Key Largo School

Laura Lietaert

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Key Largo, FL 33037

I, Laura Lietaert, 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 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.

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| **Mission Statement** (optional) |
| How the parent and family engagement plan is a shared responsibility?  Key Largo School believes that parental involvement is essential for the School to fulfill its mission of preparing students to become lifelong learners and productive citizens. The purpose of the plan is to create a roadmap for collaboration because KLS believes that children learn best when parents and teachers work together. When parents talk to their children about school, expect them to do well, help them plan for college or careers, and make sure that out of school activities are positive, their children tend to do well in school and in life. Students with involved parents no matter what their income, background or language are more likely to do better in school, stay in school longer, like school more, and be productive citizens within their community and country.  How the parent and family engagement will assist in providing high quality instruction for all learners?  As stated above when students receive help at home they build a better academic foundation and typically perform better in school.  KLS Mission:  Preparing All Students for Success in a Global Society  KLS Vision Statement:  The Key Largo School community ignites innovative learning, fosters leadership, celebrates diversity, and inspires active citizenship |

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| **Engagement of Parents** |
| How the school will involve parents and families in an organized, ongoing, and timely manner, in the planning, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used?  Key Largo 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 will be used in the following ways:   * Use of Remind, Instagram, Twitter, Connect-Ed system, school marquee, newsletter, and website to announce monthly events and SAC and PTA meetings where the planning of and input on all programs, their funding, and decisions regarding are discussed. SAC meetings will also be the forum from which parents can request specific parental involvement activities. * Minutes will be kept for all organized meetings including those discussed above. KLS’s webmaster has created a place on the school’s website where all parents can access SAC agendas and minutes. * SAC members are elected yearly following SAC bi-laws. SAC members provide input for suggestions, changes, and deletions to the PEP. Parent requests are notes on SAC minutes and thus implemented throughout the year. * SAC members and all KLS parents are afforded the opportunity to express any concerns, requests or changes to the PEP and the Parent Compact. The parent compact specifically has a section for suggestions and feedback on the bottom of the form. All feedback is presented to SAC and approved with a majority agreement. The timeline for feedback is from May 2018 to the final approval of the PEP at the September 2018 meeting. |

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| **Barriers**  Describe barriers that hindered participation by parents during the previous school year and what steps the school will take during the current 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). | |
| **Barrier (including specific subgroup)** | **Steps the School will Take to Overcome** |
| Hispanic subgroup | * KLS will offer materials in both languages, provide presentations in Spanish, and if not available offer translating for parents. * Billingual front office staff member and contacts throughout the school |
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| **Flexible Parent Meetings** |
| How will the school offer a flexible number of meetings, such as meeting in the morning or evening?  How will the school provide, with Title I funds, transportation, child-care or home visits, as such services relate parent and family engagement?  Flexible meetings are available in the morning, during the school day, and after school. During these events, Key Largo School has childcare services available. |

