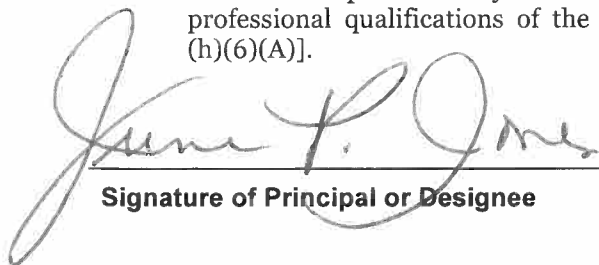


## OAK HILL ELEMENTARY Title I, Part A Parental Involvement Plan (Draft)

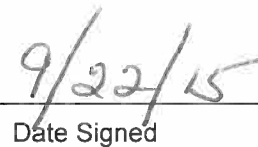
I, Dr. June P Jones, do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; 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)];
- Inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Centers (PIRC) in Florida, i.e., PIRC of Family Network on Disabilities in Florida (FND) and PIRC at University of South Florida (USF) [Section 1118(g)];
- 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 staff and administration of Oak Hill Elementary School (OHES) believe that all students can learn; therefore, we accept the challenge to teach all students so they may attain their maximum educational potential. It is the purpose of both the OHES faculty and the parents of our school to provide our students with a foundation that will become the building blocks of their academic excellence. Oak Hill is committed to developing students who are equipped with 21<sup>st</sup> Century skills. The staff believes that the involvement of parents and community members is essential to student achievement. We therefore commit to involve all stakeholders in our student's education and encourage

participation in all school activities.

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## 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:** Oak Hill Elementary believes that parents should be involved in all aspects of Title 1 programs and meetings including the Parental Involvement Plan. The Title 1 Committee will work in conjunction with the School Advisory Council (SAC) to review, plan, and improve school programs. The principal and Title 1 contact will provide agendas and reminders of meetings to encourage participation. During the Annual Title 1 meeting, parents will be educated on the purpose and the requirements of being a Title 1 school, and the parental involvement budget will be explained. Parents, teachers and staff will be asked to make suggestions for using these funds. Parents are also notified of Title 1 programs through the school newsletter, school website, flyers, meeting agendas, and School Messenger. Curriculum family nights, faculty meetings, PTA meetings, and SAC meetings will also have time allocated for an update on the PIP. Minutes will be kept for all meetings held, as well as sign in sheets for attendance. A meeting will be held in the spring of each year to review the Title I Parental Involvement Plan, Title I budget, School Improvement Plan, and Student, Teacher, Parent Compact. The annual Title I Parent feedback survey and advanced Parent Survey will be used to gather Parent Involvement input.

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## 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		
1	Title I Part A	The parental involvement budget is used to provide grade level materials so that parents may help their child at home. Funds are used for curriculum based family nights and Parent Boot Camp, a series of trainings that teaches parents how to support their students on assessments.
2	Title III	The district receives Title III funds which are subsequently distributed to schools to be utilized for instructional materials that support instructional skills and strategies for English Language Learners and their parents.
3	Title X	The district and school based personnel provide resources such as clothing, school supplies, and social services referrals for students identified as homeless (under the McKinney-Vento Act).
4	SAI	SAI funds will be used to purchase instructional materials for remediation/tutoring and mentoring for students working below grade level. These funds also assist with the funding for the school Reading Coach position.
5	Pre-Kindergarten (VPK)	Oak Hill has an active VPK program. Pre-K will be included in all communication and Title I events.
6	ATS	Provide tutoring through an after school program that help reinforce educational strategies to the student and the parent.
7	MAO	Funds an instructional position to work with Black and Hispanic students in reading and science in the after school 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 (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	Timeline	Evidence of
1	Prepare agenda, handouts and/or presentation materials	Title 1 Contact, Leadership Team	August	Copies of Agendas, handouts, powerpoint
2	Develop and distribute invitations	Title 1 Contact, Leadership Team	September	Copy of invitation
3	Publicize event- Newsletter, Marquee, Phone, Flyer Connect Orange Messages	Title 1 Contact, Leadership Team	September	School messenger, Newsletter, Photo of marquee
4	Create sign in sheets	CRT	September	Sign in sheets & parent feedback(Exit Slips)
5	Maintain Documentation	Title 1 Contact	September	Documents in Title 1 box
6	Conduct Annual/Title I Meeting	Principal/PI Contact	September 17, 2015	Marquee/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:** Leadership at Oak Hill Elementary recognizes that our parents have diverse work schedules. Many of our events are planned at various times so that parents can attend. Meetings/workshops are typically held so that parents can either attend a morning or evening session. During the first semester of school, parent conferences are scheduled to discuss student progress. In order to ensure accommodation for all parents, conferences may be scheduled in the evening or during teacher planning time. Phone conferences are another flexible option. Translators are typically offered at events where families are invited as well. Through newsletter, flyers, Connect Orange system, student academic progress and other pertinent school information is also communicated to parents.

