

JESSE KEEN ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Joe Griffin, 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:

At Jesse Keen Elementary, the purpose of the parent involvement program is to teach our families how they can become involved in the development of their child's academic success.

Jesse Keen Elementary, in partnership with students, parents, and the community, is committed to providing an education of excellence to a diverse community of learners, while providing a safe learning environment, conducive to student achievement.

District and School-based Parent Involvement Programs in Polk County will strive to BUILD RELATIONSHIPS to create REAL family engagement for EVERY child, EVERY family, EVERY teacher, EVERY day.

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: Jesse Keen involved parents in the planning, review, and improvement of Title I programs including involvement in the decisions regarding the Parent Involvement Plan, the Parent-School Compact, JKE parent surveys, and the School Improvement Plan. Parents were involved in this process at the April and May School Advisory Committee Meeting.

Parents are invited at the start of the school year to be a part of the School Advisory Council (SAC). It is discussed at the Annual Title I Meeting. It is explained so that the parents can be involved in throughout the entire school year.

January 27-2015- SAC attendance and the roles of the officers were reviewed with the group. Various school improvements were also discussed at this meeting, such as the cafeteria ceiling and the north driveway.

February 24, 2015- Testing Dates/attendance incentives, DAC minutes, District lottery funds, 1st grade Rdg. Program (approved), and the State Mid-year status report was reviewed at this time. Mr. Griffin also explained how it takes approx. 5 years to turn a

school around. It's a systematic process.

March 17, 2015- Testing dates/ Incentives (finalized), JKE PTO (status), and Parent Involvement Issues (ways to encourage parent involvement) were topics.

April 21, 2015- (PIP) Parent Involvement Plan (reviewed), JKE Compact (approved), and the Parent Survey Results (discussed).

May 19, 2015- Title I Budget, (PIP) Parent Involvement Plan (reviewed again), (SIP) School Improvement Plan (reviewed), JKE Compact-approved (Format was approved to be changed after Mrs. Jones met with faculty on how to make it parent-student friendlier).

*translation is provided at all SAC meetings

Parent Involvement funds are spent on foods such as hotdogs, chips, and drinks at our "Building Capacity" events. We also spend the funds on supplies for the activities at these events. The PI funds also helped to provide a breakfast for our parent volunteers in the spring.

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	Head Start	This program is held 5 days a week with 4 credentialed instructors for a group of 18 or less. It is open to all families of 3 and 4 year olds regardless of economic status.
2	Parent Engagement Program	PEP emphasizes student achievement through parent involvement, effective parenting skills and continuous communication regarding attendance, behavior and student learning
3	IDEA	This program ensures that schools that serve students with disabilities will receive federal monies to enhance their academic achievement.
4	SEDNET and FIN Grant	Provides school wide Positive Behavior Support linkage to mental health services and technical assistance for schools that have students with emotional and or behavior challenges
5	Title III / ESOL	

		Provides clear backpacks with learning materials-Ms. Poleon has extra backpacks that she will give out during our Reading Night.
6	Kindergarten Roundup	JKE provided a bag of materials for parents to use with their child over the summer. The staff was also able to evaluate the child to help with K placement.
7	Parent Involvement Portable	JKE added a Parent Involvement Portable which offers computers, workshops, and other activities for the parents,
8	HEARTH Program	HEARTH assist our homeless and in-transition families and children by eliminating barriers so that they have the same opportunities for educational success as housed students.

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	Introduction of staff/classroom teachers	Joe Griffin, Principal	September 10, 2015	Parent Survey
2	Introduction/Welcome Families	Tracy Jones/Title 1 Interventionist	September 10, 2015	Parent Survey & Agendas
3	District Title 1 Ppt.Explanation of Title1	Tracy Jones/Title 1 Interventionist	September 10, 2015	Parent Survey (English/Spanish)
4	PTO/SAC Explanation of importance	Tracy Jones/Title 1 Interventionist	September 10, 2015	PTO/SAC sign up sheets
5	PIP/Parent School Compact Explanation	Tracy Jones/Title 1 Interventionist	September 10, 2015	Parent Survey(English/Spanish)
6	"Parents Right To Know"	Tracy Jones, Title 1 Interventionist	September 10, 2015	Copy went home
7	Parent Involvement Portable	Tracy Jones, Audith Poleon	September 10, 2015	Portable Open for families
8	Mtg. Translation (Spanish)	Marlene Taveras, Reading Coach, Translator Headsets	September 10, 2015	Parents communicated w/ her after the event
9	, marquee, and website	Tracy Jones, Audith Poleon	Aug./Sept. 2015	Parent Attendance/copies in TASK
10	PIRC/PLUG-Sept.12, 2015	Tracy Jones, Joe Griffin	September 10, 2015	Copies in TASK
11	Curriculum/State Assessments	Grade Levels/Detailed Ppt. w/ translation	Sept. 15, 2015 (K,1st), Sept. 16, 2015 (2nd,3rd), Sept. 17, 2015 (4th, 5th)	Parent Comments (written)

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: Teachers invite parents before, during and after school throughout the year to discuss their student's progress; translation is provided as needed. Based on the parent survey, parent workshops are scheduled for the evening hours. Our campus also has a Parent Information Resource Center (PIRC)that will offer classes at flexible times. There are also computers set up for parents in our Parent Involvement Portable.

