

## Hilltop Elementary School Parent and Family Engagement Plan (PFEP) 2017-2018

I, Beverly Cornelius, 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 1116 (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 1116(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 1116(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 shall submit parent comments with the such plan when the school submits the plan to the local educational agency [Section 1116(c)(5)];
- 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**

## Engagement 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 1116c(3), 1114(b)(2), and 1118(a)(2)(B)].

Hilltop Elementary School believes in involving parents in all aspects of its Title 1 program. Parent representatives will participate on the school's School Advisory Council which is the decision making entity of the school. The SAC committee will have input on the creation and revision of the SIP and the PIP. Title 1 programs are reviewed with the SAC and input is requested. Use of Parent Involvement funds will be discussed at SAC meetings, with council deciding how those funds will be spent.

## 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 1116(a)(2)(D) and 1116(e)(4)].

count	Program	Coordination
1	Title I Part C and Title VI	Title I part A, Title VI and Title I part C staff will meet with migrant parents to build capacity: literacy strategies will be provided to parents at meetings held after school hour
2	Title III and Title VI	Title I part A, Title VI and Title III staff will meet with ELL parents to build capacity: literacy strategies will be provided to parents at meetings held after school hours.
3	IDEA	Supplemental instructional support provided by Federal funds will be discussed with parents during the development of the Students' IEP.
4	Hardee Federal Programs	The directors of the federal programs will meet quarterly to collaborate and coordinate events to eliminate duplication. Directors share schedules of events to encourage joint participation.
5	Migrant Parent Advisory	The Migrant Parent Advisory is actively involved in reviewing parent educational activities and strategies, as well as student instructional programs.
6	Homeless-Title IX Part C & Title 1 Part A	Student Services coordinates with Title 1 Part A and Title IX to provide resources (school supplies, social services referrals) for students identified as homeless under the McKinney-Vento Act to eliminate barriers for a free and appropriate education (FAPE). Title I, Part A also funds a homeless advocate for homeless students.
7	VPK	These programs are provided and facilitated through the district each summer at a school location in each community for families of all eligible incoming kindergarten students not previously served in the private sector.
8	Adult Education	Adult Education programs are provided at South Florida State College. Numerous vocational programs, college level courses, and community interest workshops are available.
9	Nutrition Programs	LEA participates in the Community Eligibility Program and provides free breakfast and lunch for all Hardee County school district students. Summer food programs are provided at various school sites and community locations.
10	Title I Part A	Will provide funds to all district Title 1 schools, in a school wide project format, to target academic assistance to all students, professional development for teachers administrators, and parent involvement activities..

11	Title II	Provides for teachers and administrators professional development and supports all teachers to be highly qualified.
12	Title I, Part C, Migrant	Provides services to migrant students (PreK-12) and their families. The primary goal of the Migrant program is to improve academic performance of migrant students and provide health and guidance to them. The Migrant Early Childhood Program serves 3 & 4 year old children in a full time preschool program, focusing on school readiness activities. Parent involvement and education is an integral part of the Migrant Program.

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### 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 (school-wide), 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 1116(c)(1)].

Count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop agenda, handout, and/or presentation materials that address the required component	Principal	August/September	Copies of Agendas, Power Point presentation and handouts
2	Develop and disseminate a flyer with date of dissemination	Principal	August/September	Flyer that was disseminated to all students
3	Develop sign-in sheets for meeting	Principal	August/September	Parent signature on sign-in sheet for attendance
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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 1116(c)(2)].