## 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 Activity	Person Responsible	Anticipated Impact Achievement	Timeline	Evidence of Effectiveness
1	Meet The Teacher	Classroom teachers	General information provided to parents for school year.	August 20, 2015	Advertise on Marquee, Agenda, Sign in sheets
2	Open house	Administrators, staff, student, parent	Information about academic expectations and changes to Assessments provided	September 17, 2015	Newsletter, Agenda, sign in sheets
3	Title 1 meeting	Principal, Title 1 contact	By collaborating during these sessions	September 17, 2015	Newsletter Agenda, sign in

			to enhance the skills of the student.		sheets
4	Math/Literacy Night	Math Coach/CRT/Classroom Teachers	Content specific information which will include grade level expectations, assessment information and homework help.	October 15, 2015	Newsletter, Agenda, sign in sheets
5	Parent FSA Bootcamp	PTA President, CRT	Content specific information for parents. Skills needed for each grade level and strategies to support their student on assessments.	February 18, 2016	Newsletter, Flyer Sign-In Sheets, Agenda, Exit Survey
6	STEM: Science, Tech, Engineer and Math	Math Coach/CRT/Classroom Teachers	Content specific information which will include grade level expectations, assessment information and homework help.	March 10, 2016	Newsletter, Flyer, Sign-In Sheets
7	Monthly Staff meeting	Administrators, Leadership Team	By collaborating during these sessions to enhance the skills of student.	Second Wednesday of the month	Agenda, sign in sheets,
8	SAC	Administrators	By collaborating during these sessions to enhance skills of students.	Second Monday of each month	Advertise on Marquee ,Agenda, sign in sheets, parent feedback,
9	PTA/PLC	Administrators	By collaborating during these sessions to enhance skills of the student.	Second Monday of each month	Advertise on Marquee , Agenda, sign in sheets, parent feedback,

### 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	Timeline	Evidence of Effectiveness
			Achievement		
1	Presentation of PIP at a Faculty Meeting	PI Coordinator	Set clear goals of parental involvement with faculty.	Sept. 2015	Power Point, Agenda, Sign in sheets, Exit Slip
2	Module 1	Leadership Team	Develop stronger instructors to enhance student achievement.	October, 2015	Power Point, Agenda, Sign in sheets, Exit Slip
3	Staff Training- How to Build a Strong Parent/Teacher Relationship	PI Coordinator	Better communication improves student achievement.	Nov, 2015	Power Point, Agenda, Sign in sheets, Exit Slip
4	Module 2	Leadership Team	Develop stronger instructors to enhance student achievement.	Jan, 2016	Power Point, Agenda, Sign in sheets, Exit Slip

5	Module 3	Leadership Team	Develop stronger instructors to enhance student achievement.	Mar, 2016	Power Point, Agenda, Sign in sheets, Exit Slip
6	Title I Parental Involvement Training	PI Coordinator	Increase Parent, Student, and teacher collaboration.	April, 2016	Advertise on Marquee Sign In Sheets, Exit Slip
7	Module 4	Leadership Team	Develop stronger instructors to enhance student achievement.	May, 2016	Power Point, Agenda, Sign in sheets, Exit Slip

## 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:** Oak Hill will use Parent Conferences as a means to encourage and support parents in participating in their child's education. During conferences, parents and teachers will discuss student progress and how to ensure academic success, partnering the classroom with home. Every parent is sent a form to sign up for a date and time to meet with their child's teacher. When parents arrive, they sign in and classes are rewarded for the most participation. The PLC's, ELL, and committee meetings are held to address the academic need of the students and allow parents to be introduced, address concerns and to ask questions about techniques to increase their student(s) performance.

Report Card night, ELL meeting. Parents are encouraged to make appointments that are held during the evening to accommodate the working parent. Parents also receive helpful techniques to utilize with their students.

The PIRC (Parent Involvement Resource Center) District Liaison will be asked to visit Oak Hill and share a slide show in our media center of the OCPS Title I PIRC located on Tampa Avenue. During our third nine weeks report card conference night, a Parent Resource Night will occur. PIRC will be highlighted among other local organizations that are focused on supporting families and learning.

## Communication

Describe how the school will provide parents of participating children the following [Section 1118(c)(4)]:

- 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:** As a Title I school, an Annual Title I meeting is held at the beginning of the school year. During the meeting, information is disseminated to the parents about the Title I program, instructional staff, meetings, curriculum, and assessments. Parents are given a copy of the PIP which is then reviewed. A survey about the PIP plan is conducted to gather parent input and ideas. Parents are then dismissed to go to classrooms where teachers provide additional information on the subjects they teach, assessment plans, and how parents can help at home. Sign-in sheets will be housed by the Title I contact in the Title I Box. Oak Hill will provide parents with information on curriculum, assessments, meetings, student progress, performances, and Title I programs on a consistent basis throughout the year. All documentation will be kept on file by the Title I contact. Effectiveness will be determined by the results of the yearly Title I survey and Parent Feedback forms. The SAC, PTA, ELL, Open House, Meet the teacher and report card conference night etc. along with other meetings allow for a parent to address their concerns to a teacher or administrator. These meetings are typically announced on the school marquee, in the student agenda in the monthly newsletters of the school and connect orange communication. A parent may address any concerns they have by calling for a meeting before and after school. If a parent is not satisfied, the school will also submit the parents' comments in the minutes of the meeting of SAC or PTA. Monthly meetings, agendas, marquee, web site, and news letters are sources that parents utilize to receive

helpful information about the upcoming events at the school.

