



(KOA)
2020/21 PFEPP

School-Level Parent and Family Engagement Plan Checklist

Use this checklist to ensure school-level parent and family engagement plans meet the requirements of Section 1116(b) of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA).

Approved
5/13/20

Ensure your school-level plans contain the following components:

Assurances about the Parent and Family Engagement Plan

Do the assurances include:

- | | |
|---|---|
| • Involving the parents of children served in Title I, Part A in decisions about how Title I, Part A funds are spent? | ✓ |
| • A description of how the school will carry out the programs, activities, and procedures in accordance with the definitions in Section 8101 of ESEA? | ✓ |
| • How the plan was jointly developed/revised with parent and made available to the local community? | ✓ |
| • How the parents and families are involved in planning, reviewing and improving the schoolwide program plan? | ✓ |
| • How the plan uses the findings of the parent and family engagement plan review to design strategies for more effective engagement, and to review, if necessary, the school's parent and family engagement plan? | ✓ |
| • How the school will provide each family with timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals? | ✓ |
| • How the school will notify each family, in a timely manner, when their child has been assigned, or has been taught for four or more consecutive weeks, by a teachers who is out of field? | ✓ |
| • How the school will provide each family with an individualized student report about the performance of their child(ren) on the State assessments?
[ESEA Section 1116] | ✓ |

Ensure your school-level plans contain the following components:

• How the parent and family engagement plan is a shared responsibility?	✓
• How the parent and family engagement will assist in providing high quality instruction for all learners?	✓
• How the school will involve the 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? [ESEA Section 1116]	✓
• How the school will coordinate and integrate parent and family engagement programs and activities?	✓
• How the school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home? [ESEA Section 1116]	✓
• A description of the specific steps the school will take to conduct the annual meeting to inform parents and families of participating children about the school's Title I program?	✓
• A description of the nature of the Title I program that is shared with parents (schoolwide or targeted assistance)?	✓
• A description of how the meeting will cover adequate yearly progress (AYP), school choice, and the rights of parents are covered at the annual meeting?	✓
• How will the school offer a flexible number of meetings, such as meetings in the morning or evening?	✓
• How will the school provide, with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement? [ESEA Section 1116]	✓

Ensure your school-level plans contain the following components:

• How the school will implement activities that will build the capacity for meaningful parent/family involvement?

• How will the school implement activities that will build relationships with the community to improve student achievement?

• How the school will provide materials and trainings to assist parents/families to work with their child(ren)?

• How the school will provide other reasonable support for parent/family engagement activities?

[ESEA Section 1116]



• A description of the professional development activities the school will provide to educate the teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, in the value and utility of contributions of parents/families?



• A description of the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, in how to reach out to, communicate with, and work with parents/families as equal partners?



• A description of the professional development activities the school will provide to educate teachers, specialized instructional support personnel, principals, other school leaders and other staff with the assistance of parents/families, in implementing and coordinating parent/family programs, and in building ties between parents/families and the school?

[ESEA Section 1116]



• How other activities, such as the parent resource center, the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their child(ren)?

[ESEA Section 1116]



Ensure your school-level plans contain the following components:

• How the school will provide timely information about the Title I programs?	✓
• How the school will describe and explain the curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain?	✓
• How, if requested by parents, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren)?	✓
• How the school will submit parents/families comments if the schoolwide plan is not satisfactory to them? [ESEA Section 1116]	✓
• A description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families?	✓
• A description of how the school will share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand?	✓
• Any 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.)	N/A
• A description of the barriers that hindered participation by parents during the previous school year?	✓
• A description of 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]	✓

2020-2021 Title I, Part A Parental and Family Engagement Plan---Koa Elementary School

Assurances

- Involve the parents of children served in Title I, Part A in decisions about how Title I, Part A funds are spent.
- The school will carry out the programs, activities, and procedures in accordance with the definitions in Section 80101 of Every Student Education Act (ESEA).
- The plan was jointly developed/revised with parents and made available to the local community.
- How the parents and families are involved in planning, reviewing and improving the school-wide program plan.
- The plan uses the findings of the parent and family engagement plan review to design strategies for more effective engagement, and to review, if necessary, the school's parent and family engagement plan.
- The school will provide each family with timely notice information regarding their right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals.
- The school will notify each family, in a timely manner, when their child has been assigned, or had been taught for four or more consecutive weeks, by a teacher who is out of the field.
- The school will provide each family with an individualized student report about the performance of their child(ren) on the State assessments.



