

MEMORIAL ELEMENTARY SCHOOL Title I, Part A Parental Involvement Plan

I, Tracey White, 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)].



Signature of Principal or Designee

8/22/16

Date Signed

Mission Statement

Parental Involvement Mission Statement (Optional)

Response: The mission statement of Memorial Elementary School for Parent Involvement is to create school/parent/community partnerships that strengthen students academically and support their growth as productive citizens.

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 [Sections 1118(c)(3), 1114(b)(2), and 1118(a)(2)(B)].

Response: Memorial Elementary School believes it is important to involve parents in all Title I Programs. Our School Advisory Council will be involved in developing our School Improvement Plan and our Parent Involvement Plan. Our district meets to discuss, revise and adopt our Parent Involvement Plan. Over 50% of our SAC is comprised of non-school employee parents. A SAC meeting will be held in September and the SIP plan will be discussed. The PIP was discussed last April and parents provided input into the development of the plan as well as helped update the Compacts. Parent input will be received and will be reflected in the SAC minutes. The SAC will also have input on how money will be used at Memorial Elementary to enhance student achievement. Title One/Parent Involvement will be a regular agenda item on the SAC and Faculty meetings. A Parent Resource link will be on the district website for parental use.

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)].

count	Program	Coordination
1	Title 1, Part A and T1, Part C	Migrant parent meetings.
2	Title 1 and Title 2	Coordinated to provide professional development for staff to better partner with parents.
3	Title 1 and Title 3	These two programs are coordinated for parent meetings so translations may be more efficient.
4	School Level Parent/Community Title One Meetings	Parent involvement meetings will be held throughout the year to engage parents in activities to do at home. SAC meetings will be held monthly.
5	School to Home Newsletters	Teachers and office staff will send home monthly newsletters informing parents of upcoming activities

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)].

count	Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Use prepared Power Point presentation for Title One Meeting	Principal and Dean	By September 30, 2016	Copies of handouts and PowerPoint
2	Advertise/publicize meeting	Dean	By September 7, 2016	Memo sent home to parents/School's Website
3	Develop sign-in sheets	Dean	By September 7, 2016	Sign-in sheets for meeting
4	Feedback sheets asking for effectiveness of meeting.	Dean	September 30, 2016	Results of the responses.

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)].

Response: Memorial Elementary School schedules parent/teacher conferences three times per year. These conferences are offered on several days throughout the week to ensure parents can attend their scheduled time. Parent involvement activities are scheduled in the evenings so all parents can attend some of the activities. Memorial offers transportation to targeted parent groups and child care is also available for some parent meetings.

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)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Parental involvement meetings for targeted groups	Parental Involvement Specialists	Content specific parent meetings will be held to promote academic subject areas. Make and take activities for use at home and grade level information will be addressed	Throughout the year	Invitations, sign in sheets, copies of materials used during meetings, photographs
2	Individual parent, student, and teacher conferences held three times per year(Compact Agreement)	Classroom Teachers	Teachers will discuss the child's assessment results, grades, expectations, and goals for the year	September, December, and February	Teacher logs, compact agreements and office sign in sheets
3	Orientation/Open House	Administration, Academic Coach, Teachers,	Familiarize with school's environment, systems and awareness of tools needed for school achievement	Fall-1st Quarter	Invitations, sign in sheets
4	Title 1 Annual Meeting	Administration, Academic Coach, Teachers,	Student achievement may increase due to better parental understanding of the curriculum and how to access resources for themselves and their children	Fall-1st Quarter	Invitations, sign in sheets
5	What is FSA?(Parent Workshop)	Administration, Academic Coach, Teachers	Parents will be able to assist their children with home	Fall-2nd Quarter	Invitations, sign in sheets, show program, FSA

			learning assignment, standardized testing awareness, and to promote literacy		information
6	Multi-Cultural Night Event	Administration, Academic Coach, Teachers	Attendance motivation, cultural awareness, and to continue building relationships with all stakeholders	Fall-2nd Quarter	Invitations, sign in sheets, show program, Multicultural information
7	Reading Time-Homework Help	Administration, Academic Coach, Teachers	Parents will be able to assist their children with home learning assignment, standardized testing awareness, and to build math fluency skills	Winter-2nd Quarter	Invitations, sign in sheets, show program, Reading information
8	Math Time-Homework Help	Administration, Academic Coach, Teachers	Parents will be able to assist their children with home learning assignment, standardized testing awareness, and to build math fluency skills	Winter-2nd Quarter	Invitations, sign in sheets, show program, Math information
9	Career Day	Administration/Academic Coach, Teachers	Provide students with hands-on opportunities, to hear more about range of occupations and communicate with professionals from careers unfamiliar to them	Winter-3rd Quarter	Invitations, sign in sheets, survey monkey results
10	Parent Resource Center	Administration/Academic Coach/ Parents/Teachers	Provide a variety of academic resources for parents to use at home with their children. Be able to have a location on campus for parents with access to their children's academic information	Throughout the year	Sign in Sheet, Lending Library Logs, Flyer, Newsletter, Website

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)].

count	Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	New Teacher Mentor Program	Assistant Principal	Mentor provides examples, materials, and knowledge of how to communicate and work with parents	Throughout the year	New Teacher Mentor Plan
2	Faculty Meetings	Principal	Provides information on effective communication with parents	Throughout the year	Copy of agenda, sign-in sheet, handouts
3	Individual Teacher Meetings with Administration	Principal and Dean	Ensures teacher is aware of the importance of effective parent communication	Throughout the year	Agenda, sign-in sheet
4	iReady Training on updates	Principal, Academic Coach	Teachers will be able to give parents iReady reports and information based on student achievement	Throughout the year	Sign in Sheet

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)].