Annual Title I Meeting Times:

Sept. 10, 2015 (5:30-6:30); Oct.22,2015 (4:30-5:00)-Translation Available

Rosetta Stone Classes: Oct. 8,15,22, and 29 (4:30-6:30)

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	Title I Meeting /Open House	Admin. & Title I Interventionist	Explanation of Title I and Title I compact, providing expectations at school and in the classroom	September 10, 2015	Parent Survey (English/Spanish)
2	K, 1st Grade Level Parent Night	Grade level teams	Parents will be informed of the grade level standards/expectations.	September 15, 2015, December 1, 2015, April 19, 2016	Parent Evaluation Sheets
3	2nd, 3rd Grade Level Parent Night	Grade level teams	Parents will be informed of the grade level standards/expectations.	September 16, 2015, December 2, 2015, April 20, 2016	Parent Evaluation Sheets
4	4th, 5th Grade Level Parents Night	Grade level teams	Parents will be informed of the grade level standards/expectations.	September 17, 2015, December 3, 2015, April 21, 2016	Parent Evaluation Sheet
5	Reading Night	Tracy Jones, Marlene Tavares, Mary Sayers, Audith Poleon	Fun Reading strategies (using the standards) will guide parents at home.	November 12, 2015	Parent Evaluation Sheet
6	Math Night	Tracy Jones, Audith Poleon, Michelle Casper	Fun math activities that also use the standards	December 10, 2015	Parent Evaluation Sheet
7	Science Night	Tracy Jones, Audith Poleon, Denise Trzcinski	Science activities that involve the standards	March 31, 2016	Parent Evaluation Sheet
8	Monthly Newsletter	Audith Poleon	Learning strategies/upcoming events	Ongoing	Annual Parent Survey
9	School Messenger	Admin.	Reminders/announcement	Ongoing	Annual Parent Survey
10	Student Agendas	Admin. and Staff	Two-way school-home communication, reminders, resources for parents	Ongoing	Annual Parent Survey
11	Summer Learning Experience	Audith Poleon	Parents will be given various ways to continue learning in their homes over the summer.	May 13, 2016	Parent Evaluation Sheet
12	Parent Help Night	Joe Griffin	Parents will meet with various organizations to help them understand services available in their community.	October 22, 2015, April 14, 2016	Parent Evaluation Sheet
13	K- Roundup	Michelle Casper	JKE will provide a bag of materials for parents to use with their child during the summer. The staff will also be able to evaluate the child to help with K placement.	Spring 2016	Annual Parent Survey
14	Field trip to Sleepy Hill Middle/ Southwest Middle School- 5th grade	5th Grade Teachers	This trip is to help with the transition to middle school. This trip also lets the students learn what will be available in middle school.	Spring 2016	Annual Parent Survey

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	Standard Based Instruction: 9 Domains of Instructional Delivery	Leadership Team	Student achievement will rise because the lesson will reflect the standard.	Ongoing	Annual Parent Survey
2	Reading Standards/ weekly	Marlene Taveras	Student scores will rise because they will become invested in the lessons.	Ongoing	Annual Parent Survey

3	Math Standards/ weekly	Michelle Casper	Student scores will rise because they will become invested in the lessons.	Ongoing	Annual Parent Survey
4	Science Standards/every 3rd week	Denise Trzcinski	Student scores will rise because everyone will be invested in the lessons.	Ongoing	Annual Parent Survey
5	5E Model	Coaches	Students will learn to build new ideas on top of their old ideas.	Ongoing	Annual Parent Survey
6	P Sell-5th grade teachers	Denise Trzcinski	Science scores will rise after using the 5E model	Ongoing	Annual Parent Survey
7	PBS/ Discipline	Michelle Casper	Student behavior should improve across the school.	Ongoing	Discipline referrals will go down.
8	"Successful Parent-Teacher-Student Conferences" Ppt. - sent to all teacher by e-mail	Tracy Jones	Student achievement should improve because the teacher, parent, and student will be working together as a team.	Sept. 14, 2015	Annual Parent Survey

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: All information is sent home in English and Spanish. Translators are available for any telephone calls or meetings. Parents are invited to come to all meetings concerning their children. Resources are presented at all meetings. The school website offers current information regarding the school and links to sites that may benefit the parents or children. The School Media Center allows parents to check out books. These activities are ongoing and are facilitated by administration, title I facilitator, media specialist, and translators. They are evaluated via the annual parent survey. There is also a Title 1 binder located in the office and a Parent Involvement bulletin board outside the office.

