



## Hillcrest Elementary School

### 2010-2011 Parent Involvement Policy/Plan

*“Parental Involvement” means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities.*

#### **Hillcrest Elementary School.....**

- will provide each parent timely notice regarding their right to request information on the professional qualifications of the student’s classroom teachers and paraprofessionals.

*We provide a list for our parents of teachers with their current Highly Qualified Status and to also include any areas of deficiencies.*

- will involve parents in the **planning, review, and improvement of Title I programs** including involvement in the **decisions regarding funds for parental involvement.**

*The following topics were discussed with our School Advisory Council, presented at our Annual Meeting, and addressed at the area Parent Involvement Technical Assistance Meeting: The Parent Involvement Plan, The Compact, 1% parent involvement expenditures, and the implementation plan for our Building Capacity Parent Workshops for the year.*

- will coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home.

**Program:** *Public Pre-School Program (VPK)*

**Coordination:** *This Early Childhood Program provided by the Polk County School Board is a Kindergarten Readiness Program for future Hillcrest students.*

- will take specific steps to conduct an **Annual Meeting** designed to inform parents about the school’s Title I program, the nature of the Title I program, Adequate Yearly Progress, school choice, supplemental education services, and the rights of parents.

**Annual Meeting – Fall of 2010**

**Person Responsible –** *Principal, Damien Moses and the Title One Program Facilitator*

**Describe Annual Meeting -** *The meeting will take place in each child’s classroom. It will begin with a school-wide presentation via “Hawk Talk,” our school-wide television production show. A presentation on Title One and the Compact will be included in the program.*

*Evidence of effectiveness - Each parent will complete an evaluation to be collected.*

- will offer a **flexible number of meetings** and **provide needed services**, as requested.  
We will conduct Annual Meetings in the morning and the evening to serve the needs of all of our parents.
- will **build capacity for strong parental involvement** in order to support a partnership among the school involved, parents and the community to improve student academic achievement.

**Content** –*Kindergarten Family Support Nights*

**Type of Activity** – *Monthly topics are related to student achievement and information is provided to assist parents in supporting their child.*

**Person Responsible** – *Kindergarten Support Teacher & Leadership Team*

**Correlation to Student Achievement**– *Increase the level of involvement of parents to become active in assisting their child at home.*

**Timeline** – *Ongoing, monthly programs*

**Evidence of Effectiveness** – *Parent Evaluations*

- will provide training for teachers, pupil services personnel, principals, and other staff in how to reach out to, communicate with, and work with parents as equal partners and to value contributions of parents and in how to implement and coordinate parent programs and build ties between parents and schools.

**Content** – *Parent Leadership Team Meeting*

**Type of Activity** – *Compile results of 2009-2010 Parent Survey to plan for 2010-2011.*

**Person Responsible** – *Parent Involvement Facilitator & Leadership Team*

**Correlation to Student Achievement**– *Increase the level of involvement of parents to become active in the decisions made at the school*

**Timeline** – *Spring, 2010*

**Evidence of Effectiveness** – *Parent Evaluations*

**Content of the Session** – *Effective Communication for Office Staff*

**Person Responsible** – *Parent Involvement Facilitator*

**Timeline** – *August 24, 2010*

**Correlation to Student Achievement** – *Making parents feel more welcome at the school to increase their participation.*

**Evidence of Effectiveness** - *Surveys and conversations with parents to determine their attitude about the school and their willingness to participate in parent involvement activities*

- may conduct other activities, to encourage and support parents in more fully participating in the education of their children.

*School Advisory Council, home visits ,Individual Education Plans, Academic Success Plans, Behavior Education Programs and parent/teacher conferences.*

- will provide parents the following information: All Title One information, dates for parent meetings, special events, report cards, interim reports, building capacity parent workshops, field trips, Progress Monitoring Assessments, State Assessments (FCAT, SAT 10),and Highly Qualified status of teachers. **Information about Title I programs - Information about the *School Parent Compact; School Parent Involvement Plan and Annual Meeting* are explained in this plan.**

**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:

**Assessments:** *Students in K-5 will be given Progress Monitoring Assessments three times a year in reading, writing, math, and science. Students will also be given various assessments in all subjects as directed by the administration to track individual student achievement and assist teachers in making instructional adjustments. Students in grades 1 and 2 will take the SAT 10 in reading and math. Students in grades 3-5 will take the FCAT in reading, math. 4<sup>th</sup> grade students will also take the FCAT Writing Test, while 5<sup>th</sup> grade students will also take the FCAT Science Test.*

**Proficiency levels:** *The proficiency level for Progress Monitoring in reading, math, and science are set at 80% while the writing proficiency is based on the FCAT rubric which is 3.5 or grades 3-5 and it varies in grades K-2. Teachers collaborate to decide the proficiency rate for their grade level.*

**Opportunities for parent meetings** to formulate suggestions and make decisions relating to their child's education

Parents are encouraged to be a part of our School Advisory Council, our PTO, and to also work with our School Improvement Committees.

