## KINLOCH PARK ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Martha M. Munoz , 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 schoolís 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)

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| **Response:** Kinloch Park Elementary believes that positive parent/family involvement is essential to student achievement and thus encourages such involvement in school educational planning and operations. In the spirit of the District/school/family and community partnerships this plan seeks to strengthen the partnership among parents/guardians, staff, school, the community, the superintendent, and the District by providing for parents' involvement in decision making as members of school-based planning teams, local parent groups, and the District-wide committees. Expanding training programs that help the individual parent support their child at home will further strengthen this partnership.  |

**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)].

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| **Response:** Monthly meetings with Kinloch Park Elementary (KPE) School's Parent Teacher Organization (PTO) and Educational Excellence School Advisory Council (EESAC) allow parent representatives to participate in an organized, ongoing and timely manner with the planning, review and improvement of the Title I programs and the schools parental improvement plan, including involvement in the decisions regarding how funds for parental involvement will be used.  |

**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)].

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| **count** | **Program** | **Coordination** |
| 1 | Title I | Services rendered at Kinloch Park Elementary are provided to ensure students requiring additional remediation are addressed. Other components that are integrated into the school-wide program include an extensive parental program and special support services to special needs populations such as homeless, neglected and delinquent students. |
| 2 | Title III | Kinloch Park Elementary utilizes Title III funds to supplement and enhance the program for English Language Learner (ELL). The funds are used to enhance KPE reading and mathematics before and after school tutorial program titled, English Language Learners Academy. Additionally, Title III funds are used to purchase supplemental instructional materials for ELL students. |
| 3 | Voluntary Pre-Kindergarten (VPK) | The Title I office and VPK office will work together to coordinate transition programs for students entering the regular public school program. Activities may include, but not limited to: coordinating meetings with parents, VPK teachers, and Kindergarten teachers to discuss the specific learning needs of students and curricular expectations for Kindergarten. |
| 4 | IDEA (SPED) | Supplemental instructional support provided by Title I will be discussed with parents during the development/revision of the students Individual Education Plan. |

**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 schoolís 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)].

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| **count** | **Activity/Tasks** | **Person Responsible**  | **Timeline** | **Evidence of Effectiveness** |
| 1 | Develop agenda, handouts, and/or presentation materials that address the required documents | Administration | September 8, 2014 | Copies of agendas, PowerPoint presentations and handouts |
| 2 | Developed and disseminate invitations and Record Connect ED message in English and Spanish | Administration, Teachers, CIS | September 8, 2014 | Flyer with date of dissemination posting on school Website and Connect ED Messages |
| 3 | Develop sign-in sheets | Community Involvement Specialist (CIS) | September 12, 2014 | Parent Rosters |
| 4 | Maintain documentation | Administration and CIS | September 15, 2014  | Documentation in Title I Box housed in Assistant Principalís office |

**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)].

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| **Response:** Parent Academy workshops will occur in the morning at 9:00 a.m. in the media center. In the months of November and February, SAT-10 and Florida Standards Assessment & Science FCAT 2.0 Parent Workshops will also occur at 9:00 a.m. in the new cafeteria. Kinloch Park Elementary Parent Resource Center is opened Monday through Fridays from 8:30 a.m. to 3:00 p.m.  |

**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 childís 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)].

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Parenting Workshops | Assistant Principal and Counselor | Raise academic awareness and provide tools to assist student academically in the home environment. | Monthly | Parent Academy power points, Parent Sign-in Rosters |
| 2 | Parent Conferences  | Administration, Teachers and Counselor | Raise awareness of individual students' strengths and weaknesses | Ongoing | Parent Sign-In Sheets, Parent Logs, Notification of Meetings |
| 3 | Honor Roll Lunch | Administration and PTO Representative | Celebrate academic achievement of students. | Quarterly | Student certificates and receipts of snacks/rewards. |
| 4 | Attendance Initiatives and Award Ceremonies | Administration & PTO Representative | Student receives school wide recognition for perfect attendance. Efforts promote attendance daily to increase academic achievement. | Annually | Student certificates/medals and Parent Sign-In Sheets |
| 5 | Family Science Night | Administration, PTO Representative and Teachers | Students and their parents conduct hands-on experiments.  | Annually | Parent Sign-In Sheets and Science Fair Projects |

