources are also posted on the Parent Page of the school website.	September 2016 to January 2017	Notices in flyers sent home, Parent Monthly Calendar, school website and school marquee
2	Assessments discussed during Individual Parent Teacher conferences	Classroom Teachers	Teachers will conduct individual conferences to discuss each child's assessment results, expectations, and progress.	August 2016 - June 2017	Conference Logs
3	Individual conferences regarding technology and access to the parent portal	Community Involvement Specialist (CIS)	CIS will provide individual help to parents in how to log-in and access the Parent Portal	Initiate during Open House and then as needed	Sign-in sheets
4	Bilingual Parent Outreach Program	Community Involvement Specialist (CIS)	Monthly Bilingual Parent Workshops are held to address relevant topics in order for parents to assist their children in meeting Adequate Yearly Progress.	September 2016- May 2017	Sign-in sheets
5	Florida Standards Parent Workshops	Administration and Teachers	Parents will be provided with grade specific materials outlining and identifying the NGSSS and strategies they can use to help their child at home. Resources are also posted on the Parent Page of the school website.	September 2016 to January 2017	Sign-in sheets
6	SAT-10 Parent Workshop	Administration and Teachers	Second grade holds bilingual information meetings to inform parents of grade level expectations and provide strategies to meet individual students' needs	September 2016 to January 2017	Sign-in sheets
7	Science Fair Information Meetings	Science Liaison	Bilingual information meetings were conducted to guide parents of 3rd to 5th grade students to assist their children in completing the Science Fair Project.	October-November 2016	Sign-in sheets- Participation in Science Fair
8	Florida Standards	Administration and Curriculum Coaches	Parents will be provided with grade specific materials outlining and	September 2016-June 2017	Notices in flyers sent home, Parent Monthly Calendar,

			identifying the CCSS and strategies they can use to help their child at home. Resources are also posted on the Parent Page of the school website.		school website and school marquee
9	Honor Roll Assemblies	Administration and Homeroom Teachers	These assemblies recognize student accomplishments in academics, citizenship, effort, and attendance.	Quarterly	Sign-in sheets
10	Family Math Night	Administration and Math Teachers	Parents will learn how to engage their children in hands-on real world mathematics activities.	February 2017	Sign-in sheets- Participation
11	Science with a Twist Night	Administration and Science Liaison	Parents and students will engage in hands-on scientific investigations.	December 2016	Sign-in sheets- Participation
12	Author's Fair	Administration and Reading Teachers	Students showcase their writing and share with parents and fellow students.	May 2017	Sign-in sheets- Participation
13	Spelling Bee	Administration and Reading Teachers	Students study for spelling bee and learn root words, phonics, and word origins.	February 2017	Sign-in sheets- Participation
14	Career Day	Administration and Counselor	Career day presentations focus on the importance	May 2017	Sign-in sheets- Participation
15	Truck Day	Administration and Counselor	Career day presentations focus on the importance	May 2017	Sign-in sheets- Participation
16	Parent Portal Workshop	Parent Academy	Parent involvement in student's education.	September - October 2016	Sign-in sheets- Participation
17	Dads Take Your Child to School Day	Administration, Teachers, and Counselor	Fathers and other male family members are encouraged to take their children to school and participate in various activities.	September 2016	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)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Building ties between home and school	Principal	Improve the ability of the staff to utilize Reading Plus reports and resources to increase student performance in Reading.	September 10, 2016	Sign-in sheets, agendas, and handouts
2	Communicating and working with parents	Title I/ Principal	Improve the ability of staff to integrate technology into the curriculum.	September 14, 2016	Sign-in sheets, agendas, and handouts

3	Faculty Meetings	Principal and Selected Teachers	Staff will be trained on Florida Standards and Gradual Release at faculty meetings.	August 2016 to June 2017	Sign-in sheets, agendas
4	Weekly Bulletins	Principal and Selected Teachers	Principal and selected teachers attended State sponsored CCSS training.	September 2016 to June 2016	Professional Development log
5	Parent Academy Training	Principal	Teachers will be trained in working with parents as partners.	August 2016 and June 2017	Sign-in sheet
6	Florida Standards-Synergy Training	Principal	Promoting effective Parent-Teacher Communication	August 2016 to June 2017	Weekly Bulletins
7	Florida Standards and Gradual Release	Principal	Promoting effective Parent-Teacher Communication	August 2016 to June 2017	Sign-in sheets, agendas
8	Discovery Education Training	District Title 1 Staff	CIS will be provided with training to take back to school in an effort to improve the ability of the staff to work effectively with parents.	August 2016 to June 2017	Sign-in sheets, agendas, and handouts
9	I-Ready Refresher Training	District Title 1 Staff	Improve the ability of the staff to work effectively with parents.	August 2016 to June 2017	Sign-in sheets, agendas, and 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)].

