## KOA ELEMENTARY Title I, Part A Parental Involvement Plan

I, Ms. Scott , 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 school’s 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:** Koa Elementary School..A learning community where all students can academically climb! |

**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:** Koa Elementary will invite and encourage all parents to be involved in the School Advisory Committee meetings on a monthly basis. We will provide translation at all meetings and written communication will be disbursed in languages that are consistent with our school population. Parents will be a part of the review, development and implementation of the 2015-2016 School Improvement plan, Title 1 Compact and Parent Involvement Plan. Notices of all meetings and events will be in written communication, school website, electronic notices, newsletters and School Messenger calls done in a timely manner.  Parents review the previous year's plan and then participate in a group discussion as to what they would like to remain in the plan, as well as what they would like to add or change. The school then uses the notes from the group to guide the new plan. Koa will also continue to invite parents to participate in the County PAC committee as representatives of our parent community. |

**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 X (Homeless) | FIT students are provided with school uniforms and will have the opportunity to participate in the "Green Bag Project" providing food for the weekends. |
| 2 | Title III (ESOL) | Parents will be provided information and resources in a language that is consistent with our school population. |
| 3 | VPK | The school districts PRE-K Department coordinates this program to help ensure student readiness before entering Kindergarten. |
| 4 | IDEA (ESE) | During IEP meetings, parents will be provided with information about resources that are available to them along with parent events/trainings that will assist with their child's education |

**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 (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 | Title 1 Parent Meeting | Administration/Title 1 Liaison | September | sign in sheet, evaluations and individual feedback |
| 2 | Advertise on marquee, Iris callout | Office Staff/Parent Liaison | 2 weeks before meeting | picture of marquee, flyer with date it was distributed |
| 3 | Load documents on Sharepoint | Assistant Principal/Parent Liaison | September/October | Scanned documents |
| 4 | Prepare sign-in sheets/agendas | Assistant Principal | September/October | Collect sign-in sheets |

**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:** Conferences will be held at least twice annually. Teachers are available for parent/teacher conferences before and after school and also during their planning time. Parents and Teachers may communicate by email, voicemail, student agendas, phone conferences, and one on one conferences when needed. During conferences, teachers will discuss the student compact with parents in reference to their child's academic progress.The teachers will turn in a monthly log to Administration noting the meetings/communication and the focus of discussion. The Koa Elementary website wil be kept up to date and links will be provided for parents and students to view information. Parents wil be provided information on websites available to assist in their child's academic progress. All communications will have translation provided if needed and written communication will be offered in spanish and english. |

**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 child’s 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 | "Book Buddies" program | Community Liaison | Reinforces reading practice to enhance academic success with statewide standards | program ongoing throughout the school year | Attendace sign in sheets, data collection on books read |
| 2 | Student Academic Progresson Parent meetings | Teachers/School Staff | Monitor academic standards in all subjects | throughout the school year | Attendance sheets and documentation |
| 3 | PTO Book Bingo | Community Liaison | Reinforce reading academic standards | Quarterly throughout the year | Attendance sign in; evaluations |
| 4 | SAC meetings | SAC Chairperson/ Faculty/Community members | Evaluate data and needs of school to ensure student progression of state standards | monthly | Member list and attendance sign in sheet |
| 5 | "Boo Hoo" breakfast | Parent Liaison/Guidance | Parents receive school information for a better understanding of programs and procedures so they can provide support to their Kindergarten children | First day of school | Attendance sign in sheet and evaluation |
| 6 | Coffee Chat | Parent Liaison | Parents will learn new strategies for all content areas | Monthly | Attendance sign in sheet and evaluation |
| 7 | Make and Take workshops | Title 1 Liaisons | provides materials and information for parents to be able to help at home | Ongoing | Attendance sign in sheet and evaluation |
| 8 | Watch D.O.G.S | Parent Liaison/Guest Speakers | Increased Father involvement leading to academic sucess | Ongoing | Attendance sign-in sheets |
| 9 | FSA Parent Night | School Faculty/ Staff | Information will include grade level proficiency and strategies parents can implement at home | November 2015 | Attendance sign in sheet, evaluation |
| 10 | Math night | Math & Science Coach/ Staff | Reinforce math acedemic standards | January 2016 | Attendance sign in sheet, evaluation |
| 11 | Science night | Math & Science Coach/ Staff | Reinforce science academic standards | February 2016 | Academic sign in sheet, evaluaton |
| 12 | "All Pro Dad" breakfast | Community Liaison | Reinforce the importance of education | November,February,May | Attendance sign in sheet, evaluation |
| 13 | Passport to Success | Community Liaison | Parent Attitude, study skills, test taking, time management | October 2015 | Attendance sign-in sheet |
| 14 | Partners In Print | Community Liaison.Staff | Reinforce skills for reading and study skills | September 2015 | Attendance sign in sheet; surveys |
| 15 | Junior Achievement | Community Liaison | Reinforce community and business awareness to students | September 2015 | School site sign in sheet and teacher documentation |

