



Hiland Park Elementary
24-25 Parent and Family Engagement Plan

Date Revised with Parent Input: 04/23/2024

District Approved:

School Name: Hiland Park Elementary		School # 0151
Principal's Name: Ilea Faircloth		

Each Title I school shall jointly develop with parents and family members of participating children, a written plan that shall describe how the school will carry out the requirements mentioned below. Parents shall be notified of the plan in an understandable and uniform format, and to the extent practical, provided in a language the parents can understand. The school plan must be made available to the local community and updated and agreed upon by parents periodically to meet the changing needs of parents and the school.

Mission Statement

Every Child, Every Day!

The mission of Hiland Park Elementary is to develop the whole child by empowering leaders and creating an atmosphere of excellence and happiness.

Each day, our students recite our LEAD Pledge. At Hiland Park Elementary we are:

Learning Together

Empowering Others

Achieving Goals

Discovering Our Potential

Updated Summer 2022

I, Ilea Faircloth, do hereby certify that all facts, figures, and representations made in this plan are *(Principal's name here)* 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 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.

What is required:

ASSURANCES: We Will:

- The school will be governed by the statutory definition of parent involvement, and will carry out programs, activities, and procedures in accordance with the definition outlines 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));
- Jointly develop/revise with parents the school parent and family engagement plan and distribute it to parents of participating children and make available the parent and family engagement 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 parent and family engagement plan and the joint development of the school-wide program plan under (Section 1114 (b)(2) (Section 1118 ©(3));
- Use the findings of the parent and family engagement plan to review the strategies for more effective parent involvement, and to revise, if necessary, the school's parent and family engagement plan (Section 1118(a) (E));
- If the plan for the 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 to the local educational agency (Section 1118 (b)(4));
- Provide to each parent and 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

04/24/2024
Date Signed

1. INVOLVEMENT OF PARENTS

<p>(A) By what means will the school involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the PFEP <u>Section 1116(c)(3)?</u></p>	<p><i>Hiland Park Elementary will engage parents regularly through our SAC (School Advisory Council)/PLT (Parent LightHouse Team) which meets a minimum of 4 times per year. The SIP (School Improvement Plan) and the PFEP (Parent Family Engagement Plan) are both on each agenda and discussed at each meeting. All parents may elect themselves in the annual nominations and/or election. Otherwise, meetings are advertised and the public are invited to attend as per the Florida Sunshine Law which governs SACs.</i></p> <p><i>All parents are given the opportunity to complete a paper or on-line Title I Spring Parent Survey. The results of the survey are tallied and shared with the faculty for their thoughts on ways to improve our PFEP for next year. An evaluation of the current PFEP is conducted during a SAC/PLT (School Advisory Council/ Parent LightHouse Team) meeting. Based on the evaluation and survey results, revisions to the plan are made for the next school year. The plan will be reviewed during SAC/PLT meetings throughout the year to make revisions according to the changing needs of parents and the school.</i></p>
<p>(B) By what means will the school provide parents opportunities, if requested, for regular meetings to formulate suggestions and to participate, as appropriate, in making decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible <u>(Section 1116 (c) (4) (C) ?</u></p>	<p><i>Hiland Park Elementary will engage parents regularly through our SAC (School Advisory Council)/PLT (Parent LightHouse Team) which meets a minimum of 4 times per year. The SIP (School Improvement Plan) and the PFEP (Parent Family Engagement Plan) are both on each agenda and discussed at each meeting. All parents may elect themselves in the annual nominations and/or election. Otherwise, meetings are advertised and the public are invited to attend as per the Florida Sunshine Law which governs SACs.</i></p> <p><i>Additionally, feedback forms will be available at events, IEP meetings, Parent-teacher conferences, SAC/PLT meetings, CST meetings. Suggestions made by parents, if practical and reasonable, will be implemented in a timely manner.</i></p>

