

Title I School-Wide Plan Required SSP Content Checklist

For each item, either confirm that the Required Content is addressed in the reference section of the online application tool, or address it below. Each statement is a required element per Title I for any School-wide Title I school. Attach this completed page to your SSP.

1. A needs assessment (a review of various data regarding the school's performance to determine the biggest "Need" or Issues at the school);
 - a. To increase specifically targeted sub-groups Reading and Math Smarter Balance scores 15%.
 - b. To decrease the disproportionality between regular education and special education student referrals and students suspended out of school for Student Manual violations.

2. School-wide reform strategies;
 - a. School-wide Focus on Research-Based RTI instruction.
 - b. School-Wide focus on Common Core instruction.

3. Instruction by highly qualified teachers;
 - a. The goal at Keene School is to have 100% of teachers and paraprofessionals be Highly Qualified. As openings occur, administration works closely with the District Human Resources office to interview and select only Highly Qualified staff.
 - b. 100% of current staff at Keene are Highly Qualified.

4. Strategies to attract high-quality, highly qualified teachers to high-need schools;
 - a. The administration at Keene works with District Human Resources to screen and interview applicants who are Highly Qualified and of high quality.

5. Professional development;
 - a. Common Core Training
 - b. On-going PBIS Training
 - c. On-going MTSS Academic, Behavior and Social Emotional Learning Training
 - d. PLC's (120 minutes per month)
 - e. Differentiated Instruction
 - f. Restorative Practices
 - g. Leader in Me Training

6. Strategies to increase parental involvement; Parent involvement is strong at Keene as evidenced by the results of our School Climate Survey.
 - a. Continue to offer family based activities in the evenings where parents are encouraged to come to the school for curriculum nights, family fun nights, and student performances.
 - b. Parents are invited to participate and provide feedback on various school decision-making committees.
 - c. Administration works closely with the PTO on many action items.

7. Plans for transitioning pre-school children to local elementary school programs;
 - a. See District Transition activities

8. Measures to include teachers in the decisions regarding the use of assessments;
 - a. Teachers meet twice monthly in PLCs to address student data and use this data in providing Response to Intervention services and planning individual student achievement plans.
 - b. District Coach meets upon request to appropriately train teachers on strategies how to interpret data and how to make instructional decisions in the classroom based on the data.

9. Timely and additional assistance for students at risk of not meeting the standards;
 - a. Students are identified through the MTSS process, weekly progress monitoring, and Benchmark data.
 - b. They are placed in small groups accordingly based on Tier 1, Tier 2, and Tier 3 interventions.
 - c. Data is monitored for progress and additional support or referral to Special Education is provided as needed.
 - d. Math Intervention is an integral part of the schedule (30 minutes a day)

10. Coordination and integration of Federal, State and local funds and resources.
 - a. Title I funds
 - b. Building Budget
 - c. Parental Involvement funds
 - d. Grants

Transition plans. In an elementary school, transition plans for assisting preschool students in the transition from early childhood programs, such as Head Start, Even Start, Early Reading First, a preschool program under IDEA or at state-run preschool program.

Christina School District Early Childhood Programs run collaboratively to include Parent Early Education Center of New Castle County (PEEC)(formerly Parents As Teachers), Early Childhood Assistance Program (ECAP), and the Wings for Learning Preschool & Childcare (tuition based program plus preschool program under IDEA). Christina School District has full community partnerships with various New Castle County Head Start programs (Bear, Newark, and Wilmington) and local daycares/preschools to assist preschoolers in their transition to kindergarten.

Christina offers the following to all children for transition planning to Kindergarten:

- Brochures, flyers, and other literature regarding registration for KN in various local community centers, daycares, preschools
- Expos & other community events to showcase Christina School District's Kindergarten Program held in both Wilmington and Newark.
- Early registration / screening opportunities beginning in March of every year
- Child Find screening and identification of students who may need support services

Christina's in-district Early Childhood Programs collaboratively offer the following:

- Superior alignment of state preschool standards to district/state KN standards
- Involvement of families and children in district wide events to include but not limited to: Open Houses, PTO membership and involvement, Curriculum nights, activities and events offered by the district
- Individual assessments/evaluations to determine developmental readiness for KN
- Special Education support services (itinerantly or within district)
- Home visits (minimum of three per child per year) – state funded students only
- Assistance with KN registration/enrollment process to any DE school

In addition, specific programs in Christina offer more comprehensive services that assist in transition to Kindergarten. They include but are not limited to:

