

## KETTERLINUS ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Kathy Tucker , 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)].

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Signature of Principal or Designee

Date Signed

### Mission Statement

Parental Involvement Mission Statement (Optional)

**Response:** Ketterlinus Elementary School will actively recruit and create a partnership with parents and community in order to reach high academic and social achievements for all students.

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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:** Ketterlinus Elementary School will conduct a parent's SAC survey early winter and a Title 1 Parent Needs Assessment in early spring. These surveys are conducted by our School Advisory Council and Title 1 coordinator, and the results are shared at the monthly SAC meetings and MTSS core team. Both the SAC & MTSS teams make recommendations based on the survey results. The SAC group is 51% (or higher) composed of parents who volunteer to participate in this advisory group. The other 49% is composed of school & district staff. However, to have a representation of the school's population, some parents are recruited to provide equal representation of all demographics and subgroups at Ketterlinus. The MTSS core team consists of the Principal, Assistant Principal, Literacy Coach, school psychologist, and guidance counselor. This group reviews the Parent Involvement Plan each year and makes additional recommendations and provide feedback.

## 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	In take conferences	Classroom teachers will meet with parents twice a year. First intake conference will involve review current academic & attendance data and creating goals. Second intake will be to review progress on goals.
2	School-based Volunteer Training	Vista/school based volunteer coordinator will provide breakfast training for parents to become involved in the school. Training material will be provided to parents. Food provided by school.
3	Parent's Corner/workshops	Guidance counselor and district Title 1 office will organize and present topics for parents on homework, behavior issues as well as other parenting topics.
4	MTSS meetings	Individual MTSS meetings in which parents are invited, given and provide input on their child's education. At home academic/behavioral strategies are shared with parent by school/district based personnel
5	Parent 101	Quarterly topics presented on-line by administration on school topics/issues.
6	Literacy Night	Media Specialist will organize a night event for parents and students to promote literacy at home.

## 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	Title 1 overview during Intake conferences	Principal & Media Specialist	September	Intake conference forms

2	Invite parents to intake conferences via Blackboard messaging, classroom newsletter & on-line signup	School-based administrators and webmaster	September/October	On-line sign up and intake conference forms
3	School based administrator will be on hand to answer questions during intake conferences	School-based administrators and district Title 1 p	September	Intake conference forms
4	School will create Title 1 video for school website	School-based administrator	September	website

## Flexible Parent Meetings

Describe how the school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care, or home visits, as such services related to parental involvement [Section 1118(c)(2)].

**Response:** The school will provide a variety of meetings and activities in the mornings to accommodate parents' working schedule. This was based on parent surveys/input at the beginning of the year.

The school will provide childcare and food to assist and encourage parents to attend.  
School will

designate at least (4) early release Wednesdays for parent/teacher conferences - at least one per each nine week grading period.

## 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	Parental involvement/Monthly PTO Meetings	PTO President, Volunteer Coordinator and school-based ad	Parents will be provided information on district and school-wide initiatives to help support the school and build partnership amongst parents, community and teachers for high student achievement.	Beginning in September/every 3rd Monday	Title 1 Survey and SAC survey
2	Dolphin Digest newsletter	School-based administrator	Parents will be provided information on specific website as resources to support their child's learning at home.	On a quarterly basis	Title 1 Survey and SAC survey
3	Parent Volunteer Orientation	Volunteer Coordinator and school-	Parents will learn ways to support the school and provide resources to	Early October	Title 1 Survey and SAC survey

		based administrator	assist the school in their child's academic success.		
4	SAC meetings	SAC chairs and principal	Parents will learn district and school-wide initiatives, state policies and requirements that impact the school. Through these meetings, parents will have the opportunity to provide ideas and suggestions on ways to improve the school for the success of all students.	monthly basis	SAC survey and Title 1 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	Volunteer Training	Guidance Counselor/School based Volunteer Coordinator	Teachers will learn specific ideas and skills to utilize parents/business/community partners within the classroom and school to support student achievement.	September – faculty meeting	Title 1 Survey and SAC survey
2	PLCs/Coaching/Trainings	ILC	Teachers will learn specific strategies, methodologies and ideas to increase student engagement and achievement. By being informed, teachers will be able to share strategies to assist parents with their child(ren) at home to succeed academically.	monthly	Title 1 Survey and SAC survey
3	MTSS training - parent communication	MTSS team & ILC	Teachers will learn and develop individual student plans and intervention for student achievement. By having staff more informed and skilled with the MTSS/RtI process, they will be able to assist parents in understanding the MTSS/RtI process, interventions and strategies that can be used at home to assist their child to succeed at school.	on-going	Title 1 Survey and SAC survey
4	AVID training	District and school based administrators and school ILC	Teachers will learn specific strategies, methodologies and ideas to increase student engagement and achievement. By being	July 2015 - May 2016	Title 1 Survey and SAC survey