<p>(C) By what means will the school involve parents in the joint development of the School Improvement Plan <u>(Section 1116(A)(2))</u>?</p>	<p><i>Hiland Park Elementary will engage parents regularly through our SAC (School Advisory Council)/PLT (Parent LightHouse Team) which meets a minimum of 4 times per year. The SIP (School Improvement Plan) and the PFEP (Parent Family Engagement Plan) are both on each agenda and discussed at each meeting. All parents may elect themselves in the annual nominations and/or election. Otherwise, meetings are advertised and the public are invited to attend as per the Florida Sunshine Law which governs SACs.</i></p> <p><i>During a SAC/PLT meeting, results from a comprehensive needs assessment are discussed. Strategies from the current year's SIP are reviewed. Revisions are made based on needs, barriers, and parent input. SAC/PLT Meetings are held in person four times a year.</i></p> <p><i>Additionally, feedback forms will be available at events, IEP meetings, Parent-teacher conferences, SAC/PLT meetings, CST meetings. Suggestions made by parents, if practical and reasonable, will be implemented in a timely manner.</i></p>
<p>(D) If the School Improvement Plan is not satisfactory to the parents, by what means will the school provide parents an opportunity to submit comments with the plan when it is submitted to the district <u>(Section 1116 (c) (5) ?</u></p>	<p><i>Parents who are not satisfied with the school improvement plan will complete a form to be submitted with the plan to the district.</i></p>
<p>(E) By what means will the school provide other reasonable support for parental involvement activities as parents may request <u>(Section 1116 (e)(13))</u>? (Based on the Title I Parent Survey results, what activities did the parents request that are included in this plan?)</p>	<p><i>Hiland Park Elementary will employ a parent liaison and Title 1 Coordinator to assist with ensuring parent's needs are met.</i></p> <p><i>Based on Title 1 Parent Survey results and various stakeholder feedback, HPE has adjusted events for the 24-25 to include:</i></p> <p><i>More time on campus for events, and considering space with a growing population.</i></p>

2. ACCESSIBILITY

<p>A. By what means will the school offer a flexible number of meetings, such as meetings in the morning or evening to accommodate parents' schedules (Section 1116(c)(2)?</p>	<p><i>Hiland Park Elementary will provide parents a year at a glance and access to the Hiland Park Parent Calendar with most events for the entire year so parents may choose which events they are able to attend well in advance so everyone is afforded the opportunity to participate in their child's educational journey.</i></p>
<p>B. By what means will the school provide parents with <u>timely information</u> about meetings, activities, and events (Section 1116(c)(4)(A)).</p>	<p><i>Hiland Park Elementary will provide parents a year at a glance and access to the Hiland Park Parent Calendar with most events for the entire year so parents may choose which events they are able to attend well in advance so everyone is afforded the opportunity to participate in their child's educational journey.</i></p>
<p>C. By what means will the school provide opportunities for informed participation of parents and family members (including parents and family members with limited English proficiency, with disabilities, and parents of migratory children). (Section 1116(f)?</p>	<p><i>Hiland Park Elementary will provide parents a year at a glance and access to the Hiland Park Parent Calendar with most events for the entire year so parents may choose which events they are able to attend well in advance so everyone is afforded the opportunity to participate in their child's educational journey. Parents have access to the BDS Multilingual Center and BDS ESE in addition to resources made available at the school through our Parent Liaison.</i></p>
<p>D. By what means will the school ensure that information related to school and parent programs, school reports, meetings, and other activities is sent to the parents in a format and in a language the parents can understand (Section 1116(e)(5) and (f))?</p>	<p><i>Hiland Park Elementary utilizes Smore to create a newsletter for parents. This is sent out through Dojo which has a feature to translate. Parents may also access the BDS Multilingual Center and resources at Hiland Park through our Parent Liaison.</i></p>

<p>3. ANNUAL PARENT MEETING</p>
<p>The school will conduct the Annual Parent Meeting about the benefits of the Title I Schoolwide Program to inform parents and families of the school's participation in the Title I Schoolwide Program. During the meeting, the <u>school will provide a description, explanation, or understanding</u> of the Title I Schoolwide Program which includes an explanation about the forms of academic assessments, the school performance data, and the rights of parents. Additionally, the school will document that the communication has been provided to stakeholders as follows:</p>