Response: At Sylvania Heights Elementary, the Community Involvement Specialist (CIS) will maintain the Parent Resource Center. The Parent Resource Center will provide parents with support and access to the educational information of their child through the Parent Portal. Parents will also acquire information and materials about community services available to them. Parents will also receive assistance in the registration to become School Volunteers. Parent volunteers will be assigned to assist in the classrooms and the cafeteria. They also serve as chaperones for class field trips and other school activities/events. Create a family-friendly school with the assistance of the PIRC.

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: The Parental Involvement Plan(PIP)was summarized and printed in English and Spanish and provided to all parents in attendance at the Title 1 Annual Meeting and

also sent home to all parents. The complete PIP is posted on the school website.

Written communication is provided for parents in English and Spanish. Translators will be available at all parent meetings to ensure that parents are able to fully participate in parent meetings.

Monthly parent calendars, notices, and flyers are sent out to keep parents aware of upcoming school events. Additionally, ConnectED messages are sent out to each household to inform parents of school events. Events and Important Information are posted on the Sylvania Heights Elementary website.

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: All parent meetings and events at Sylvania Heights Elementary are held in both English and Spanish. Events are located in the media center, cafeteria, or classrooms which are all accessible to persons with disabilities. All written communications and ConnectED messages are provided in both English and Spanish.

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:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Train parents as leaders by providing EESAC training	Office of School Improvement	Improve the ability of parents to participate in decision making activities.	Throughout the school year
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)];	Schedule meetings both during the day and evening. Home Visits are conducted by the CIS and the Social Worker for those parents who are unable to attend.	Administration, Community Involvement Specialist, and Social Worker	Improve the ability of parents to obtain and utilize important information that impacts their child's achievement.	Throughout the school year

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.

[Uploaded Document](#)

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	Next Generation Science- Sunshine State Standards; Hard copy dissemination of materials	1	30	Parents will be provided with grade specific materials outlining and identifying the NGSSS and strategies they can use to help their child at home. Resources are also posted on the Parent Page of the school website.
2	Assessments discussed during Individual Parent Teacher conferences	35	35	Teachers will conduct individual conferences to discuss each child's assessment results, expectations, and progress.
3	Individual conferences regarding technology and access to the parent portal	2	2	CIS will provide individual help to parents in how to log-in and access the Parent Portal
4	FSA Parent Workshops	1	30	Parents will be provided with grade specific materials outlining and identifying the NGSSS and strategies they can use to help their child at home. Resources are also posted on the Parent Page of the school website.
5	SAT-10 Parent Workshop	1	37	Parents will be provided with grade specific materials outlining and identifying the NGSSS and strategies they can use to help their child at home. Resources are also posted on the Parent Page of the school website.
6	Science Fair Information Meetings	2	105	Bilingual information meetings were conducted to guide parents of 3rd to 5th grade students to assist their children in completing the Science Fair Project.
7	Florida Standards	1	30	Parents will be provided with grade specific materials outlining and identifying the CCSS and strategies they can use to help their child at home. Resources are also posted on the Parent Page of the school website.

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
1	Building ties between home and school	55	2217	Improve the ability of the staff to work effectively with parents.

2	Communicating and working with parents	1	15	CIS was provided with training to take back to school in an effort to improve the ability of the staff to work effectively with parents.
3	Faculty Meetings	12	425	Promoting effective Parent-Teacher Communication
4	Weekly Bulletins	17	69	Promoting effective Parent-Teacher Communication
5	Florida Standards	3	67	Staff were trained on CCSS during faculty meetings
6	I-Ready Training	2	60	Improve the ability of staff to integrate technology into the curriculum.

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	Many Parents' work schedules make it difficult to attend events.	Meetings are held at flexible times to better accommodate parent schedules and improve attendance in school events.
2	Language barriers with ELL parents hinder communication and understanding of state standards,	Meetings and correspondence are bilingual and translators are provide for non-Spanish speaking parents.

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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