

HIDDEN OAK ELEMENTARY SCHL Title I, Part A Parental Involvement Plan

I, James Kuhn, 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 and revise the school parental involvement policy with parents 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

5/2/17
Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: The purpose of the Hidden Oak Elementary Parent Involvement Plan (PIP) is to provide a blueprint with which the school staff and parents can work together to provide a strong educational setting for children to grow and learn.

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: The principal, leadership team, and Title 1 team members are responsible for the development, monitoring, and implementation of the Title 1 Parent Involvement program and expenditure of parent involvement funds. Parents and the SAC members provide input for the PIP during meetings in the second semester of the school year.

Parents are asked for input through multiple ways including surveys and at parent meetings. Once a list of suggestions is generated, parents are also asked to review and give input/comments. We use a variety of ways to gain this input including Title 1 Parent Workshops, surveys, Extended Day Enrichment Program (EDEP), School Advisory Council (SAC), and the P.T.A.

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	VPK, Headstart, Pre-K	Hidden Oak will provide a Kindergarten Round-up for all parents of incoming Kindergarten students. The Principal, AP, and School Counselor will provide parents with information and expectations for the upcoming school year. Title 1 will provide "School is Cool" workbooks for students and a Parenting Magazine for families attending Kindergarten Round Up. A summer event is held at the SWAG center.

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	School will hold the Annual Parent Meeting in September 2017. Multiple sessions will be held during the first semester.	Principal, Lead Title 1 Teacher/Title 1 Team, Leadership Team	September 2017	Parent evaluations, sign-in sheets, agendas, PowerPoint handout, and minutes from meetings
2	Development of agenda for Annual Parent Meeting.	Lead Title 1 Teacher	August-September 2017	Completed Agenda
3	Develop/plan materials (presentation, school/district handouts) for Annual Parent Meeting.	Lead Title 1 Teacher	August-September, 2017	Copies of presentation and all handouts

4	Send notices in Hidden Oak newsletter, send invitations via backpacks, alert parents of meeting.	Principal, Lead Title 1 Teacher	September 2017	Photograph of marquee, copy of newsletter and invitations
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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 faculty and staff of Hidden Oak Elementary School believe in the importance of parental involvement and will offer parent workshops on a flexible schedule throughout the school year. The parent meetings and workshops are scheduled and held at several different times and days to best meet the needs of our families. Times of day and events are determined from parent input and suggestions. The information presented during the parent workshops will be sent home with any child whose parent was unable to attend. We encourage all parents to schedule individual meetings and access workshop materials by meeting with someone on the Title 1 Team. At least one meeting will be held at the targeted clubhouses of Title 1 students or the SWAG Center.

The Parent Resource Area will house school newsletters, parenting articles, books, take home backpacks, school notices, and other materials of interest to parents. Hard copies of all meeting/training materials will be available in the Parent Resource Area for those parents who are unable to attend meetings.

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 1 Annual Meeting	Principal and Title 1 Team	Inform parents of Title 1 budget, parental rights, and increase parent involvement.	September 2017	Parent Evaluations, Agenda, Sign-in Sheets
2	Parent Workshop: Smarty Ants & Achieve 3000	Title 1 Team	Improve ability of parents to increase student achievement through the use of Smarty Ants & Achieve 3000.	November 2017	Parent Evaluations, Agenda, Sign-in Sheets, Parent Handouts
3	Parent Workshop: FL Standards and FSA	Leadership Team, Title 1	Inform parents about state assessment	January/February 2018	Parent Evaluations, Agenda, Sign-in

		Team, Faculty	rigor and expectation. To provide strategies to better prepare children for the FSA.		Sheets, Student Goals
5	Parent Workshop: Preventing the Summer Slide	Title 1 Team	Improve ability of parents to work with their children over the summer break to prevent loss of skills.	April/May 2018	Parent Evaluations, Agenda, Sign-in Sheets, Summer Letters/Handouts