Through Title I, the Polk County School District also provides four regional Parent Informational Resource Centers (PIRC) and Parent Learning Universities for Growing (PLUG). Jesse Keen's parent portable will also be used to host some of the same parent workshops.

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: The Parent Involvement Policy has been summarized and translated into the one additional language used by our parents. The Jesse Keen informational brochure and ESOL Program brochure is available in the office. Translators are present for all meetings and present the material in the language suitable for our parents. The majority of telephone calls using School Messenger are presented in Spanish as well as English.

In addition to the Annual Title 1 Parent Meetings, the Title 1 program information and expectations specific to each grade level will be presented during 3 separate grade level nights held throughout the year. Two grade levels will present on a given night. Information on grade level expectations and curriculum, assessments, and progress monitoring will be presented. Parent Involvement information is also available to parents on the school website, the Parent Involvement Bulletin Board, and in the Title I Parent Involvement Notebook (located in the front office).

District Website: www.polk-fl.net

School Website: www.polk-fl.net/jessekeenelementary

Jesse Keen Elementary sends home a schoolwide monthly newsletter, while some grade levels send a more detailed/grade specific newsletter.

Jesse Keen Elementary teachers can be contacted by e-mail. Parents just visit www.polk-fl.net/jessekeenelementary. They can go to the grade level needed and the teacher's name/e-mail is available.

Parents can now access their student's information by visiting www.polk-fl.net/jessekeenelementary and going to the "Parent Portal." My Polk County Parent Portal allows parents to check current grades, attendance, and other items.

Parents are invited to attend Jesse Keen's monthly School Advisory Council meetings to offer suggestions and/or participate in the writing and review of our School Improvement Plan. Parents were given "Interest Forms" at the Annual Title I Meeting to be completed if they would like to be a member of the School Advisory Council (SAC).

Interim Reports:

Sept. 21-25, 2015

Dec. 7-11, 2015

Feb. 29- March 4, 2016

May 9-13, 2016

Report Cards:

Nov. 10, 2015

Feb.4, 2016

April 19, 2016

June 9, 2016

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: All students are provided an agenda which goes home daily. It allows for dialogue between parent and teacher. Special dates of meetings and programs are filled in on the agenda by the students. Also in the agenda, is the school compact. Notification of events are printed on flyers/labels and sent home in English and Spanish. The marquee announces upcoming events as does the School Messenger Telephone System.

Annual Title I Meeting- Parents were given an "Interest Form" to complete if they would like to be a member of the JKE SAC. There is a SAC basket located in the front office for these forms. Flyers will be sent home with students notifying the parents about the date/time of the meetings. It will also be on our school marquee and website.

Shambria Sanders (parent) had a PTO table set up outside the Annual Title I meeting for those interested parents.

Access for visitors with disabilities is facilitated via ramps for primary entry areas.

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	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)];	Parental Engagement Program PEP	Parent Liason	Beneficial communication between home and school	Throughout the year
2	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	SAC	Admin.	Decision making by ethnic, racial, economic representatives	Throughout the year

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	Title 1 Annual Meeting	2	65	Explanation of Title 1 & Title 1 Compact to get an improvement in school/classroom expectations.
2	Reading Night	5	90	Strategies were taught to help parents while reading at home. Improvement in reading scores.
3	Math Night	8	79	Strategies were taught to help show how math relates to daily life. Improvement in math scores.
4	Science	4	50	Science Standards/test preparations were presented to parents. Families participated in hands-on science activities.
5	School Messenger Phone Calls	1	670	Reminder calls about upcoming events to improve attendance
6	Student Agendas	1	670	Two way communication (school-home) to keep everyone informed

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	Classroom Behavior Management	1	45	Improvement in student behaviors will improve their focus and raise their achievement. A classroom behavior system also involves communication between the teacher- parent-student.
2	"Sailing Through Successful Parent-Teacher-Student Conferences" Ppt.	2	45	Everyone working together should increase student achievement.

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 upcoming 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	Lack of Parent Interest	Incentives for attendance
2	Language Barriers	Translator provided
3	Language Barriers	Flyers-English/Spanish

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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