## HILLIARD ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Lee Ann Jackson, 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 school-wide 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:** Hilliard Elementary is committed to an educational process, involving the total community, which encourages each child to become a lifelong learner and provides the necessary resources to enable each student to develop into a responsible, productive citizen prepared to enter secondary education with both academic and social 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)].

|  |
| --- |
| **Response:** Hilliard Elementary School will take the following actions to involve parents in the planning, review, and improvement of Title I programs:  1. Invite parents to various Parent Involvement School Advisory Council meetings. The voting members of our School Advisory Council have the responsibility for developing, implementing, and evaluating the School Improvement Plan and the Parental Involvement Plan. Representatives are elected by their peers to represent them. More than fifty percent of the members are parents. This elected body of parents, teachers, and community members is responsible for the development, implementation, use of funds, and evaluation of the school's parental involvement plan. All parents are given the opportunity to review the plan and offer their input.  2. Ensure the Title I Parent Involvement Plan is on the School Advisory Council agenda for parental review.  3. Provide online and or hard copies of the Title I Parent Involvement Plan.  4. Provide opportunities for personal meetings with parents throughout the year.  5. Create surveys for parents that are available in multiple formats(online and hard copy).  6. Ensure the school conducts a parent orientation within the first two weeks of school.  7. Host an open house.  8. Provide on-going Title I information in all school communication forums.  To involve parents in the process of school review and school improvement and in determining how parental involvement allocation will be spent, Hilliard Elementary School will:  1. Utilize the information gleaned from the annual survey to revise/update school improvement plan strategies.  2. Identify barriers that prevent parents from becoming involved.  3. Involve parents in identifying solutions to learners.  4. Communicate the results of the evaluation to parent within the last month of school. |

**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 | Liaison for intervention services | Guidance counselors will maintain continuous verbal and written communication with liaison to address students' needs |
| 2 | Child Find, CARRT, Family Matters | Guidance counselors will maintain continuous verbal and written communication with the aforementioned agencies |
| 3 | Informational Parent Nights | School curriculum committees will advertise and conduct meetings to provide information to parents in the fall 2017. |

**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 | Annual Parent Meeting | Lee Ann Jackson | September 12, 2017 | Advertisement, Agenda of events, Sign-In Sheets |

**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:** Hilliard Elementary School will host numerous events and meetings that promote parental and family involvement. Meals are provided as appropriate. Activities are provided for all age groups to promote family involvement. Activities are held at a variety of times and days to improve 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)].

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **count** | **Content and Type of Activity** | **Person Responsible** | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Volunteer Orientation | Sue Vanzant | Increased quality parent involvement | September 2017 | Parent Feedback, Sign-in sheets |
| 2 | Title I Annual Meeting/Open House | Lee Ann Jackson | Provides parents with basic information about our school and the Title I Program | September 12, 2017 | Invitation, Sign-in sheets |
| 3 | Read-In | Danna Crump/Reading Committee | Promotes a positive literacy rich environment at home and school | October 2017 | Parent Feedback, Sign-in sheets |
| 4 | Pow-Wow | Lee Ann Jackson | Promotes positive relationship between school and home | October 5, 2017 | Parent Feedback, Sign-in sheets |
| 5 | STEM Night | Science/Math Committee | Provide parents with meaningful science activities to reinforce learning. | November 2017 | Calendars, Sign- sheets |
| 6 | Donuts for Dads | Assistant Principal/Teachers | Promotes positive relationship between parents and school | November 2017 | Parent Feedback, Sign-in sheets |
| 7 | Campfire Readings | Danna Crump/Reading Committee | Promotes a positive literacy rich environment at home and school | Dec. 2017 March 2018 | Parent Feedback, Sign-in sheets |
| 8 | Celebrate Literacy Week | Reading/Literacy Committee | Promotes a positive literacy rich environment at home and school | January 2018 | Invitation, Sign-in sheets |
| 9 | BINGO for Books | Reading Committee | Promotes literacy for the entire family | January 2018 | Calendars, Sign-in sheets |
| 10 | Morning with Moms | Assistant Principal/Teachers | Promotes positive relationship between school and home | May 2018 | Invitation, Sign-in sheets |
| 11 | Positive Home/School Contact | Teachers | Promotes quality positive relationship between parents and teachers | Ongoing | Parent Feedback |
| 12 | School/Home Communication Folders | Teachers | Keeps parents informed in a timely manner regarding student progress | Ongoing | Parent Feedback/Parent Signature |
| 13 | Classroom Newsletters/School Calendars | Assistant Principal/Teachers | Keeps parents informed of school/class activities. Classroom newsletters provide instructional assistance to parents on current curriculum. | Ongoing | Copies filed in office |