<p>By what means will the school conduct a Title I Annual Meeting (convened at a convenient time, to which all parents are invited and encouraged to attend) to inform parents of their school's participation in Title I , the requirements of Title I, and the right of parents to be involved (Section 1116(c)(1) ?</p>	<p>Hiland Park Elementary will hold the Title I Annual Meeting 30 minutes before Open House. BDS will provide a PowerPoint that reviews all the requirements of the law.</p>
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<p>4. BUILDING PARENT CAPACITY (Address topics F-J)</p>	
<p>(F) Assist parents in understanding:</p> <ul style="list-style-type: none"> ● State academic standards; ● State and local academic assessments; ● Requirements of Title I; ● Monitoring a child's progress; and ● Work with educators to improve achievement of their children <u>(Section 1116 (e) (1)</u> 	
<p>(G) (G) (G) Description and explanation of:</p> <ul style="list-style-type: none"> ● Curriculum in use at the school <u>(Section 1116(4) (B)</u> 	
<p>(H) Description and explanation of:</p> <ul style="list-style-type: none"> ● Academic assessments are used to measure student progress. <u>(Section 1116 (4) (B)</u> 	
<p>(I) Description and explanation of:</p> <ul style="list-style-type: none"> ● Achievement levels of State academic standards that students are expected to obtain <u>(Section 1116 (4) (B)</u> 	
<p>(J) Provide materials and training to:</p> <ul style="list-style-type: none"> ● Help parents work with their child to improve their children's achievement, such as literacy training and using technology (including the harms of copyright piracy), to foster parental involvement <u>(Section 1116 (e) (2)</u> <i>(LEA note: This includes Parent Portal Training)</i> ● Schools must provide a <u>description, explanation, or understanding</u> of academic requirements that fall under the Federal Guidelines for Title I. 	

Table A

PARENT TRAINING OPPORTUNITIES

List all activities for requirements F through J and transition activities that involve parents.

Timeline	Title of Training/Event	What will parents learn that will have measurable, anticipated impact on student achievement?	Requirements Addressed	Evidence/ Documentation for Effectiveness	# Of Parents Attended
August 9	Orientation	Teacher contact info, LIM info, Grading policies, Standards, best ways for Parent communication for school/ classroom.	F, G		
Sept. 7	Title I Annual Meeting	Requirements of Title I	F, I, J		
Sept. 7	Open House	Classroom Expectations, curriculum, assessments	G		
Sept. 14	First Grade Family Night	Classroom Expectations, curriculum, assessments	G		
Sept 26 - Oct. 12	BYOP Bring Your Own Person (1 day per grade level vs 3 day)	Classroom Expectations, curriculum, assessments	F, G, H, I, J		
Nov. 30	Science Night	Science curriculum	G, J		

Feb. 11	Parent Leadership Day and Drop Everything and Math	Student-led sharing behavior program (Houses), Razorback Clubs, and Student Leadership	G, H, I, J		
TBA	HPE ASD and BDS Family Night				
Apr. 30	Pre-K to K Transition	Kindergarten standards and expectations	F, G, H		

**Table B
OTHER EVENTS/ACTIVITIES**

Other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children (Section 1116 (e) (4)).

Timeline	Title of Training/Event	What will parents learn that will have measurable, anticipated impact on student achievement?	Requirements Addressed	Evidence/Documentation for Effectiveness	# Of Parents Attended
Oct. 1	SAC/PLT Meeting #1	SAC/PLT Business, SIP Goals/Progress, Title 1 Goals/Progress, Curriculum/	F, G, H, I	Sept. 19	SAC/PLT Meeting #1
Dec. 5	SAC/PLT Meeting #2	SAC/PLT Business, SIP Goals/Progress, Title 1 Goals/Progress, Curriculum/	F, G, H, I	Dec. 5	SAC/PLT Meeting #2

Jan. 8	SAC/PLT Meeting #2	SAC/PLT Business, SIP Goals/ Progress, Title 1 Goals/ Progress, Curriculum/	F, G, H, I	Jan. 8	SAC/PLT Meeting #2
Feb. 20	SAC/PLT Meeting #3	SAC/PLT Business, SIP Goals/ Progress, Title 1 Goals/ Progress, Curriculum/	F, G, H, I	Feb. 20	SAC/PLT Meeting #3
Apr. 24	SAC/PLT Meeting #4	SAC/PLT Business, SIP Goals/ Progress, Title 1 Goals/ Progress, Curriculum/	F, G, H, I	Apr. 24	SAC/PLT Meeting #4
	School Advisory Council/ Parent Leadership Team	Plan/review/ improve the PFEP and develop the SIP			

