

KISSIMMEE ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, David Noyes , 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 school-wide 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

Provide an enriched and rigorous learning environment within a diverse community where all children succeed.

Parental Involvement Mission Statement (Optional)

Response:

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: Parent involvement in the development, implementation, and evaluation of the School Improvement Plan and Parent Involvement Plan are essential to the success of Kissimmee Elementary; the existing SAC selects members to plan and review the plan. Results from the 2016-2017 parent surveys were taken into consideration prior to the development of the 2017-2018 plan. Parents are given the opportunity to review and provide suggestions or input into the plans prior to approval. At the beginning of the school year, parents are provided an additional survey seeking input on activities, training, or resources needed to help their children. Results of the survey are reviewed by the School Advisory Committee (SAC) to determine needed changes to the Parent Involvement Plan, as parents are active in SAC meetings. During the 2017-18 school year, parents will be invited to District Title I PLC meetings. Parents will be well-advised through a variety of mediums including school marquee, REMIND, Twitter, Facebook, flyers, school newsletters, website, and school-wide phone call outs, which will offer parents opportunities to voice input on how the Parental Involvement funds will be spent.

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	IDEA (ESE)	Provide information to parents about the resources available upon development of a student's IEP.
2	Title III (ESOL)	The school and District ELL representative will provide literature and resources to parents at various evening events and parent events.
3	Title X (Homeless)	Taxis for school registration, parent conferences, and health/social services are provided to Families in Transition (FIT) and migrant parents.
4	Title II (Staff Development)	Kissimmee Elementary literacy and math/science coaches monitor and facilitate professional development activities for staff and parents.

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 (school wide 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 Responsi	Timeline	Evidence of Effectiveness
1	Set date & time, create an agenda, copy handouts, provide a sign in sheet, presentation	Assistant Principal	August 2017	Copies of agenda, presentation materials, and handout provided to parents
2	Develop agenda, handouts, and PowerPoint presentation that addresses the Title I program	Assistant Principal	September 2017	Flyers on hand, sign in sheets, Title I documentation box will house the paperwork from each event.
3	Maintain documentation; sign in sheets for multiple sessions	Assistant Principal	September 2017	Collection of sign in sheets
4	Compile documents	Assistant Principal	September 2017	Scan documents and upload to LEA Sharepoint for monitoring

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: Kissimmee Elementary School traditionally offers both daytime and evening events to accommodate parents. Many of our parents are able to come to school during the day while their children are in attendance but we have several of our family activities/ events that will be offered in the evening to accommodate working parents. Baby-sitting services will also be available. Most of our families live within walking distance of the school, making the facility easily accessible.

KMES' Annual Title I Information Meeting will be offered both during the day and in the evening during the month of August and September.

The SAC/PTO meetings will be held the 2nd Wednesday of each month. Parents report Title I news from the district Title I meetings and school staff relate SIP and SAC updates.

The district's social worker assists with services related to parental involvement such as transportation, child care, or home visits.

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	FSA/FOCUS/Remind Training for Parents	Leadership Team	Parents learn about how to access student information (grades, attendance, testing information, discipline) in order to monitor the academic progress of their children in FOCUS. Parent will also be provided guidance with the utilization of the school REMIND site. Parents will also be provided with information regarding FSA testing.	August 2017	Flyer, Training Information, sign in sheets
2	Literacy Night	Academic Coaches /Media Specialist	Students and parents will work together with the Florida English- Language Arts Standards. Parents will have strategies and resources to take home.	September 2017	Flyer, sign in sheets
3	Title I Annual Parent Meeting	Administration	Parents learn about Title I and how to become more involved in the education of their child at school.	August and September 2017	Flyer, sign in sheets
4	Parent Conference	Teachers	Teachers will schedule time to meet with their students families to discuss the Florida standards, district and state assessments, and their child's academic progress in school.	October 2017	Flyer, compacts, sign in sheets
5	Math/Science Night	Academic Coaches	Students and parents will work together with the Florida Math Standards. Parents will have strategies and resources to take home.	November 2017	Flyer, sign in sheets
6	Reading Under the Stars	Academic Coaches	Students and parents will work together with the Florida English- Language Arts Standards. Parents will have strategies and resources to take home	January 2018	Flyer, Sign in sheets

7	STEM Night	Math/Science Coach	Students and parents will work together with the Florida Science Standards. Parents will have strategies and resources to take home.	February 2018	Flyer, sign in sheets
8	College and Career Night	Leadership Team	Students, parents and community business partners will come together to provide an invaluable experience by assisting students to recognize a career path in an area they have yet to explore.	March 2018	Flyer, Sign in sheets

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	Title I Workshops and Monitor Box Training	District Title I Staff	School personnel will have a better understanding of the rules and regulations of the Title I program and parental involvement activities	September 2017	Sign in sheets, agendas
2	Title PIP Plans	District Title I Staff	School personnel will have a better understanding of what the PIP is and how to contribute to making parental involvement successful.	September 2017	Sign in sheets, agendas
3	Title I Information and Title I Compacts and their effectiveness for creating a home to school connection	Assistant Principal	Provide information on the components of the compact when meeting with parents	September 2017	Meeting agenda
4	Five Levels of Parent Involvement	Administration and Local Title I Liaisons	Faculty and staff will understand the different levels of parent involvement and the importance of parent involvement.	September 2017	Sign In Sheets, agenda