Signature of Principal or Designee



Date Signed

School Name: Koa Elementary

Mission Statement (Optional)

Koa Elementary School will inspire all students to reach their highest potential as responsible, productive learners and citizens.

Parental and Family Engagement Mission Statement (Optional)

Koa Elementary School staff will partner with families in providing educational learning opportunities in the core content areas, including hands-on evening activities. Our school staff will seek parent input throughout the school year to assist in planning for future activities.

How the parent and family engagement plan is a shared responsibility? (Optional)

Koa Elementary School realizes that students are most successful when the school and family work together to meet their needs. We respect the diversity of our school population and will work to ensure all families have these varying needs met.

How the parent and family engagement will assist in providing high quality instruction for all learners?
(Optional)

All events and tasks are aligned to reinforce educational standards that are currently addressed in the ELA and Math grade level timelines and curriculum plans.

Involvement of Parents

How the school will involve the parents and families in an organized, ongoing, and timely manner, in the planning, reviewing and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used? [Elementary Student Education Act 1116]

Our school strives to involve all parents in the planning, review, and improvement of Title I programs and our Parent & Family Engagement Plan. All parents are invited to attend meetings regarding the development of the required plan through flyers, school marquee, and social media. Parents are asked for their input on activities and trainings provided by the school. The school uses the notes from the group discussion to guide writing the plan.

Coordination and Integration with Other Federal Programs

How the school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home? [Elementary Student Education Act Section 1116]

Koa Elementary School will coordinate and integrate activities throughout the school year that will help inform parents and families of the various resources available to them as parents of a student who is receiving services through any of our special programs. We have staff who are responsible for serving as liaison between families and outside agencies.

Count	Program	Coordination
1.	IDEA (ESE)	Provide information to parents about the resources available upon development of the student's IEP.
2.	Title III (ESOL)	The school and district ELL rep will provide literature and resources to parents at various evening events, and parent events.
3.	Title IX (Families in Transitions)	The Families In Transition (FIT) parents are provided taxis for registrations and parent conferences. Also, health and social services.
4.	Title II (Staff Development)	The professional development activities are facilitated and monitored by the resource teacher and District Professional Development department in relation to parent involvement.
5.	Title IV	The Student Support and Academic Enrichment (SSAE) program is designed to help schools provide a well-rounded education, improve safe & healthy school conditions for student learning, and improve the use of technology.

Annual Parent Meeting

A description of the specific steps the school will take to conduct the annual meeting to inform parents and families of participating children about the school's Title I Program.

Koa Elementary School will inform parents of upcoming Title I events by sending flyers in English and Spanish, advertising on the school marquee and social media outlets, and sending messages via the Remind app.

Count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1.	Create flyer, PowerPoint, agenda	Assistant Principal	August	Copies of agenda, minutes, sign-in sheets, flyer, PowerPoint presentation
2.	Advertise in school newsletter, on school marquee, utilize Iris out dial	Principal	August	Emails, newsletter
3.	Sign-in sheet for multiple sessions	Assistant Principal	August	Collection of sign-in sheets
4.	Compile documents	Assistant Principal	September	Scan documents upload to LEA monitoring site

Flexible Parent Meetings

How will the school offer a flexible number of meetings, such as meetings in the morning or evening?

Throughout the school year, we will offer various events and activities on a variety of weekly nights and mornings offered at different times. Our Annual Meeting will be offered on different days and two different times to accommodate different work schedules.

How will the school provide, with Title I funds, transportations, childcare or home visits, as such services relate to parents and family engagement? [Every Student Education Act Section 1116]

As parents share concerns, each report will be reviewed, and additional support needed will be considered on a case-by-case basis.

Building Capacity

How the school will provide other reasonable support for parent/family engagement activities. [Every Student Education Act Section 1116]

Koa Elementary School will provide support to our parents and families through various engagement activities throughout the year to help build capacity in the areas of Literacy, Math, and Science. These activities will provide resources for families to use to support their child at home.