Early Childhood Assistance Program & Christina Early Education Center Preschool/Childcare

- Full registration in eSchool Plus district data system
- Opportunity to join elementary school PTO
- (Pre-PTA) Policy Council (governing body)
- Child Outcomes Assessment Data to measure instructional success and preparedness for KN instruction – state funded students only
- Portfolio developed for each child and included in cumulative folder for KN teacher
- Positive Behavior Intervention and Supports (PBIS) at the preschool level, which is called Partners In Excellence (PIE)
- Opportunity to visit to a kindergarten classroom in district elementary school of choice prior to KN year
- Progress report cards, narratives, summative sheets to include data on child’s skills, abilities, and social/emotional readiness for KN

Parent Early Education Center (PEEC)

- Stay & Play Centers (includes families) within district buildings

TITLE 1 School Parental Involvement Policy

Keene Elementary 2022-2023

NOTE: In support of strengthening student academic achievement, each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a written parental involvement policy that contains information required by section 1118 of the Elementary and Secondary Education Act (ESEA) (parental involvement)

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PART I. GENERAL EXPECTATIONS

Keene Elementary School agrees to implement the following statutory requirements:

- Consistent with section 1118, the school will work to ensure that the required school level parental involvement policies meet the requirements of section 1118 of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- Schools will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of

parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.

- If the school-wide program plan to Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the Christina School District.
- The school will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the 1 percent reserved goes directly to the schools.
- The school will build its own and the parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.
- The school will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.
- The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring-

- (A) *that parents play an integral role in assisting their child's learning;*
- (B) *that parents are encouraged to be actively involved in their child's education at school;*
- (C) *that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) *The carrying out of other activities, such as those described in section 1118 of the ESEA.*

PART II: DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

1. **Keene Elementary** will take the following actions to involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA:

Each parent will receive a copy of the district Parent Involvement Policy as well as a compact to sign, along with the principal, teacher and student. The Keene staff meets regularly with parents during PAC, PTO, PBS, and Success Plan Committees. All of these have agendas as well as minutes of the meetings and discussions that take place. At these meetings, we ask for involvement in planning, designing, and incorporating the School Success Plan. We ask parents to discuss issues and concerns with us so that we can make improvements as well as celebrate our successes together.

2. **Keene Elementary** will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA: Numerous parents have been effectively involved in Keene's events, activities, and programs, including fundraisers, Spirit Week, Field Day, Parent Breakfast, Awards ceremonies, monthly PBIS celebrations, Family Curriculum Nights, Book Fairs, and a plethora of other family events. We provide as many opportunities for parental involvement as possible since research shows that a large degree of involved parents enables more students to achieve success. Review is on-going and we speak about the planning process at all PTO executive meetings as well as regular meetings.
3. **Keene Elementary** will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by: flyers, teacher phone calls, monthly newsletter, up-to-date school website, and the ParentLink system. Meetings will be held for: Open House (Initial welcome and information that we are a Title I School), and Curriculum Parent Information Night.
4. **Keene Elementary** will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by holding grade level open house evenings, curriculum evenings, and providing the parents with a report card handbook that explains proficiency levels, etc.

5. **Keene Elementary** will at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by: meeting with parents, telephone conference calls and arranging meetings with all involved. There are scheduled parent conferences held throughout the year, but Keene has an open door policy and parents are encouraged to visit the school whenever necessary.
6. **Keene Elementary** will provide each parent an individual student report about the performance of their child on the State assessment in at least math, and reading by: Parents receive a copy of their child's scores after testing results are available. Parents also receive information about their child's scores at parent conferences.
7. **Keene Elementary** will take the following actions to 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 section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by: All of Keene's teachers are currently "highly qualified". If that were not the case, parents would receive written notification of this circumstance via a letter informing them.
8. **Keene Elementary** will provide assistance to parents of children served by the school as appropriate, in understanding topics:
 - The state's academic content standards & Common Core Standards,
 - The state's student academic achievement standards,
 - The state and local academic assessments including alternate assessments,
 - The requirements of Part A,
 - How to monitor their child's progress, and
 - How to work with educators

This will be accomplished by an Open House (Curriculum is discussed for each grade level and grade level expectations are given; Common Core Standards are discussed as they pertain to each grade level), Family Curriculum Nights, and individual parent conferences. The district also offers workshops pertaining to getting involved in your child's school and how to work with educators toward the success of your children.