The following is a list of the diverse means by which we will communicate with parents:

- Student Planners (daily basis)
- School Messenger phone calls
- School Marquee
- Flyers Sent Home
- Sticker Reminders in Planners
- School and District Website
- School Newsletter

Written communication will be provided for parents in English, Spanish and Haitian Creole. Translators will be available at parent meetings and available to assist in the school office. The English Language Survey results will be used to determine the number and specific needs for translations into a language other than English.

**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:** Written communication will be provided for parents in English, Spanish and Haitian Creole. Translators will be available at parent meetings and to assist in the school office. The English Language Survey results will be used to determine the number and specific needs for translations into a language other than English.

Handicapped parking is available near the school for those in need. As our student population is non-migratory, information is dispersed to parents in a number of ways: newsletters, School Messenger phone calls, and flyers as needed. Oak Hill Elementary will provide food, child care, and transportation to and from Oak Hill Elementary school. It will be discussed during the first meeting for volunteers to car pool with each other. A translator is provided by ELL to translate anything that the parents may not understand during the meeting. By attending PTA, SAC, PLC, and volunteering in these organizations, parents can participate by sharing ideas that will benefit Oak Hill Elementary School.

**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	Student Achievement	Timeline
1	Involving parents in the	By providing the	CRT, CT, Title	It will teach the new	August

	development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];and	instructional staff and administrators with professional development training.	1 coordinator	approved strategies to utilize with their students.	17,2015 February 18, 2016
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	Family Conference, ELL	Title 1 coordinator	To allow parents the forum to voice, learn, ask questions about their role that they play and how to become more effective as a parent.	August 17,2015 February 18, 2016
3	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Family Conference, ELL, professional development training	SAC,PTA, ELL, Title1 coordinator,	To send them to conferences that will teach them techniques to utilize with their student.	August 17,2015 February 18, 2016
4	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)];	PTA, ELL, professional development training	SAC,PTA, ELL, Title1 coordinator	To allow parents the forum to voice, learn, ask questions about their role that they play and how to become more effective as a parent.	Second Monday of each month
5	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	PTA, ELL, professional development training	SAC,PTA, ELL, Title1 coordinator	It will teach the new approved strategies to utilize with their students.	Second Monday of each month
6	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	PTA, ELL, professional development training	SAC,PTA, ELL, Title1 coordinator	It will teach the new approved techniques to utilize with their students.	Second Monday of each month

### 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](#)

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## **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](#)

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**Evaluation of the 2015-2016 Parental Involvement Plan**

**Building Capacity Summary**

Provide a summary of activities provided during the 2014-2015 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
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**Staff Training Summary**

Provide a summary of the professional development activities provided by the school during the 2015-2016 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	Title I PI Module 1: The Importance of Parental Involvement	1	40	Increase Parent, Student, Teacher collaboration.
2	Title I PI Module 2: Building Ties Between Home and School	1	40	Increase Parent, Student, Teacher collaboration.
3	Title I PI Module 3: Implementation and Coordination of Parental Involvement Programs	1	40	Increase Parent, Student, Teacher collaboration.
4	Title I PI Module 4: Communication and Working with Parents	1	40	Increase Parent, Student, Teacher collaboration.

**Barriers**

Describe the barriers that hindered participation by parents during the 2014-2015 school year in parental involvement activities. Include the steps the school will take during the 2015-2016 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	Babysitting issues (Hispanic and Haitian Creole)	A plan to provide human resources and allocation for babysitting.
2	Busy Parents (Hispanic and Haitian Creole)	Offer activities and conferences with flexible scheduling.
3	Limited English Proficiency (Hispanic and Haitian Creole)	Translate documents; translators available on request for meetings, conferences, etc.
4	Do not speak English (Hispanic and Haitian Creole)	Offer courses in English to subgroups (Hispanic and Haitian Creole Parents).
5	Parent and Community Involvement (Hispanic and Haitian Creole)	Use the City Park programs, UNCF, and diverse communications to increase involvement.

**Best Practices (Optional)**

Describe the parental involvement activity/strategy the school implemented during the 2015-2016 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
1	Effective Communication	Translation sources for Hispanic and Haitian parents to ease their understanding of the material

2

Building Capacity of

[REDACTED]

ST Math & I-ready intervention Programs FSA and ITBS Workshops

[REDACTED]