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	Positive Behavior Support Model Refresher	Principal, AP, BRT	Improve ability of staff to work effectively with parents by providing examples of best practices for parent involvement	School Year 2017 - 2018	CREATE surveys, Sign-in Sheet, follow up assignment
2	Modified presentation of the four (4) Modules of Parent Involvement	Title I Lead Teacher	Improve ability of staff to work with parents to impact student achievement.	School Year 2017 - 2018	Agendas, Sign-in Sheets
3	Training on the Title 1 PIP, DPIIP, Home-School Compact and Parent Resource Area	Title 1 Lead Teacher	Improve ability of staff to work with parents and students to impact student achievement	Fall 2017 (prior to Annual Meeting)	Agenda, 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: Maintain Parent Resource Area throughout the school year to provide materials and supplies to encourage parent academic involvement in the home.

Provide faculty assistance to arrange meetings with parents, answer parent questions, check out or give away materials housed in the parent resource room, run parent workshops, assist parents with their child's homework, and keep their child's academic skills sharp over the summer. A map indicating Parent Resource Area and hours for browsing and assistance is located on the school map posted in the front office and guidance areas. Once a month, include the Parent Resource Area location and hours in the Hidden Oak Newsletter.

Persons responsible for this activity are the Title 1 Team. Steps to implement this activity include developing a Parent Resource Area with the following items: flash cards,

parent handouts, check-out materials, etc. Add and update materials as needed throughout the year.

The Parent Resource Area will be located in room 02-031 and will include Title I information and Department of Education booklets/pamphlets concerning helping students at home. Our Parent Resource Area will include School Improvement Plan, Parent Involvement Plan, and Title I Information. There will be a school newsletter from the principal to include notices for upcoming school events, grading periods, report cards and other parent information.

Evidence of effectiveness: Parent Involvement Resource Area sign-in sheets, check-out sheets, parent surveys, and input forms.

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: Information on Title 1 services and programs is sent home with students that have been identified and have met eligibility requirements to receive Title 1 services. Parents of eligible TA students will receive an invitation to our Annual Title 1 Meeting. Information for eligible TA students will be sent home with parents at the beginning of the school year and reviewed at the Annual Title I Meeting. The "Beginning of School" packet's cover letter is signed by the parent and kept as documentation that families have received the information pertaining to the Targeted Assistance Title I program.

Parents are asked to attend multiple meetings for their child throughout the year and especially encouraged to attend three meetings for the development and monitoring of each child's Progress Monitoring Plan. Parents of any TA student being monitored through RTI are invited to attend all conferences and participate in the data review meetings. Parents receive four report cards per year in addition to four interim reports concerning academic progress. Parents are able to give input into development and review final drafts of the following:

- School Improvement Plan

- Parent Involvement Plan

- Parent Compact. Parents are required to attend one parent conference during the school year. The Title 1 Home-School Compact will be referenced at this time with parents whose children are receiving Title 1 services.

Parents of ESE students will be invited to annual IEP meetings.

Title 1 parents are also provided information through the school website, weekly newsletter, phone home, and classroom/grade-level newsletters.

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: The ELL Report will be printed four times each year to keep all staff updated on ELL students at our school. This report becomes part of the Title 1 Audit Documentation kept at the school. The ELL Handbook located in the front office is used to assist families with examples of registration forms in various languages. Non English speaking parents will be given access to information via district, state, and school websites about materials in various languages. Every reasonable attempt is made to provide information in a language parents can understand. We will do our best to ensure that a Spanish speaking staff member is available at any conference held with a parent who is a Spanish speaker. We will inform parents of SWAG Center or targeted clubhouses of Title I students.

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	Maximizing parental involvement and participation in their child'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 Parent Involvement Activities at a variety of times to accommodate parents.	Principal, AP, and Lead Title I Teacher	Increased parent involvement leads to increased academic achievement.	2017 - 2018 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

We will upload parent evaluations after the Title 1 Annual Meeting.

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

We will upload parent evaluations after the Title 1 Annual Meeting.

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