**Response:** Many schools offer an additional meeting time in the morning as well as the evening. Parent-teacher conferences are also scheduled during the first nine weeks grading period with every parent at flexible times. These conferences are scheduled by the teacher with the parent. Throughout the

year, parents and teachers will meet both in person and by phone to discuss student progress, assessments, and academic achievement standards as needed. Hilltop Elementary provides child care for the students and their siblings so parents can attend evening events

## Building Capacity

Describe how the school will implement activities that will build the capacity for strong parental and family involvement, in order to ensure effective involvement of parents and families to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1116(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 1116(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 1116(e)(14)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Open House	Principal/Staff	Students/parents meet teacher Welcome students back to school	August	Sign-In sheets
2	Annual Title 1 Parent Meeting	Principal	Information about Title 1 and what that means to their child and as a parent	August/September	Sign-in Sheets
3	Parent Orientation	Classroom Teacher	Information about grade level expectations	August	Sign-in Sheets
4	Fall Festival	Classroom Teacher/grade level	Informal setting with families	October	Parent feedback
5	Data Chat	Grade Level Teachers	Informational session on FSA/IReady Benchmarks/AR Student data explained	February	Sign-In sheets
6	Literacy night- Literacy Around the	PI Committee Principal	Students display projects/discuss Each child takes	December	Sign-In Sheets

	World		home a book/activity sheets/crayons		
7	Parent/Teacher conference	Classroom Teacher	Parents are informed of student performance and growth	Ongoing	Conference Logs
8	Parent Newsletter	Principal/Staff	Information for parents about grade level activities and school happenings	Ongoing	Newsletter
9	Student Planners	Teachers	Communication between parent and teacher impacts achievement	Ongoing	Student Behavior/achievement
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11					

## 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, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1116(e)(3)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Faculty Meeting sharing Parent Involvement Plan	Principal	Increased parent involvement has an effect on student achievement	Ongoing	Sign-in sheets
2	PBS Training	PBS Committee	Strategies for including parent in the PBS process	Ongoing	Sign-in sheets
3	Title 1 Parent Newsletter	Principal	Information for parents about school and reinforces their participation in their child's education is key	Ongoing	Copies of Newsletter
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## 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 1116 (e)(4)].

**Response:** Parent Resource Room resources are provided at schools and can be accessed through the guidance department.

## Communication

Describe how the school will provide parents of participating children the following [Section 1116(c)(4)]:

- Timely information about the Title I programs [Section 1116(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 1116(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 1116(c)(4)(C)]; and
- If the school-wide 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 1116(c)(5)].

**Response** Information at the Annual Title 1 Meeting, parents are informed about the Title 1 programs, the curriculum, and academic assessments. Parents learn about the schoolwide program, how to schedule a parent-teacher conference and opportunities for participation in decisions related to the education of their child.

All information to parents is sent in English and Spanish. Translators are available for all parent-teacher conferences. Conferences are scheduled at the parent's convenience. Most teachers use class dojo as a communication tool for parents and students planners are utilized and checked daily.

The data from Parent Surveys is disseminated to guide parent involvement activities to meet the needs of parents.

**Barriers:** Describe the barriers that hindered participation by parents in parent and family engagement activities during the previous school year. Include the steps the school will take during the upcoming school year to overcome the barriers and design more effective parent and family engagement policies (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 1116(a)(2)(D)(i)].

Count	Barrier( Including the specific subgroup)	Steps the School will Take to Overcome
1	Parent work schedule	Flexible Meeting Times
2	Language Barrier	Continue to provide translators for meetings and written communication in English and Spanish.

**Accessibility:** Describe how the school will provide full opportunities for participation in parent and family engagement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the LEA 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 1116(e)(5) and 1116(f)].

**Response:** All mailings, Title 1 information, and school documents will be sent to parents in English and in Spanish. Other languages are available upon request. Parent conferences, meetings, and family workshops will be translated as needed. The Parent Involvement Plan will be posted on the school's website in both English and Spanish.

The school will have opportunities both during and after school to encourage parent involvement. Activities will be advertised on the school marquee, in the local newspaper, and through notes or flyers sent home with students. Connect Ed, the school call out system will be used to promote family involvement activities in both English and Spanish. The quarterly parent Newsletter will be distributed to all students and is available in both English and Spanish. Student planners are also used for parent communication.

Parents are also provided regular reports of academic progress through report cards, progress reports, can access FOCUS, and completed assignments. Regular meetings between parents and teachers are encouraged to check on/or monitor progress. Bilingual staff members are provided for assistance if needed.