**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)].

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| **count** | **Content and Type of Activity** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** | **Evidence of Effectiveness** |
| 1 | Attendance Review Committee Meetings | ARC Team Members | Increase prompt and daily student attendance. | Quarterly | ARC Notification and Attendance Compact |
| 2 | EESAC Meetings | EESAC Chair | EESAC utilizes student data to bridge the gap between the school's current state and its curricular goals. | Monthly | EESAC Rosters and Meeting Minutes |
| 3 | Teacher Conferences with Administration | Administration | Ensures reciprocal lines of communication between all stakeholders address students' needs. | Ongoing | MTSS/RtI Conference Rosters |

**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)].

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| **Response:** Parent's are welcomed to use KPE Parent Resource Center to obtain information on improving their parenting skills and/or their child's academic career. Topics discussed during parent workshops can be explored further in KPE Parent Resource Center. Administration and counselor work hand in hand with recruiting parent volunteers, as well, as locate community services that will assists our parents with various needs. |

**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 parentsí comments with the plan that will be made available to the local education agency [Section 1118(c)(5)].

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| **Response:** KPE teachers, counselor, school social worker distribute leaflets and flyers to parents which provide tips about parenting, time and locations of MDCPS/Title I meetings and community resources. Parent-Teacher conferences detail curriculum implemented, student progress, and the proficiency levels students are expected to meet. Parents may schedule a parent-teacher conference anytime during the teachers' contracted hours. KPE "Tuesday Communicators" serve as a consistent vehicle to deliver pertinent information to parents weekly. |

**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)].

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| **Response:** To include all parents in KPE activities, notifications of events and meetings are sent home in both English and Spanish. Parents are encouraged to participate in planning sessions through parent meetings, EESAC meetings, articulation activities, newsletters, Connect-ED telephone messages, PTO meetings and District Advisory Committee Meetings.  |

**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:

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| **count** | **Activity**  | **Description of Implementation Strategy** | **Person Responsible**  | **Anticipated Impact on Student Achievement** | **Timeline** |
| 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 | Grade Levels will conduct parent meetings which will provide current student progress, test information, and Best Practices in the core content areas. | Administration, Curriculum Coaches and Teachers | Inform parents by providing strategies which can be implemented in the home environment. | March |
| 2 | Maximizing parental involvement and participation in their childrenís 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)]; | Administrative Personnel and Community Involvement Specialist are readily available to address concerns, as well as, empower parents. | Administration, Counselor and Teachers | Address parent/student needs to diminish obstacles when learning. | Ongoing |
| 3 | Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities [Section 1118(e)(13)]. | EESAC Meetings create forums which address needs regarding all stakeholders of KPE. | Administration and EESAC Chair | Provide resources to enhance curriculum programs. | Monthly |

**Upload Evidence of Input from Parents**

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

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| [Uploaded Document](fileUploads/132781_2014-2015_uploadEvidenceParentInput.pdf%22%20%5Ct%20%22_blank) |

**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.

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| [Uploaded Document](fileUploads/132781_2014-2015_uploadCompact.doc%22%20%5Ct%20%22_blank) |

**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.

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| [Uploaded Document](fileUploads/132781_2014-2015_uploadCompactEvidence.pdf%22%20%5Ct%20%22_blank) |

## 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.

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | Parent Workshops | 10 | 200 | Raise academic awareness and provide tools to assist student academically in the home environment. |
| 2 | Instructional Parent Conferences | 30 | 300 | Raise awareness of individual students' strengths and weaknesses. |

**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)].

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| **count** | **Content and Type of Activity** | **Number of Activities** | **Number of Participants** | **Anticipated Impact on Student Achievement** |
| 1 | MTSS/RtI Process/Differentiated Instruction | 4 | 30 | Assist with tiered instruction in school and home. |
| 2 | Professional Development | 5 | 45 | Provide parents with most current information regarding state standards and testing. Raise awareness of resources available for students at home. |

**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 current 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)].

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| **count** | **Barrier (Including the Specific Subgroup)** | **Steps the School will Take to Overcome** |
| 1 | Most Parents Lack English Proficiency | The school provides information and notices about available resources in parents' native language.  |
| 2 | Parents Lack Technological Awareness and Skills to assist their students with new curriculum demands. | The school will present strategies to implement technological instructional tasks in public libraries or the home environment. |

**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)

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| **count** | **Content/Purpose** | **Description of the Activity** |