



**Title I  
Parent Involvement Plan  
Parkway Manor Elementary School**

1. Parkway Manor Elementary School will involve parents in the planning, review and improvement of the school's Parent Involvement Policy by the following activities:
  - Sharing policy at the September Open House
  - Parent Advisory Council (PAC) meetings
  - Parent survey at the end of year
2. Parkway Manor Elementary School will hold annual meetings to inform parents of the school's participation in the Title I program and to explain the requirements of the program and their right to be involved in the following:
  - Rights and explanation of the Title I program requirements will be presented to parents at Open House.
  - Rights and explanation of the Title I program requirements will be presented to parents unable to attend meetings by receiving the Orientation folder or by making an appointment with the Reading Specialist or Title I Director.
  - Rights and explanation of the Title I program requirements will be given to new students at registration.
3. Parkway Manor Elementary School will utilize Title I funds to pay reasonable and necessary expenses associated with parent involvement activities if necessary by:
  - Providing childcare during meetings.
  - Providing free academic materials for parents to utilize with their children.
4. The parents at Parkway Manor Elementary will be involved in the planning, review and improvement of the school's Title I program by:
  - Offering suggestions for programmatic changes at the Parent Workshops.
  - Offering suggestions for programmatic changes by completing surveys at the end of year.
  - Parent Advisory Representative(s) offer input through Parent Advisory Council meetings held throughout the year.
5. Parkway Manor Elementary School will provide parents of participating children with timely information about the Title I program including:
  - Entrance communication via phone calls
  - Flyers/digital communication/phone call reminders for workshops and classroom visitations
  - Monthly district reading newsletter sent through school E-Communication
  - Title I website
  - Parent-Teacher conferences
  - PAC (Parent Advisory Council) meetings
6. Parkway Manor Elementary School will provide parents of participating children with a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet by presenting parents with the information at:
  - Parent teacher conferences and meetings
  - Title I Parent Orientation/Open House
  - Assessment and curriculum found on the PSD Website
  - Parent workshops
  - Communication with Reading Specialist and/or Core Team as needed

7. Parkway Manor Elementary School will provide assistance to parents' understanding the State's academic content standards and student achievement standards, local academic assessments and how to monitor a child's progress and work with teachers to improve the achievement of their children. Assistance will be provided:
  - Parent-Teacher conferences and meetings
  - Parent workshops
  - Title I website
  - Communication with Reading Specialist and/or Core Team as needed
  
8. Parkway Manor Elementary School will provide, 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, and respond to any suggestions as soon as practicably possible by:
  - MTSS process
  - Parent-Teacher conference
  - By appointment with the Reading Specialist or Title I Director
  
9. Parkway Manor Elementary School developed jointly, with parents, a school-parent compact which outlines how parents, the entire staff and students share in the responsibility for improved student achievement:
  - School-Parent Compact
  - Reviewed yearly at the Parent Advisory Council Meeting
  
10. Parkway Manor Elementary describes how the school provides materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate to foster parent involvement by:
  - Title I parent workshops held throughout the year
  - By appointment with the Reading Specialist or Title I Director
  - MTSS meetings
  - Title I website videos
  
11. Parkway Manor Elementary will educate staff with the assistance of parents in how to communicate with parents and family members and build ties between families and schools.
  - Review and update the teacher communications folder with parents at the Parent Advisory Council meetings.
  - Distribute information to staff at school faculty meetings.
  
12. Parkway Manor Elementary will coordinate and integrate parent involvement programs including public preschool programs that encourage and support parent and family member participation.
  - Raising Readers Workshop
  - Preschool visits by principal and/or reading specialist
  
13. Parkway Manor Elementary will ensure that information will be sent to parents and family members in a format and language that parents can understand.
  - Translated documents to be sent home as needed.
  - Provide print and/or digital communication.
  
14. Parkway Manor Elementary will provide opportunities for the informed participation of parent and family members including families of limited English proficiency.
  - Information is sent to ALL families and in collaboration with the EL teacher.