

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 8101 of 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;
- Jointly develop/revise with parents the school Parent and Family Engagement Plan and distribute it to parents of participating children and make available to the local community;
- Involve parents, in an organized, ongoing, and timely way, in the joint development of planning, reviewing, and in making improvements to the school Parent and Family Engagement Plan;
- 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 Parent and Family Engagement Plan;
- If the plan for Title I, Part A, developed under ESEA Section 1116, 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;
- Provide to each parent an individualized student report about the performance of their child(ren) on the state assessments [ESEA Section 1116];
- 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 out of field; 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.

<b>Signature of Principal</b>	<b>Date Signed</b>
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**Mission Statement**

Parent and Family Engagement 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.

**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 [ESEA Section 1116].

**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 tem. 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 consist 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 [ESEA 1116].

	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.
7	Grandparents Breakfast	Grandparents Breakfast - provide opportunities for grandparents who are involved or to become involved with their grandchild's schooling.
8	School-A-Palooza	Administration will coordinate with all teachers, PTO, community, district and staff annually prior to the start of the school year to inform parents of school's initiatives, systems, processes and methods.

## 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), Adequate Yearly Progress, school choice, and the rights of parents.

	Activity/Tasks
1	Title 1 overview presentation
2	Invite parents to intake conferences via Blackboard messaging, classroom newsletter & on-line signup
3	School based administrator will be on hand to answer questions during intake conferences
4	School will create Title 1 video for school 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 parent and family engagement [ESEA Section 1116].

**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 meaningful parent/family 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. 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. Include information on how the school will provide other reasonable support for parent/family engagement activities under [ESEA Section 1116)].

	Content and Type of Activity	Anticipated Impact on Student Achievement
1	Parental involvement/Monthly PTO Meetings	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.
2	Dolphin Digest newsletter	Parents will be provided information on specific website as resources to support their child's learning at home.
3	Parent Volunteer Orientation	Parents will learn ways to support the school and provide resources to assist the school in their child's academic success.
4	SAC meetings	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.

## Staff Development

Describe the professional development activities the school will provide to educate the teachers, specialized instructional personnel, principals, other school leaders and other staff with the assistance of parents/families, in the value and utility of contributions of parents/families, including how to reach out to, communicate with, and work with parents/families as equal partners. Include implementation and coordinating of parent/family programs and in details of building ties between parents/families and the school. [ESEA Section 1116]

	Content and Type of Activity	Building Ties Between Parents/Families and the School
1	Volunteer Training	Teachers will learn specific ideas and skills to utilize parents/business/community partners within the classroom and school to support student achievement.
2	PLCs/Coaching/Trainings	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.
3	MTSS training - parent communication	Teachers will learn and develop individual student plans and intervention for student achievement. By having staff more informed and skilled with

		the MTSS/Rtl process, they will be able to assist parents in understanding the MTSS/Rtl process, interventions and strategies that can be used at home to assist their child to succeed at school.
4	AVID training	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.

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## Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their children [ESEA Section 1116].

**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 Movie Night/Book Fair in 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:

- Timely information about the Title I programs;
- 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 obtain;
- 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; and
- If the school-wide program plan is not satisfactory to the parents of participating children, how the parents will submit the parent/family comments [ESEA 1116].

**Response:** Title 1 program information will be provided to parents through our monthly Dolphin Digest newsletter and weekly classroom newsletters. School will create a Title 1 video to inform parents of Title 1 funding. This video will be presented during our annual summer School-A-Palooza. It will also be available for viewing from our KES webpage. 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 parent/family engagement 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/family programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand.

**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 (optional)

Discretionary School Level Parental Involvement Policy Components: include any activities that are not required, but will be paid for through Title I, Part A funding (for example home visits, transportation for meeting, activities related to parent/family engagement, etc.

## Evaluation of the previous year's Parent and Family Engagement Plan

### 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 paid to parents/families who are disabled, have limited English proficiency, and parents/families of migratory children) [ESEA Section 1116].

	Barrier	Steps the School will Take to Overcome
1	Free & Reduced lunch population - both parents are working	Offer flexible times for meetings - early morning and late evening
2	Communication - parents are not aware of school information	School sends home monthly newsletter. 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. School is piloting the use of a school-wide App to improve communication with mobile devices

### Building Capacity Summary from the Previous Year

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.

	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	AVID Parent/Community Observations - parent observed	2	20	Ways for parents to support AVID strategies to build student success skills
2	Volunteer training	1	25	Trained parents & community members on specific student intervention.
3	Mentor training	2	10	Community members received training on mentoring students to build success skills
4	Title 1 annual meeting	1	300	Parents understand how they & school can support student academic achievement at home and at school.
5	Staff volunteer training	1	40	Staff will be trained on best ways to utilize parent volunteers to improve student achievement

### Attach Evidence of Input from Parents

### Attach Parent-School Compact

**Attach Evidence of Parent Involvement in Development of Parent-School Compact**