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| **Building Capacity**  Detail activities that will build capacity for meaningful parent/family engagement.  Indicate activities that build relationships with the community to improve student achievement.  Detail materials and trainings provided to assist parents/families to work with their child(ren).  Indicate how the school will provide reasonable support for parent/family engagement activities. | | |
| **Content and Type of Parent/Family Activity** | **Materials / Trainings** | **Anticipated Impact on Student Achievement** |
| Title I Parent and Open House | Title I Power Point and brochures | Inform parental rights regarding Title I programs, funding, status of highly qualifies teachers and extended learning opportunities beyond the regular school day. |
| Initial SAC meeting discussing Title I parent night, AYP, and school compact 2018-2019 | School compact, review PIP and parent suggestions, FSA results, and agenda | Review parent engagement plan, student achievement results, and compact. |
| Reading Night | Power Point presentations, teacher presentations, invitations, refreshments, and videos | Program focuses on parents helping to build their child’s success in school through workshops in Reading and student grades. |
| Hispanic Heritage Night | Food trucks | Increased understanding of Hispanic Culture and tolerance of student’s differences. |
| Dad’s and donuts | Refreshments | Parents and students visit the library and read together. Instills the importance of reading and builds a connection with a male role model. |
| Spooktacular | Refreshments | This event is led by School administration and the PTA. The event assists parent with teaching sportsmanship, following directions, healthy family interaction, and social skills. |
| Kindergarten Round-Up | Presentation/Reading Materials (students get to keep books) | This event is organized by the school Registrar and School Administrative Team. It is designed to familiarize parents with the inner workings of the school, how to communicate with staff members, and offer strategies for study skills at home. |
| Headstart/VPK |  | KLS maintains a site coordinator to run all aspects of the program including, but not limited to, acting as a parent/instructor liaison, running parent meetings, home visits, conferences, training, and connecting families with outside agencies for additional resources. |
| Veteran’s Day Celebration | Presentation | The music teacher leads this event. Students participate in various presentations to honor and celebrate Veterans who served our country. |
| Avid Night | Parent training materials and presentation | Progress monitoring data and summative evaluation data (standardized and non-standardized) will be analyzed to correlate participation versus student achievement. |
| Fine Arts Festival | Student created artwork and performances | This event is led by S. Bazin, K. Walwer, K. Burns, and O. Gilbertson. Students participate in various performances and student created artwork is displayed. |
| Last SAC meeting in May | Parent engagement plan, compact, surveys | Review parent engagement plan, compacts, and surveys and discuss recommendations and programs for the next school year. |
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| **Staff Development**  Detail professional development activities the school will provide to educate the teachers, support personnel, school leaders, and other staff with assistance of parents/families on | |
| **Value and utility of pare**  **nts/families contributions** | District family and Community Engagement Coordinator provided training last year on December 14th. Agenda objectives covered:   * Understand meaning of family engagement * Acknowledge value and utility of parents/family contributions * Commit to communicating and working with parents/families as equal partners * Explore family programs that build ties between families and school |
| **Communicating and working with parents/families as equal partners** | EL Training provided by the district March 1st.   * Reviewed WIDA can do descriptors * How to communicate with EL Students and families |
| **Parent/family programs that build ties between parents/families and school** | District family and Community Engagement Coordinator provided training last year on December 14th. Agenda objectives covered:   * Understand meaning of family engagement * Acknowledge value and utility of parents/family contributions * Commit to communicating and working with parents/families as equal partners * Explore family programs that build ties between families and school |

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| **Parent Resource Center** |
| How will the school encourage and support parents and families in more meaningful engagement in the education of their child(ren) through the Parent Resource Center?  The Key Largo School Parent Resource Center has new computers that are available for parents who need digital access to FOCUS grading system, Google Classroom, Lunch Applications, and the school’s website. There are bilingual books and brochures in the Parent Resource Room that provide positive parenting suggestions on a variety of subject |

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| **Family and Community Engagement Coordinator** |
| Detail how the School will rely and require assistance from the District Family and Community Engagement Coordinator.  List areas of need by the School the District Family and Community Engagement Coordinator will support.  The new District Family and Community Engagement Coordinator will assist with ideas and notify Key Largo School on district wide activities. In addition, they will also provide us with information and guidance on staff professional development to support parents and families. Throughout the school year, we will receive family engagement newsletters to distribute to the staff show casing activities throughout the district.  We anticipate math training in the fall of the 2018-2019 school year. |

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| **Discretionary Activities** (optional)  Detail activities that are not required, but will be paid for through Title I, Part A funding (for example, home visits, transportation for meetings, activities related to parent/family engagement, etc.) | | |
| **Content and Type of Parent/Family Activity** | **Materials / Trainings** | **Anticipated Impact on Student Achievement** |
| After school tutoring program with transportation. | Teacher time sheets, snacks, and late busses. | Progress monitoring data and summative evaluation data (standardized and non-standardized) will be analyzed to correlate participation versus student achievement. |
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