- will provide full opportunities for participation in parent involvement activities for all parents (including parents of children with limited English proficiency, disabilities, and migratory children).

*We provide parents with the translating "talking system" during our Annual Meeting, and during our parent involvement meetings. We provide child care, and we try to accommodate other needs upon advance request.*

**\*\*The school does not plan to implement any discretionary parental involvement activities.**

## School-Parent Compact

As a component of the school-level parental involvement policy/plan, each school will jointly develop, with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement .

\*\*A copy of the Hillcrest *Elementary* **School-Parent Compact** is attached to this policy/plan.  
**Evidence:** School Advisory Council Meeting agendas, sign-in sheets, and minutes

## Assurances

**Hillcrest Elementary School** agrees to:

- Be governed by the statutory **definition of parental involvement** (as stated at the beginning of this plan), 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(a)(3)(B)];
- 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(a)(2)];
- Jointly **conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the school's parental involvement policy** [Section 1118(a)(E)];
- Use the findings of the parental involvement policy evaluation 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 section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) [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**, as described in Section 1111(h)(6)(A) [Section (h)(2)(6)(A)].

This school **Parental Involvement Policy/Plan** has been developed jointly with, and in agreement with, parents of children participating in Title I, Part A programs, as evidenced by the signatures below.

This plan/policy was adopted by the school on *June 2, 2010*, and will be in effect for the 2010-2011 school year. A complete Summary of this plan/policy will be distributed to ALL parents at Hillcrest *Elementary*, a Title I school, on or before October 1, 2010. The entire detailed plan will be on the school website at [www.lwcharterschools.com](http://www.lwcharterschools.com) and be available in the school office no later than October 1, 2010.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
June 2, 2010  
Date



to the following parents/community members for their willingness to give of their time and efforts in writing this School Parent Involvement Plan:

Metta O'Bryant

Karla Janoski

Debbie Waters

Damien Moses

John Guzzetta

Christine Daly

Elizabeth Borders



## SCHOOL-PARENT COMPACT (AGREEMENT) – 2010-2011

The administration, teachers, and entire staff of Hillcrest Elementary will work to ensure that:

- **YOUR CHILD** receives *high-quality content* and *instruction* which will be provided in a supportive, safe and effective learning environment in order for him/her to meet Florida's Student Academic Achievement Standards and strive to be a life-long learner:

- We will hire highly qualified teachers
- Teachers will apply effective teaching strategies to promote student engagement
- We will provide effective/individualized professional development for all teachers
- We will continually monitoring student progress and make instructional adjustments as needed.

- *Parent-teacher conferences* are held regularly and this compact (agreement) will be discussed as it relates to **YOUR CHILD'S** academic achievement:

- We encourage parents to conference with teachers on a regular basis
- One face to face conference is mandatory according to the Title One requirements
- To schedule a conference please call 678-4216

- Frequent *reports on YOUR CHILD'S progress* will be provided to you:

- Interim reports (4 times a year)
- Parents have access to Elegrade upon request
- Report Cards/Progress Monitoring results
- FCAT scores ( grades 3-5)/SAT 10 scores (grades 1-2)
- School website has current information regarding student achievement and upcoming events

- **YOU** have *reasonable access to staff*:

- Teachers are available before and after school or during their planning time
- Please call 678-4216 to schedule a conference
- Conferences will be scheduled based upon teacher availability

- **YOU** are welcomed as an *observer and volunteer* in the school:

- Volunteer trainings are scheduled at the beginning of each school year
- For more volunteer information go to ([www.polk-fl.net](http://www.polk-fl.net)) There are many opportunities for parent involvement including: Parent Teacher Organization, School Advisory Council, Teacher Assistants, Mentoring, and a variety of special events throughout the school year

We are depending on **YOU (Parent)** to.....

- Have your child at school each day on time.
- Give your child support and a quiet place to complete homework.
- Encourage your child to read or read to your child 15-20 minutes each day (without distractions (TV, computer, electronic games, etc.)
- Participate in decisions about your child's education through PTO, committees, etc.
- Be engaged in your child's education and ask for help from the school to help you assist your child in his/her efforts at home.
- Attend/Request parent conferences at least once per year.

**Students** - The school and your parents are confident that **YOU** will.....

- Attend school every day ready to learn.
- Complete any homework given for the day.
- Read something of interest every day outside of school time.
- Deliver all notices and information you may receive at school to an adult in your home.
- Give maximum effort to your education at all times.

Reach your highest potential in academics and behavior.

We hope you will join with us this year to provide the very best education for your son or daughter. Overwhelming evidence shows that when **YOU** are involved and engaged in the education of **your** child and give him/her the support necessary to make good decisions about progress made at school, he/she will be more successful, perform better on tests, and go on to higher education.

**WE NEED YOUR HELP TO EDUCATE YOUR CHILD.**

*If you are willing to make the commitment, please sign below.*

\_\_\_\_\_  
*School Administrator signature*

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Student Signature*

*This compact was discussed \_\_\_\_\_, \_\_\_\_\_*