Aug-May	Monthly Leader in Me Parent Informational Newsletter (implemented and submitted in Dojo and Facebook)	Educate parents about the 7 habits and how they are being used to support academics Florida State Standards.. Florida Standards' achievement levels and what their students are expected to obtain.. Curriculum in use at the school. State and local assessments (i.e. FSA, i-Ready, EOC, etc.). Progress monitoring assessments and how they are used to measure their child's progress. How to monitor their child's progress and partner with educators to increase their		Electronic Distribution: Dojo/Facebook/ Everbridge/PeachJar/ Posted on Parent Port	
	Webinar (Google Meet on Assessment (iRead STAR/FAST)				

5. PARENT/SCHOOL COMPACT

<p>As a component of the school level Parent and Family Engagement Plan, <u>each school (ALL) shall jointly develop, with parents</u> 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.</p> <p>How will the school ensure parents/families involvement in this process?</p>	<p><i>Hiland Park Elementary will engage parents regularly through our SAC (School Advisory Council)/PLT (Parent LightHouse Team) which meets a minimum of 4 times per year. The SIP (School Improvement Plan) and the PFEP (Parent Family Engagement Plan) are both on each agenda and discussed at each meeting. All parents may elect themselves in the annual nominations and/or election. Otherwise, meetings are advertised and the public are invited to attend as per the Florida Sunshine Law which governs SACs.</i></p> <p><i>During a SAC/PLT meeting, results from a comprehensive needs assessment are discussed. Strategies from the current year's PFEP and Compact are reviewed. Revisions are made based on needs, barriers, and parent input. SAC/PLT Meetings are held in person four times a year.</i></p> <p><i>Additionally, feedback forms will be available at events, IEP meetings, Parent-teacher conferences, SAC/PLT meetings, CST meetings. Suggestions made by parents, if practical and reasonable, will be implemented in a timely manner.</i></p>
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ELEMENTARY

<p>How will the school ensure that teachers conduct a parent-teacher conference for individual students at least annually, during which the compact is discussed and signed? <u>(Section 1116 (d) (2) (A)</u></p>	<p><i>Parents will be encouraged at Open House to sign-up for a parent-teacher conference to complete a compact. For parents who don't sign-up, teachers will make contact requesting a conference.</i></p>
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MIDDLE & HIGH SCHOOL

<p>How will the school distribute the school-parent-student compact? <u>(Section 1116 (d) (2)(A)?</u></p>	<p>N/A</p>
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<p>6. BUILDING STAFF CAPACITY</p> <p>Describe the professional development activities the school will provide to educate the teachers, specialized instructional support, principals, and other school leaders, as well as other staff with the assistance of parents/families in:</p> <ul style="list-style-type: none"> ● The value and utility of their contributions ● How to reach out to, communicate with, and work with parents and families as equal partners; and ● How to implement and coordinate parent/family programs and build ties between parent/families and the school. <u>(Section 1116 (e) (3)</u> <p>**Complete Table C.**</p>

Table C

Activity/ Topic	Person Responsible	Timeline	Evidence Documentation of Effectiveness	# of Faculty/ Staff Attended
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How to work collaboratively with families	Kim Smith/Ilea Faircloth	Inservice 2025	Sign-in Sheets	

7. COORDINATION AND INTEGRATION WITH OTHER FEDERAL PROGRAMS

Describe to the extent feasible, the means the school will coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs that encourage and support parents in participating in the education of their children (Section 1116 (e) (4)).

Program	Coordination
Title II Professional Learning	<i>Teachers will be supported through ongoing professional development weekly in our Razorback Rooter (Monday Morning Memo), weekly at PLCs, Yearly at Inservice, and Monthly at Action Teams.</i>
Title III ESOL	<i>Support for our ESOL population through parent communication translations, ESOL paraprofessionals to assist with parent meetings, and monitoring to increase achievement through greater parent involvement. ESOL Parents will have access to bilingual paraprofessionals at all HPE events and through the BDS Multilingual Student Support Center.</i>
Title IX Homeless	<i>Support for our homeless population through BDS Homeless Department. Parents also have access to our Professional School Counselors and Student Wellness Team who partner with community agencies and resources to assist.</i>
Preschool	<i>Support for our preschool through Prek-Kinder transition Meetings yearly and providing a stellar Prek Program all while including Prek in school-wide events.</i>
Other	

8. DISCRETIONARY ACTIVITIES

Activities that are not required, but will be paid for through Title I, Part A funding (for example: home visits, transportation for meetings, activities related to parent/family engagement, etc.)

