#### 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 Designe

Date Signed

#### Mission Statement

Parental Involvement Mission Statement (Optional)

#### Response:

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.

County will strive to build RELATIONSHIPS to create real family engagement for every child, every family, every teacher every day.

Our goal is to educate, equip, and partner with our students and their support systems by offering a wide variety of relevant and effective programs and resources that will make a positive impact on the individual and the community. By building strong parent-learning communities we will increase student achievement in our schools.

## **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 [Sections1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

Response: Jesse Keen Elem. 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. It is explained that 1% (\$2,360.) of the JKE Title I budget is spent on parent involvement activities. Parents were involved in this process during School Advisory Council Meetings.

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 Meetings. It is explained so that the parents can be involved in SAC throughout the entire school year.

September 29, 2015- Mr. Griffin provided a ppt. on SAC membership/ election process. Other topics were: SAC By-Laws, Roles/Responsibilties of the chair and principal, DAC, & how to become a 5 Star School.

October 20, 2015- SAC Membership Roster was recorded and the SAC By-laws were reviewed/revised. DAC meeting dates & Parent Resource Night were discussed with members. Mr. Griffin reviewed "The School Improvement Plan: Goals & Process."

November 17, 2015- DAC Report was given by Jessica Boyd. SAC Roster, JKE staffing changes, volunteers, and the December events were discussed. Mr. Griffin gave an update on the SIP.

December 16, 2015- PTO, volunteers, and the JKE Yearbook were discussed at this meeting. Mr. Griffin explained the Lottery Funds/ Spending Recommendations. He also got the SIP Approval. Tutoring Needs & homework participation were also discussed by the group.

January 26, 2016- School Recognition Bonus Funds (Lottery) were explained/approved by the members. February events, PTO questions, the DPAT meeting, and testing were discussed with the group.

February 16, 2016- School recognition, testing, March events & the DAC meeting were updated. Mrs. Jones explained the Parent Conference Report and the importance of the JKE Compact.

March 15, 2016- Updates were given on the following topics: testing, DPAT Meeting, April events, Books Bridge Bus, Parent Resource Night #2, SAC attendance, and PTO. JKE Compact was reviewed/approved by SAC.

JKE staff approved the 2016-2017 JKE Compact on May 9, 2016.

April 19, 2016- The following updates were made: testing, Coffee & Conversation, Books Bridge Bus, April/ May events, and SAC attendance. The Parent Involvement Plan (PIP) was reviewed/ approved.

May 17, 2016- Tiffany Harter & Joshua Conley gave an update on the DAC meeting. Other updates were: May/ June events, Coffee & Conversation success, and ideas for the 2016- 2017 SAC.

SAC meetings are always on the JKE monthly events flyer and on the school marquee.

\*Translation is provided at all SAC meetings

Parent Involvement funds were spent on cakes, drinks,& paper products for our "Building Capacity" events. The PI funds paid to have the Books Bridge Bus during our Math Night. We also spent the funds on supplies for the activities at these events. The PI funds also helped to provide donuts, juice, & coffee for our "Donuts for Dads" & "Coffee & Conversation" morning events..

#### 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		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	<b>Evidence of Effectiveness</b>
1	Introduction of staff/classroom teachers	Joe Griffin, Principal	September 8, 2016	Parent Survey
2	Introduction/Welcome Families	Tracy Jones/Title 1 Interventionist	September 8, 2016	Parent Survey & Agendas
3	District Title 1 Ppt.Explanation of Title1	Tracy Jones/Title 1 Interventionist	September 8, 2016	Parent Survey (English/Spanish)
4	PTO/SAC Explanation of importance	Joe Griffin, Principal; Tracy Jones/Title 1 Interventionist	September 8, 2016	PTO/SAC sign up sheets
5	PIP/Parent School Compact Explanation	Tracy JonesTitle 1 Interventionist	September 8, 2016	Parent Survey(English/Spanish)
6	"Parents Right To Know"	TracyJones, Title 1 Interventionist	September 8, 2016	Copy went home (8/15/16)
7	Parent Involvement Portable	Tracy Jones, Audith Poleon	September 8,2016	Parent Attendance
8	Mtg. Translation (Spanish)	Marlene Taveras, Reading Coach, Translator Headsets	September 8, 2016	Parents communicated w/ her after the event
9	Advertised on marquee/ flyers	Tracy Jones, Audith Poleon	Aug./Sept. 2016	Parent Attendance/copies in TASK
10	PIRC/PLUG- Aug./Sept. 2016	Tracy Jones, Joe Griffin	September 2016	Parent Involvement Bulletin Board

11	Curriculum/State Assessments	Grade Levels/Detailed Ppt. w/ translation	9/26/16(K-1st grade); 9/27/16(2nd-3rd grade); 9/28/16(4th & 5th grade)	Parent Comments (written)
	Title I Packet (parents that can't attend mtg.)	Tracy Jones	Sept. 20, 2016	PI Bulletin Board

## **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 in the mornings/ evening hours. Our campus has a Parent Information Resource Center (PIRC)that will offer classes/speakers at flexible times. There are various resources, computers, and a printer set up for parents in our Parent Involvement Portable. We will offer income tax service, Geoff Freebern (JKE school Psychologist)ppt., ESOL information, and more.