**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 | New Teacher Orientation | Kristi Simpkins/Joyce Menz/Jean Lamar | Provides new teachers with a basic understanding of expectations, county policies 7 procedures, and curriculum | August 2017 | Sign-in sheets & Agenda |
| 2 | Faculty Meetings | Administration | Provides an overview of school policies, procedures, and expectations | Ongoing | Agenda |
| 3 | Annual Required Training | Administration | Promotes safe learning environment for all students | August 2017 | Powerpoint, Sign-off |
| 4 | Mentor Teachers for New Teachers | Administration | Supports and instructs new teachers on school/county procedures and policies | Ongoing | Teacher check list |
| 5 | Curriculum Calendars | Administration & Teachers | Provides teachers with curriculum structure for the year consistent county wide | Ongoing | Agenda, Sign-in sheets |
| 6 | Reading Inservice | Kristi Simpkins | Provide teachers with quality reading strategies | July 2017 | Agenda, Sign-in sheets |
| 7 | Staff Technology Training | Administration, Leadership Teams | Supports and instructs teachers on school/county technology | Ongoing | Agenda, Sign-in sheets |
| 8 | Reading & Math Staff Development | Kristi Simpkins, Elementary Education District Office | Student performance should improve as a result of teachers having better understanding and teaching strategies | August, Sept 2017 | Agenda, Sign-in sheets |
| 9 | Moby Max & IXL Training | Elementary Education District Office | Supports and instructs teachers on school/county math technology & progress monitoring software | Ongoing | 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:** Parent information is sent home and included in Title I Annual Meeting. Multiple links are included on school web page to support and encourage parents to participate more fully in the education of their child. |

**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:** Hilliard Elementary School will hold its Title I Annual Meeting September 12, 2017. Parents will receive important information about Title 1 and how it works at Hilliard Elementary School. They will also be made aware of the issuance of the Title 1 Parent Handbook which will include information on their rights as Title I parents, as well as state academic standards. Individual class and grade level information is sent home in a hard copy on a weekly basis. Student progress information is also made available to parents in multiple formats on a regular basis (every two weeks at a minimum). |

**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:** Information is sent to every child in the student's primary language. Forms are available in multiple languages. Our district also has an ESL coordinator who secures curriculum and supplies for ESL students and monitors their progress carefully. This coordinator also provides for any translation as needed. Information is also posted in multiple languages at the Nassau County district website. All schools in the Nassau School District are handicapped accessible. |

**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:

X Not Applicable

**Upload Evidence of Input from Parents**

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

|  |
| --- |
| [Uploaded Document](file:///C:\Users\jacksonle.NCS\Downloads\fileUploads\450241_2016-2017_uploadEvidenceParentInput.doc) |

**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](file:///C:\Users\jacksonle.NCS\Downloads\fileUploads\450241_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.

|  |
| --- |
| [Uploaded Document](file:///C:\Users\jacksonle.NCS\Downloads\fileUploads\450241_2016-2017_uploadCompactEvidence.doc) |

## 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 & Open House | 1 | 750 | Willl provide students with additional parental support and understanding |
| 2 | Read - In and Campfire Readings | 3 | 425 | Motivates students to read |
| 3 | Bingo for Books | 1 | 700 | Motivates students to read and promotes parental involvement |
| 4 | STEM Night | 1 | 350 | Students and parents are more informed about the relationship between STEM components |
| 5 | Donuts for Dads | 1 | 390 | Promotes positive relationships between parents and school |
| 6 | Morning with Mom | 1 | 420 | Promotes positive relationships between parents and school |

**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 | Faculty meetings / inservice | 14 | 75 | Good communication keeps focus on students and student achievement |

**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 | Parent work schedules | Schedule meetings and activities at various times to accommodate parent schedules. |

**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)

|  |  |  |
| --- | --- | --- |
| **count** | **Content/Purpose** | **Description of the Activity** |