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence or Effectiveness
1.	Literacy Night	Literacy Coach	Children and parents will co-read a selected book and discuss the main idea, details and sequencing of the story.	1 st quarter 2020-2021	Sign-in sheets, flyers, meeting notes, agenda
2.	Math Night	Math Coach	Children and parents will participate in hands-on math activities that encourage students and parents to work together on solving math problems	2 nd quarter 2020-2021	Sign-in sheets, flyers, meeting notes, agenda
3.	STEM Family Night	Math Coach	Children and parents will participate in hands on STEM activities that reinforce required academic skills.	3 rd quarter 2020-2021	Sign-in sheets, flyers, meeting notes, agenda
4.	Multicultural Night	ESOL Compliance Specialist	Children and parents will participate in academic activities of varying cultures.	4 th quarter 2020-2021	Sign-in sheets, flyers, meeting notes, agenda

Staff Training

Count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1.	Cultural Sensitivity	ESOL Compliance Specialist	Provide framework for developing cultural awareness to help the culture gap.	September 2020	sign-in sheets, minutes, agenda, PowerPoint Presentation
2.	5 Levels of Parent Involvement	On-line Moodle Course	Provide information about the 5 levels of parent involvement and parent's rights.	October 2020	sign-in sheets, minutes, agenda, PowerPoint Presentation

Other Activities

How other activities the school will conduct to encourage and support parents and families in more meaningful engagement in the education of their child(ren)? [Every Student Education Act Section 1116]

All grade levels will conduct parent/teacher conferences in person or by phone. Teachers will support the students and provide suggestions on how to continue learning at home. Academic student challenges are provided for students over winter and spring break to help increased motivation and avoid loss of skills.

Communication

How the school will provide timely information about the Title I programs?

How the school will describe and explain the curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain?

At the beginning of the school year, Open House allows parents to visit the school and view its resources. Welcome Back Packets are provided to all students that includes a Title I booklet, District LEA Parent & Family Engagement Plan Summary and School Parent & Family Engagement Plan Summary. Every new student that is enrolled throughout the year is provided a copy of the packet upon registration. In addition, a Title I menu to access links to Title I is available through the school's website.

How will the school describe and explain the curriculum at the school, the forms of assessment used to measure student progress and the achievement levels students are expected to obtain?

Curriculum being used at the school is addressed at the school SAC and PTO meetings. At our Title I Annual Meeting, a PowerPoint is shared with the parents and families regarding information on the standards the child is expected to achieve, what the child is learning, how the children are being evaluated, and how to get in touch with the teacher.

How, if requested by parents, the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child(ren)?

Any parent is able to request a parent/teacher conference in person or telephone. Parents may contact teachers via email. All teacher email addresses are available on our school website.

How will the school submit parents'/families' comments if the school-wide plan is not satisfactory to them? [Every Student Education Act Section 1116]

A Title I survey is sent home to parents in order to get feedback on curriculum, testing, barriers, etc. All surveys are collected and evaluated. Results from the surveys are provided in the Spring and shared with parents. All parents are invited to discuss the results and ways to improve our school for the upcoming year.

Accessibility

A description of how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families?

Our school will use Remind to contact parents with information on upcoming school events, as well as emergencies. Messages will be provided in English and Spanish. We also provide flyers in English and Spanish and post on social media for upcoming events and school updates.

A description of how the school will share information related to school and parent/family programs, meetings, school reports, and other activities in an understandable, uniform format, and in languages that the parents/families can understand?

All Title I activity flyers are submitted for approval to our special programs department and translated to assist parents in remaining informed. All school call outs are recorded in English and Spanish. Our front office staff and other bi-lingual staff are available to provide translation to parents as requested. School Code of Conduct booklets and other first day packet information are provided in both English and Spanish.

Discretionary (Optional)

Any 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.)

(Optional)

Count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1.	N/A				

Barriers

A description of the barriers that hindered participation by parents during the previous school year from the school end of year survey?

According to the most recent parent survey, main barrier that hindered participation by parents is their work schedule.

A description of 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?

Koa will make all events open and accessible to students and guests with disabilities. We will have bilingual staff and materials available to translate and make handouts understandable. In addition to our very popular Open House, we have a process for welcoming new families throughout the year to ensure they assimilate comfortably and quickly into our school. We will also have one family night per grading period to connect with all families, in addition to quarterly academic awards, Field Day, and other schoolwide engagement events.

Count	Barrier (Including the Specific Subgroup)	Steps the school will take to overcome
1.	Work Schedule	Track attendance at activities at various times of the day to see which times are better for families to attend events. Have activities at various times of the day to give more families the chance to attend.