			informed, teachers will be able to share strategies to assist parents with their child(ren) at home to succeed academically.		
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## 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:** Character Counts! Celebration in the mornings for parents to be involved in recognizing their child and understand the school & community initiative of Character Counts! program.

Fall Festival in October/early November. This event is to encourage parental and community support to help our children achieve at school.

Parent 101 - video/powerpoints on school topics/issues.

FSA Night - provide parents of students in grades 3-5 with information on the state standardized testing.

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## 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:** Title 1 program information will be provided to parents through our quarterly Dolphin Digest newsletter that will be mailed home via US Mail service. School will create a Title 1 video to inform parents of Title 1 funding. During intake conferences, parents are informed of assessment tools that are used to progress monitor and measure their child's proficiency. With parental input, teacher and parent will create a goal or goals for the students.

Each nine weeks, each grade-level is provided a substitute teacher to allow teachers to review data and individual student goals (from intake conference) and share with parents.

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## 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:** School/District will utilize the TransAct program for translation of written materials for ELL parents as is feasible. The school/district will provide an interpreter for parents in their native language (including sign language) for all parent activities as the need arises and as is feasible.

## Discretionary Activities

Discretionary School Level Parental Involvement Policy Components Check if the school does not plan to implement discretionary parental involvement activities. Check all activities the school plans to implement:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training [Section 1118(e)(6)];and	School Advisory Council (SAC) provides feedback, ideas and training for parents on district and school initiatives. SAC provides training for parents on collaborative decision making in order to make provide suggestion for the School Improvement Plan and Parent Involvement Plan.	SAC chairs and principal	District quarterly assessments, Thinklink & FCAT scores	Monthly; beginning in September
2	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Parent Volunteer Orientation - provides an training for parents on the school procedures and policies to volunteer within the school.	Guidance Counselor and school-based administrator	District quarterly assessments, Thinklink & FCAT scores	Late September/Early October
3	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	Designating specific early release Wednesdays for parent conferences; implement Parent Assistance web-based program for parents to access	SAC Chairs and school-based administrator	District quarterly assessments, Thinklink & FCAT scores	Beginning in mid Oct.; Parent Assistance in Jan.

	participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];				
4	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	Designating and training school-based volunteer coordinator	Principal and District-based Volunteer/Community Coordinator	District quarterly assessments, Thinklink & FCAT scores	Mid September
5	Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)].	Designating a school-based volunteer and business coordinator	Principal and District-based Volunteer/Community Coordinator	District quarterly assessments, Thinklink & FCAT scores	Mid September/Early October

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## Upload Evidence of Input from Parents

Upload evidence of parent input in the development of the plan.

[Uploaded Document](#)

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## 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 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.

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	AVID Parent/Community Observations - parent observed	2	60	Ways for parents to support AVID strategies to build student success skills
2	Volunteer training	1	20	trained parents & community members on specific student intervention.
3	Mentor training	1	6	Community members received training on mentoring students to build success skills
4	Title 1 annual meeting	2	150	Parents understand how they & school can support student academic achievement at home and at school.

### **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)].

<b>count</b>	<b>Content and Type of Activity</b>	<b>Number of Activities</b>	<b>Number of Participants</b>	<b>Anticipated Impact on Student Achievement</b>
1	Volunteer training	1	35	Staff understands ways to utilize parents and community members to support student achievement
2	AVID training	7	27	Promote ways to share AVID strategies at school and home to promote higher 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)].

<b>count</b>	<b>Barrier (Including the Specific Subgroup)</b>	<b>Steps the School will Take to Overcome</b>
1	Free & Reduced lunch population - both parents are working	offering flexible times for meetings - early morning and late evening
2	Communication	School is mailing newsletter quarterly. Classroom teachers are sending home specific classroom newsletters. New system that sends text messages. In addition, teachers are doing "in-take conferences" to meet with individual families and setting a student goal with the parent.



## 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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