**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 | Faculty/Staff Volunteer Training | Community Liaison | Reinforce the importance of parental involvement to enhance student education | August 2015 | Attendance sign in sheet |
| 2 | Bullying Prevention | Guidance Counselor | Teacher/student awareness and to keep lines of communication open | ongoing throughout the year | Monitor student incidents and discipline |
| 3 | School Newsletter | Admin/Coaches/Resource | Provide updated information on current academic tasks | Quarterly | Circulation of letter |
| 4 | MTSS Process Information | MTSS Coach | Reinforce strategies for involving parents in RTI | Ongoing | Attendance sign in sheet, evaluation |
| 5 | Guided Reading/Running Records/Benchmark Assessments | Reading Coach | Professional development for teachers to implement to ensure students progression with state standards and common core standards in reading | First Tuesday of every month | Attendance sign in sheet, evaluations, PLC's |
| 6 | Core Connections Writing/Fusion Science/Go Math interventions | LRS | Professional development for 4th grade teachers to enhance their use of PDA writing instruction | Ongoing | Weekly evaluations of student's writing |
| 7 | Math Solutions | District Support | Professional development for teachers to implement to ensure students progression with state standards and common core standards in math | Ongoing | Weekly evaluations |
| 8 | Standards Based Planning | Admin/Coaches | Professional development for teachers to have a stronger understanding of new standards and strategies to teach them | Ongoing | Student Assessments and performance |
| 9 | Building ties between parents and school | Literacy Coach, Guidance Counselor, Title 1 Parent Liaison | Provide information on school expectations and how parents can help their child succeed | Ongoing | Sign-in sheets, handouts, agendas |
| 10 | Different Levels of Parent Involvment | Administration/Title 1 Parent Liaison | Provide presentation of the 5 levels of parent involvement and parent rights | September | Sign-in sheets, agendas and presentation |

**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:** Parents will have access to the Title 1 Mobile Lab at Koa Elementary. The Mobile Lab will visit our school on the 1st and 3rd Wednesday of every month. Parents will be encouraged to check out free materials to help their children at home. |

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

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| **Response:** In August, parents are invited to an Open House. During the Open House,parents have the opportunity to meet their child's teacher. Community Business people will be also be available to share information on programs offered in the community for their children. During the visit, teachers will provide parents with additional information about the subjects they teach, the assessments, and how parents can help at home. The same information will be provided in a packet distributed to any parents who are unable to attend.   At the annual Title I Parent Meeting, information will be provided to the parents about the Title I programs, the curriculum, and academic assessments. Information about Title I programs is distributed through district composed letters sent home with students at the beginning of the year. This information is also available on the school web site.    Also sent home at the beginning of the year is the Parent Compact. The Parent Compact is also reviewed at a parent conference during the course of the year. Student progress is monitored through progress reports.    School and District websites, parent meetings and conferences, school newsletters, district curriculum grade level expectation parent flyer, student data reports are sent home quarterly to inform parents of student progress. Student progress is monitored through progress reports, quarterly report cards and Progress Monitoring Plans. In addition, parents receive reports regarding their child's assessment results on the STAR, Beginning of the Year and Benchmark Assessments as these assessments are completed throughout the year. Parents will have the opportunity to attend an informational workshop on the use of the Parent Portal to view their child's grades and monitor their progress on-line.    All parents will be invited to monthly SAC meetings and Parent Conferences by flyers sent home, school marquee messages and School messenger calls. Translation will be provided for parents at all meetings.    At our Title 1 parent meeting, a powerpoint will be provided with information about the Title 1 resources. A Title 1 link will be on our school website for parents.  Curriculum being used at our school will be discussed at school SAC and PTO meetings.   MTSS, ESE, ESOL and 504 parent meetings are scheduled annually in order to update student learning goals and progress in their specific area.    Flyers and reminder notices will be sent home with all students to inform parents of upcoming meetings and events in both English and Spanish.    The Annual Title 1 information meeting will include how to schedule a parent/teacher conference, as well as information on how to participate in decisions related to the education of their child. Sign-in sheets, agendas, and copies of flyers will be placed in the Title 1 documentation box located in the secretary's office.    Teachers are encouraged throughout the year to ensure that all Compact meetings are being held in a timely manner and a high level of parent communication is maintained informing parents of all events and activities that are being held at Koa Elementary.    Teachers will hold parent/teacher conferences to inform parents of curriculum, forms of assessment, student progress, Common Core Standards, NG-SSS and grade level expectations. Each teacher will maintain records of parent conferences in their Parent Contact Log ongoing throughout the school year.    Parents are encouraged to contact teachers through email, phone or by writing a note in their child's agenda. Every child is provided an agenda to keep the lines of communication open with both teacher and parent. Teachers are available to meet with parents before or after school or phone conference.     SAC/PTO meetings are held monthly consisting of parents, Administration, Business Partners and faculty/staff. Administrative updates, school achievement and upcoming events are shared at these meetings. An End of Year survey is available for parents to provide feedback for our school improvement. Parents can access this survey through our school website and then results are compiled and shared with our SAC Committee. |