How will your school develop appropriate roles for community-based organizations and businesses in parent involvement activities (Section 1116 (e) (13)?	<i>Hiland Park Elementary will appoint a business member to be an integral part of our SAC/PLT. Our HPE PTO and admin continue to have business partnerships that sponsor Parent Involvement Events.</i>
By what means will the school involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of the training (Section 1116 (e) (6)?	<i>Hiland Park Elementary will use parent feedback and input through various means to determine needs and direct training.</i>
By what means will the school provide literacy training for parents if the LEA has exhausted all other resources of funding (Section 1116 (e) (7)?	<i>Hiland Park will invite parents to events and specifically address literacy components as appropriate.</i>
By what means will the school pay reasonable and necessary expenses, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions (Section 1116 (e) (8)?	n/a
By what means will the school train parents to enhance the involvement of other parents (Section 1116 (e) (9)?	<i>Hiland Park will invite parents to events and encourage parents to invite their parent friends. We will also share on social media and hope parents will share too.</i>
By what means will the school conduct in-home conferences for parents who are unable to attend at school (Section 1116 (e) (10)?	<i>When requested, Hiland Park Elementary staff get in the vehicle and go to the house.</i>
By what means will the school adopt and implement model approaches to improve parent involvement (Section 1116 (e)(11)?	<i>Hiland Park Elementary will use parent feedback and input through various means to determine needs and direct training.</i>

9. TITLE I EXPENDITURES FOR PARENT AND FAMILY ENGAGEMENT	
Category	List of Items
Parent Liaison	Salary, benefits
Parent Communication Supplies	Supplies, Computer, Printer, Paper, Ink, Stamps, etc.
Parent Training/Events	Refreshments, materials, supplies, stipends for teachers as consultants, printed materials, consultants, ink/toner

10. BARRIERS

Provide a description of the:

- Barriers that hindered participation by parents during the previous school year.
- Steps the school will take during the upcoming school year to overcome the barriers (with particular attention paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children) **(ESEA Section 1116)**

Use the data collected from Parent Event Evaluations, Surveys, and the School Improvement Plan.

Barrier (Including the specific subgroup)	Steps the School will Take to Overcome Barrier
<i>(Example)</i> Communication (All)	<ul style="list-style-type: none"> • Multiple platforms to increase communication (Facebook, website, school messenger, Class DOJO, Portal Messenger, Marquee sign, Peachjar, etc.)
<i>Concerns regarding space during certain events</i>	<i>Spreading out into classrooms for Science Night</i>
<i>Too many events: Consolidating Parent Leadership Day and Drop Everything and Math</i>	<i>Merge two events with low turnout</i>
<i>Wanting more resources to help at home and understand what to help and BYOP</i>	<i>Extend to a full day to address academic concerns for all subjects.</i>

11. PARENT AND FAMILY FEEDBACK

Each year, our school encourages parents, and families to work in collaboration with the school to develop, review, and revise the Title I school-level Parent and Family Engagement Plan (PFEP). The PFEP is a tool that is used to determine how well our school is partnering with you and promoting your involvement in your child's education throughout school. Your feedback is important in helping us in continually improving the PFEP and the parent and family engagement program at our school. We have provided contact information below so that you can learn about the different ways you can be a part of this home-school connection.

District Title I Supervisor	<i>Loretta Mistrot 850-767-4354 mistrll@bay.k12.fl.us</i>
District Parent Liaison	<i>Bobby Copsey 850-767-4294 copserm@bay.k12.fl.us</i>
Title 1 Resource Teacher	<i>Stefanie Johnson 850-767-4113 henderlsm@bay.k12.fl.us</i>

Principal	<i>Ilea Faircloth, 850-767-1376 faircim@bay.k12-fl.us</i>
Title I Coordinator	<i>Kim Smith, 850-767-4685 smithka@bay.k12-fl.us</i>
Parent Liaison	<i>Yvonne Goodine 850-767-4685 goodiy@bay.k12-fl.us</i>