

HAVANA ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Parish C. Williams, 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

Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: The faculty, staff, and administration of Havana Elementary School believe that parental involvement is an essential element in student achievement; therefore, we are committed to providing a multiplicity of opportunities for parents to be involved in all school activities.

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: Havana Elementary School believes in involving parents in all aspects of its Title I programs. The School Advisory Council (SAC) has the responsibility for developing, implementing, and evaluating the various school level plans, including the School Improvement Plans (SIP) and the Parent Involvement Plan (PIP). More than 50% of the members of the SAC are parent (non-employee) representatives. In addition, all parents are given the opportunity to review the plan and offer their input prior to approval. During the SAC meeting when the PIP and SIP are developed, the council will decide, with the input from parents on special initiatives and the best way on how to implement parental involvement activities.

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	Individuals with Disabilities Education Act (IDEA)	Supplemental instructional support provided by Title I will be discussed with parents during the development of the students IEP.
2	Voluntary Pre-Kindergarten (VPK)	The VPK office will coordinate meetings with parents quarterly in the evenings. Coordinated meetings will be held with VPK teachers and kindergarten teachers to discuss the specific learning needs of students and joint parent meetings to discuss transitioning.
3	Head Start	Head Start Pre-Kindergarten teachers will conduct at least two home-visits. The Head Start department will provide vicinity mileage travel reimbursements for teachers.

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	Open House	School Admin. and District Staff	September	Parent comments, surveys, discussions at SAC meetings
2	Annual Title I Meeting	School Admin and District PI Staff	September	Parents comments, agenda, sign in sheets, surveys Quarterly meetings and parent comments
3	Parent Expos	School Administration and School-based Leadership Team	Each 9 weeks grading period	Parental Surveys

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 administrators, faculty, and staff of Havana Elementary School clearly understand the importance of parental involvement in education. Given the culture of the population served by the school, parents have expressed the desire to continue to have evening meetings to accommodate the working parents. Childcare will be made available on site during meeting hours.

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	Parent Trainings (Florida Standards Assessment)- Hard copy dissemination of materials	School Administration and Guidance Counselor	Information will be available on the school's website. In addition, parents will be provided with grade specific brochures outlining and identifying the SSS and strategies they can use to help their children at home.	September	Sign-in from log of Parent Workshop
2	Assessments- Individual Conferences	Teachers (Grade 3-5)	Teachers will conduct individual conferences to discuss each child's assessment results, expectations, and goals for the school year.	August through October	Hard copy of each student's assessment form
3	Reading- Face to Face meetings	Teachers (Grade K-5 and Reading Teacher)	Content specific sessions will be provided for parents. Information will include grade level proficiency, strategies parents can use at home, and assessment methods.	September	Parent Sign-in Log/Agenda
4	Family Literacy	Media Specialist & Teachers (Grades 3-5)	Provide sessions to help parents improve reading skills	November-May	Agendas, Parent sign-in sheets, examples of materials presented.

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	Parental	Principal and	The Office of Parent	Monthly	Hard copy of

	Involvement	Parent Involvement Cadre Members	Involvement and Community Outreach will distribute a monthly newsletter to teachers to include information on the value of parental involvement.		newsletters
2	Implementation and coordination of parental involvement program	Principal	Teachers read and complete activities on-line and practice new information working with parents. Increase parent and school involvement- yield increase student performance.	October	Certificate of courses completed
3	SIP & SAC	Principal and School Advisory Council	Knowledge of the process, duties and responsibilities of their positions while serving on SAC and developing the SIP.	September & May of each school year	Agendas, Sign-in sheets and SAC minutes
4	Parent Trainings and PTA workshops	Principal, Grade Level PLCs, and Parent Services Coordinator	Knowledge of parent involvement best practices for increased parent participation.	September - June	Agenda, workshop materials

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: Havana Elementary School staff will work to expand and enhance the parent information centers with materials, books, and resources. The staff will also strive to create and maintain a family-friendly environment.

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: At the annual meeting of parents in September, Havana Elementary School will continue to hold a general meeting where information will be presented about the Title I programs, the curriculum and academic assessments. Parents will learn about school initiatives, school-wide programs, how to request parent-teacher conferences, and opportunities for participation in decisions related to the education of their child. Parents will be given a copy of the school parent handbook, which includes more detailed information on these topics, and a copy of the Parental Involvement Plan (PIP), upon request. Upon conclusion of the general meetings, parents will always be invited to visit

their child's classroom and meet staff. During the classroom visits, teachers will provide additional information on the subjects they teach, assessment plans, home-to-school folder and how parents can help at home. The same information will be provided in an informational packet distributed the following day for all parents unable to attend. Teachers will maintain sign-in sheets and provide a copy to the administration who will maintain documentation on the dissemination of information, date of event and agenda.

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 Parental Involvement Plan will be presented to all parents at the Parent Involvement Meeting. The plan will outline the major components of the state policy. A hard copy will be provided to parents upon request. In addition, hard copies will be available in the office, the parent resource room and on the school website.

A translator will be available at the school to provide translation services in Spanish for limited English proficiency and Hispanic parents, while accommodations are made for parents of students with disabilities.

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	Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];and	Parents will be encouraged to participate in school-related meetings and training sessions.	School Administration/ District Title 1 Staff	Increase communication with parents; provide up-dates to parents on school functions, parent notifications.	On-going
2	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	Parents will be encouraged to participate in school-related meeting and training sessions.	School Administration/ District Title 1 Staff	Increase communication with parents; provide up-dates to parents on school functions, parent notifications.	On-going
3	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Parents will be encouraged to participate in school-related meeting and training sessions.	School Administration/ District Title 1 Staff	Increase communication with parents; provide up-dates to parents on school functions, parent notifications.	On-going
4	Maximizing parental	Parents will be	School	Increase	On-going

	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)];	encouraged to participate in school-related meeting and training sessions.	Administration/ District Title 1 Staff	communication with parents; provide up-dates to parents on school functions, parent notifications.	
5	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	Parents will be encouraged to participate in school-related meeting and training sessions.	School Administration/ District Title 1 Staff	Increase communication with parents; provide up-dates to parents on school functions, parent notifications.	June-July
6	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Parents will be encouraged to participate in school-related meeting and training sessions.	School Administration/ District Title 1 Staff	Increase communication with parents; provide up-dates to parents on school functions, parent notifications.	September

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	Back to School Event	1	215	Engaged the community to supply needed school materials, resource information and supplies for the children.
2	Title I Parent Training	1	85	Provided information to parents about Title I and the importance of parental involvement.
3	Parent Meetings, Workshops and Trainings	4	75	Provided resource materials to parents and enhance d their leadership skills to help other parents.

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	DLOPI	1	36	To provide knowledge of parental involvement best practices for increased parent participation.
2	Value and Communication Training/Parent Liaison	1	41	To provide knowledge of parental involvement best practices for increased parent participation.
3	Parent Involvement Strategies	1	40	To provide knowledge of parental involvement best practices for increased parent participation.

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 current 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	Child care	Child care through Boys and Girls
2	Work schedule	Flexible meeting times
3	Technology	Increased the number of computers
4	Language	Translator

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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