9. **Keene Elementary** will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement by: offering parent workshops, providing parents with additional resources and giving them the locations of training available.

10. **Keene Elementary** with the assistance of its parents, educates its teachers, pupil services personnel, principal and other staff in how to reach out to;

- Communicate with and work with parents as equal partners
- Value the utility of contributions of parents
- How to implement and coordinate parent programs and build ties between parents and schools

This will be done by:

- Keeping an open door policy for parents
- Encouraging and accepting parent ideas
- Ensuring that parents are an integral part of our committees
- Giving parents information they need to make good decisions about and for their children
- Using language that is friendly and understandable for parents
- Encouraging teachers to involve parents in their classrooms and in the education of their children

11. Keene Elementary will, to the extent viable and appropriate, coordinate and integrate parental involvement programs and activities with the District Curriculum. The school will also conduct other activities, such as, holding Family Curriculum Nights, parenting workshops, referring parents to the District parent resource centers, and encouraging parents in more fully participating in the education for their children.

12. **Keene Elementary** will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format:

- Alternative formats will be available upon request (to the extent it is viable and in a language parents can understand)
- Staff will access a District Translator if needed
- Staff will be available to help a parent understand information verbally when a parent has difficulty reading English

PART III. DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

Keene, when consulting with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, by providing the following discretionary activities listed under section 1118E) of the ESEA:

- Paying reasonable and necessary expenses associated with parental involvement activities, including transportation, to enable parents to participate in school-related meetings and training sessions;
- Arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators who work directly with participating children, arrange meetings with parents who are unable to attend conferences at school in order to maximize parental involvement and participation in their children’s education;
- Adopting and implementing model approaches to improving parental involvement

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PART IV. ADOPTION

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by **parental participation on the School Success Plan Committee**.

This policy was adopted by the **Keene Elementary School** on **9/7/22** and will be in effect for the period of **one year**. The school will distribute this policy to all parents of participating Title I, Part A children on or before **September 30, 2022 for the 2022/2023 school year**.

(Signature of Authorized Official)

(Date)

STUDENT – PARENT – TEACHER – SCHOOL COMPACT

As a student I promise to...

- | | |
|---|--|
| <input type="checkbox"/> Follow the School Wide Principles | <input type="checkbox"/> Respect and cooperate with my teacher |
| <input type="checkbox"/> Show Respect, Follow Directions | <input type="checkbox"/> Participate in lessons |
| <input type="checkbox"/> Act Responsibly, Do My Best | <input type="checkbox"/> Do my class work |
| <input type="checkbox"/> Ask questions to get help | <input type="checkbox"/> Do my homework |
| <input type="checkbox"/> Keep a home reading contract | <input type="checkbox"/> Complete class projects |
| <input type="checkbox"/> Come to school prepared each day with all necessary supplies | |

Signature of Student

Date: _____

As a parent I promise to...

- | | |
|--|--|
| <input type="checkbox"/> Attend and participate in Conferences | <input type="checkbox"/> Control TV-Video time |
| <input type="checkbox"/> Support the teachers | <input type="checkbox"/> Participate in Family Learning activities whenever possible |
| <input type="checkbox"/> Make a time and place for home study | <input type="checkbox"/> Make sure my child attends daily and is prepared for school |
| <input type="checkbox"/> Communicate with the teacher | |
| <input type="checkbox"/> Expect quality work on-time | |

Signature of Parent/Guardian

Date: _____

As a teacher I promise to....

- | | |
|--|---|
| <input type="checkbox"/> Report student progress frequently | <input type="checkbox"/> Communicate with parents |
| <input type="checkbox"/> Provide high quality lessons and materials in a supportive and effective learning environment | <input type="checkbox"/> Notify parents of any change in behavior or academics |
| <input type="checkbox"/> Respect my students and families | <input type="checkbox"/> Be available to parents |
| <input type="checkbox"/> Provide activities and materials to support parent involvement | <input type="checkbox"/> Participate in Family Learning activities whenever possible |
| | <input type="checkbox"/> Hold conferences where student work, achievement, behavior, and social development are discussed at least annually |

Signature of Teacher

Date: _____

As a school, we promise to....

- | | |
|--|---|
| <input type="checkbox"/> Provide parents reasonable access to staff to discuss issues | <input type="checkbox"/> Provide a range of acceptable times when classes can be visited by parents |
| <input type="checkbox"/> Provide opportunities to become involved With the school and school decision-making | |

Signature of Principal

Date: _____