Annual Title I Meeting Times:

Sept. 8, 2016 (5:30-6:30p.m.); Sept. 20, 2016 (7:45-8:45a.m.))-Translation Available

Oct. 11, 2016- Coffee & Conversation (8;00-9:00a.m.) Juan Seda, ESOL speaker

Nov. 8, 2016- Coffee & Conversation (8:00-9:00a.m.) Geoff Freebern, ESE speaker

# **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		Admin. & Title I Interventionist		September 8,	Parent Survey (English/Spanish)
2	ilevel Parent	II = 1900 IOVOI	the grade level		Parent Evaluation Sheets
3	2nd, 3rd Grade Level Parent Night	teams	the grade level	127 2016	Parent Evaluation Sheets

				2016; March 28. 2017; April 25, 2017	
4	4th, 5th Grade LevelParents Night	Grade level	Parents will be informed of the grade level standards/expectations.	September 28, 2016; November 9,	Parent Evaluation Sheet
5		Doloop Mariono	Fun Reading strategies (using the standards) will guide parents at home.	October 6, 2016	Parent Evaluation Sheet
6	Math Night	Tracy Jones, Audith Poleon, Michelle Casper	Fun math activites that also use the standards	December 8, 2016	Parent Evaluation Sheet
7	Science Night	Tracy Jones, Audith Poleon,Denise Trzcinski	Science activites that involve the standards	March 7, 2017	Parent Evaluation Sheet
8	Monthly Newsletter	Audith Poleon	Learning strategies/upcoming events	Ongoing	Annual Parent Survey
9	Monthly Event Flyer	Tracy Jones	Increase Attendance at Events	Ongoing	Parent Attendance/copies in TASK
10	Student Agendas	Admin. and Staff	Two-way school- homecommunication, reminders, resources for parents	Ongoing	Annual Parent Survey
11	School Messenger	Admin.	Reminders/ announcements	Ongoing	Annual Parent Survey
12	Community Resource Night	Tracy Jones	Parents will meet with various organizations to help them understand services available in their community.	April 13, 2017	Parent Evaluation Sheet
13	K- Roundup	Michelle Casper	JKE will provide a bag of materials for parents to use with their child during the summerThe staff will also able to evaluate the child to help with K placement.	Spring 2017	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 2017	Annual Parent Survey
15	Donuts For Dads/Take Kids to School	Audith Poleon,	Dads will become volunteers and involved in their child's education.Discuss raising future leaders.	September 28, 2016	Parent Evaluation Sheet

# **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)].

	rdinate parent programs, and build ties between parents and schools [Section 1116(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		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- CHAMPS	Joe Griffin,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	ithe teacher harent and I		Annual Parent Survey
9	A Growth Mindset by Carol Dweck	Joe Griffin	Teacher expectation/ student achievement will increase.	Ongoing	Student achievement levels will rise

#### 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.

November 17, 2016 "Family" Holiday Luncheon

May 19, 2017 Annual Picnic on the Lawn

May 24, 2017 Student Talent Show

#### 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. Tracy Jones sends home a monthly calendar of events.

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. 12-16, 2016

Nov. 28- Dec. 2, 2016

Feb. 13-17, 2017

May 1-5, 2017

**Report Cards:** 

November 1, 2016

January 26, 2017

April 11, 2017

May 24, 2017

## **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.

Joe Griffin, Principal-spoke about establishing a PTO at Open House.

# **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	nent discretionary parental invol	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	
1	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	Parent Portable- workshops	Audith Poleon	Increase Student Achievement Levels	Throughout the year
2	Training parents to enhance the involvement of other parents [Section 1118(e)(9)];	Computer skills (Basic)	Audith Poleon, Sonia Tinoco Velasquez (Parent)	Increase Student Achievement Levels	Fall 2016
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 participating children, with parents who are unable to attend those conferences at school [Section 1118(e)(10)];	Parental Engagement Program PEP	Parent Liason	Beneficial comunication between home and school	Throughout the year
4	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	Parent Portable Available (2:55- 3:55p.m.)	Audith Poleon	Students on Books Bridge Bus; Parents working on computer programs- increase in achievement levels for all	Every Tuesday
5	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. <u>Uploaded Document</u>

## **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
17	Title 1 Annual Meeting	2	100	Explanation of Title 1 & Title 1 Compact to get an improvement in school/classroom expectations.
2	Reading Night	3	134	Strategies were taught to help parents while reading at home. Improvement in reading scores.
3	Math Night	9	157	Strategies were taught to help show how math relates to daily life. Improvement in math scores.
4	Science	8	80	Science Standards/test preparations were presented to parents. Families participated in hands-on science activities.
ויי	Student Agendas	0	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	"Sailing Through Successful Parent-Teacher-Student Conferences" Ppt.	1	36	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)].

coun	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 schoool

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	<b>Description of the Activity</b>
1	Increasing Parent Participation	Coffe & Conversation