5	Strategies for teaching parents how to assist students with reading	Academic Coach	Instructional Staff Training- Staff will learn strategies for parents to help their children become better readers.	November 2017	Agenda, Sign- in sheet
6	Value of parental involvement during grade level meetings and PLCs. Staff will be provided information on parental involvement	Administration and Local Title I Liaisons	Faculty and staff will have a better awareness of the value of parents as stakeholders and have the ability to utilize resources to improve their work with parents.	Monthly	Agendas and weekly bulletins
7	Cultural Sensitivity	Administration and Local Title I Liaisons	Faculty and Staff will understand the importance of being aware of different cultures and how it impacts their relationships with students and families	November 2017	Sign In Sheets, agenda

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: Kissimmee Elementary will provide access to the Parent Resource Center to be available to all parents on campus. Parents may borrow up to three supplemental educational items from the Parent Resource Center for two weeks. The materials can be viewed on-line or in person.

The leadership team completes the in-house Title I check list prior to each family event. This ensures that proper advertisement and communication is fulfilled for each KMES event. In addition, it also ensures that flyers and advertisements are completed in a timely manner.

In order to monitor the parent participation in events, all facilitators use sign-in sheets.

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 school-wide 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: Kissimmee Elementary School will encourage parents to attend our Meet & Greet event scheduled for August 2017 from 3:00 - 6:00 pm. We will provide our families with parent handbooks on the first day of school, August 10, 2017. We will also be holding a conference night in October 2017. Parents will receive specific information on the Florida Standards, curriculum, assessment plans, and information on how parents can support their children at home.

During weekly department and grade level meetings, faculty and staff are directed to continue updating all stakeholders and complete proper forms when scheduling events or activities.

Title I booklets and District PIP will be included in the first day packets. Additionally, the student agenda contains a summary of the Parent Involvement Plan and School Compact. Every new student registering receives a copy of all this material. A Title I menu to access links to Title I information is available through the school's website.

KMES will hold a general meeting for parents during the Annual Meeting in September 2017. The meeting will be held both during the day and at night on different days to accommodate parent schedules. During that meeting, parents will be informed about the Title I Program that KMES provides. Curriculum and academic assessments will be addressed as well. Parents will also receive information on how to schedule parent/teacher conferences as well as opportunities to participate in volunteer activities within the school.

The curriculum being utilized at the school is addressed at the school SAC and PTO meetings. In addition, grade levels will also review the curriculum at the Open House with parents. Technology links are available directly on the KMES website for parent access. FOCUS provides parents with a direct link to their child's current grades, attendance, and behavior. The link can be found on the KMES webpage.

Any parent may request a conference with the teacher; however, a minimum of 24 hours notice must be provided so that the teacher has time to prepare for the meeting. KMES offers both in-person and phone conferences in order to accommodate for the needs of our families. Parents may contact teachers via the agenda, phone, or their school district email address to discuss both academics and behavior.

The SAC Committee is a platform that encourages the collaborative partnership between the school and all stakeholder. The committee works together to evaluate the School Improvement Plan and to help generate additional ideas for programs that would assist in the achievement of the school plan. The monthly meetings also allow for administrative updates with regard to issues pertinent to schools such as curriculum, testing, behaviors, as well as student and staff achievements.

ESE, ESOL, MTSS and 504 parent meetings are held at least annually in order to update and document student learning goals and gains in their specified work area.

Parents are provided with the opportunity to suggest ways in which our school can meet the needs of the students at KMES through the implementation of an End of Year survey. The results of the survey are presented to the SAC committee.

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: A monthly newsletter, "The Bear Facts" is distributed to all parents and business partners in English and Spanish. All school-wide parent communications, announcements, meetings and activities are also provided in both languages. Parents are also asked to watch the school marquee for information and are directed to the KMES school web site where an internet based calendar of activities is available. The school has one marquee in the front to post dates and times of important events.

KMES provides agendas for students in grades K - 5 for daily parent communication. The Title I Compact is provided to parents at the beginning of the school year and is printed in both English and Spanish. Labels are placed in agendas for announcements. We also utilize an out-dial feature on our phone system to call students' homes, disseminating information to parents in English and in Spanish. In addition, we utilize REMIND, Facebook and Twitter as additional communication tools. Regular emails are sent to staff to ensure all information is sent to students on a regular basis.

Parents are provided regular reports of academic progress through report cards, progress reports, and completed assignments. Invitations to attend school meetings and conferences go home in the students' agendas and are provided in both languages. Regular meetings are encouraged as follow up to the strategies outlined to check progress. If an interpreter is required, several bilingual staff members are available to assist.

The school PIP will be summarized and a copy of the summary will be sent home to all parents. The PIP will be posted on the school's website in its entirety as well as a hard copy available in the office.

When applicable, the district special needs staff are available to assist parents with mobility concerns, as well as with sight and hearing disabilities.

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:
X Not Applicable

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	Parent Reading Workshop	1	203	Reading is a fundamental skill for academic success
2	FSA Awareness-Parent Information	1	397	Preparation for FSA
3	Family Math Night	1	62	Increase math proficiency
4	Family Science Night	1	319	Increase science proficiency

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	Awareness of parents as partners	1	108	Parents who feel welcome will support the school and improve the overall climate
2	New Teacher meetings	1	111	Increase teacher capacity

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	Limited English Proficiency parents	Provide translation services or bilingual employees at all school events
2	Parents and students with disabilities	Arrange for support of any special needs prior to all school events
3	Time Constraints	Offer meetings on varied dates and times to provide multiple opportunities for families to attend.

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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