**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:** All mailings, Title I information and school documents will be made available to parents in English and in Spanish. Other languages are available upon request. Information regarding meetings and events will be provided through School Messenger call outs to all parents.  Parent conferences,meetings and family workshops will be translated as needed.    The PIP will be posted on the school's website.    Parents with students with disabilities will be offerred a description of their rights in writing made available in English and Spanish.    Parents will be able to access community businesses that support our school through a link on our school website.    Our school marquee will post upcoming events and meetings for parents.    All parents are encouraged to visit our Parent Area where we provide information and handouts to keep them informed of services available to them.    Documentation of parent notices, translated information and newsletters will be kept on file in the Title 1 Documentation box located in the secretary's office.    All parent involvement activities will be accessible to parents with disabilities.    Koa maintains a SharePoint website which allows us to communicate with parents to provide documents and newsletters.    Koa does not at this time serve any Migrant children, however, accommodations will be provided as the need arises to support migrant students and families. |

**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:

X Not Applicable

**Upload Evidence of Input from Parents**

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

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| [Uploaded Document](fileUploads/490300_2015-2016_uploadEvidenceParentInput.pdf) |

**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/490300_2015-2016_uploadCompact.pdf) |

**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/490300_2015-2016_uploadCompactEvidence.pdf) |

## 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 | "Book Buddies" program | 150 | 45 | Reinforces reading skills in 3rd grade |
| 2 | Parent/Teacher Academic Parent Nights | 5 | 404 | Monitors and informs parents of child's academic progress. |
| 3 | PTO Family Vocabulary Bingo | 2 | 50 | Reinforces academic vocabulary and promotes family involvement in reading |
| 4 | SAC meetings | 9 | 12 | Evaluate data and recognize and plan for the needs of the school |
| 5 | "Boo Hoo" breakfast | 1 | 32 | Parents become more informed of how to help thier Kindergartener. |
| 6 | Coffee Chats | 9 | 48 | Academic information is provided to parents for understanding of standards taught and how to support their child at home |
| 7 | Make N Take | 1 | 46 | Parents are provided with materials to take home to support their child in reading and math |
| 8 | Watch Dogs | 2 | 204 | Increase the involvement of Dads in thier child's education |
| 9 | ALL PRO Dad breakfast | 1 | 108 | Reinforce the importance of father's participation in education |
| 10 | Junior Achievement | 1 | 723 | Reinforce community and business awarenes to the students |

**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 | Faculty/Staff Volunteer Training | 1 | 83 | Inform importance of parental involvement in academic success of a child |
| 2 | MTSS process information | 4 | 52 | Provide strategies for involving parents in the MTSS process |
| 3 | Guide Reading/Running Records/Assessments | 7 | 52 | Professional Development for teachers to ensure and implement student progress |
| 4 | Common Core Writing/Science/Math Interventions | 7 | 24 | Professional Development for 2nd-4th grade teachers |

**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 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 | Transportation | Encourage parents to connect with other parents to provide transportation to meetings and events |
| 2 | Child Care | Provide child care for all meetings and events |
| 3 | Work Schedules | Offer flexible meeting times to accomodate parents schedules. Schedule multiple activities to cut down on the amount of times parents need to attend activities |

**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** |