Response: Memorial Elementary School welcomes parents to our school in a friendly, professional manner. Parents can also use our school website to gain valuable information regarding our school's activities. The guidance counselor is available to parents of students who struggle academically or behaviorally. The counselor works with parents to develop a plan they can use at home to help strengthen performance at school. Parents can also access resources through the district office designed to support efforts at home. MES also sends home monthly newsletters that contain information about how to help at home and calendar items that alert parents to upcoming opportunities to be involved at school.

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)].

Response: An Open House will be held in August where parents can receive bus, lunch, and dress code information. Memorial Elementary School will host an annual meeting in September to present information regarding the Title One Program. Parents can also meet with their child's teacher and receive information on parent/teacher conferences, the class curriculum, assessment plans, and strategies parents can use to help their child at home. Sign-in sheets will be used to document these activities. Teachers will also have a face-to-face conference to sign the compact statements outlining the student's expectations, the parent's expectations, and the teacher's expectations. These compacts will be kept for documentation. Kindergarten students have taken home folders to keep parents informed of daily assignments and 1st through 5th grade students use planners for this purpose. The school and district website provides valuable information for parents and the Parent Portal allows parents to check grades, attendance, discipline, missing assignments, and more for their child. School Advisory Council meetings are held each month where information about the school and the progress being made is reported along with other items. Monthly newsletters featuring helpful hints and calendar items are sent home as well.

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)].

Response: The PIP is summarized in a brochure that is printed in English and Spanish. The brochure outlines the major components of the school's as well as district's policies regarding parental involvement. A copy of the entire plan will be available upon request. All written communication will be provided in both English and Spanish. We will have translators available for all parent meetings, in the front office, and at parent conferences in order to ensure parents are able to completely understand all information given to them. Automated calls will also go out in English and Spanish. A variety of parental involvement activities will be planned to ensure that each parent has ample opportunity to participate. To provide full access and opportunities for all, school reports and informational letters from the school and/or district will be provided in the child's home language to the greatest extent possible. Staff members and district support personnel will be available to assist parents with disabilities (visual, physical, and hearing).

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:

count	Activity	Description of Implementation Strategy	Person Responsible	Anticipated Impact on Student Achievement	Timeline
1	Maximizing parental involvement and participation in their children's education by arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school [Section	Conference days	Parent Involvement Specialist	Student achievement is increased with more parental involvement	3 times a year

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.

count	Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
1	Parental involvement meetings for targeted groups	3	500	Content specific parent meetings were held, FSA and Writing information make and take activities for home use were addressed
2	Individual parent, student, and teacher conferences held three times per year(Compact Agreement)	2700	900	Agreement as a team, parents, students and teachers collaborating on an academic compact agreement
3	Orientation/Open House	1	1000	Student achievement increased due to better parental understanding of the curriculum and how to access resources for themselves and their children
4	Title 1 Annual Meeting	1	200	Student achievement increased due to better parental understanding of the curriculum and how to access resources for themselves and their children
5	iReady Parent Workshop on Reading/Hispanic Heritage Show	1	300	Attendance motivation to learn about Reading home and school online resource, Cultural Awareness
6	Implementation of Parent Resource Center Black History Month Night Show	1	300	Attendance motivation, Parent Resources through lending library system, Cultural Awareness
7	All American Show & Collaboration with the Community	1	200	Attendance motivation, Cultural Awareness
8	Pet Night/ Scientific Method	1	30	Attendance motivation, Scientific Method hands on experimentations
9	ELL & Migrant Night	1	20	Addressing language barriers to increase student achievement
10	Donuts with Dad	1	400	Built relationships with male role model
11	Muffin with Mom	1	500	Built relationships with female role model
12	Family Fun Night	1	5	Provided families with information and/or strategies to strengthen parenting skills in discipline, communication and/or building relationships
13	Awards Assemblies	4	400	Acknowledge and celebrate student achievement
14	Parent surveys	1	40	Gathered feedback from parents that led to changes of meetings, events and conference scheduling
15	Academics throughout the Summer/Summer Workshops for Parents	1	5	Equip parents with tools/strategies to better assist their children at home

	1118(e)(10)];				
2	Adopting and implementing model approaches to improving parental involvement [Section 1118(e)(11)]; and	Parent meeting with other parents form other schools to share PI ideas	Parent Involvement Specialist	Student achievement is increased with more parental involvement	3 times a year

Upload Evidence of Input from Parents

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

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.

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.