

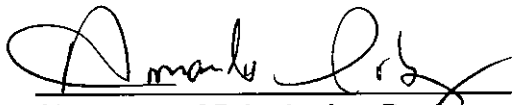
2023-2024

Memorial Elementary School

Parent and Family Engagement Plan (PFEP)

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 1116 (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 school-wide program plan under section 1114(b)(2) [Section 1116(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 1116(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 shall submit parent comments with the such plan when the school submits the plan to the local educational agency [Section 1116(c)(5)];
- 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 1112(e)(1)(A)].


Signature of Principal or Designee

8/10/2023
Date Signed

Parent and Family Engagement Statement

Engagement 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 1116c(3), 1114(b)(2), and 1118(a)(2)(B)].

Response:

Memorial Elementary School believes it is important to involve parents and families in all Title I Programs. Our School Advisory Council (SAC) will be involved in developing our School Improvement Plan (SIP), our Parent & Family Engagement Plan (PFEP), and Parent Compact. Our district meets to discuss, revise, and adopt our PFEP. Over 50% of our SAC is comprised of non-school employee parents. All parent input will be reflected in SAC meeting minutes. The SAC also has input on how money will be used at Memorial Elementary to enhance student achievement. In accordance with SAC by-laws, all SAC members are selected by parent, teacher, student, and administrators recommendations.

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 1116(a)(2)(D) and 1116(e)(4)].

Program	Coordination
Title I Part A & Title I Part C	Migrant parent meetings
Title I Part A & Title II	Coordinated to provide professional development for staff to better partner with parents.
School-Level Parent/Community Title I Meetings	Parent Involvement meetings will be held throughout the year to engage parents in activities to do with their children at home. SAC meetings will be held monthly.
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 (school-wide 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 1116(c)(1)].

Activity/Tasks	Person Responsible	Timeline	Evidence of Effectiveness
Use prepared Power Point presentation for Title I Meeting	Principal & Assistant Principal	September/October	Copies of handouts and PowerPoint
Advertise/publicize meeting	Principal & Assistant Principal	September/October	Memo sent home to parents/School's Website
Develop sign-in sheets	Principal & Assistant Principal	September/October	Sign-in sheets for meeting
Web page	Principal & Assistant Principal	September/October	Use of technology for parental involvement

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 1116(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. Parental 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 and family involvement, in order to ensure effective involvement of parents and families to support a partnership among the school involved, parents, and the community to improve student academic achievement [Section 1116(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 1116(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 1116(e)(14)].

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
Title I Annual Meeting	Principal & Assistant Principal	Student achievement may increase due to better parental understanding of the curriculum and how to access resources for themselves and their children.	Fall 1 st Qtr.	Invitations, sign-in sheets, agenda
Parental involvement meetings for targeted groups	Principal & Assistant Principal	Content specific parent meetings will be held to promote academic subject areas.	Throughout the school year	Invitations, sign-in sheets, copies of materials used during meetings, photographs
Individual parent, student, and teacher conferences held three times per year (Compact Agreement)	Principal & Assistant Principal	Teachers will discuss the child's assessment results, grades, expectations, and goals for the year.	September, January, March	Teacher logs, compact agreements and office sign-in sheets
Orientation/Open House	Principal & Assistant Principal	Familiarize with school's environment, systems and awareness of tools needed for school achievement	Fall 1 st Qtr.	Invitations, sign-in sheets
Parent Resource Center	Principal & Assistant Principal	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 child's academic information	Open all school year and during summer school	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, and in how to implement and coordinate parent programs, and build ties between parents and schools [Section 1116(e)(3)].

Content and Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
New Teacher Mentor Program	Principal & Assistant Principal	Mentor provides examples, materials, and knowledge of how to communicate and work with all parents	Throughout the school year	New Teacher Mentor Plan
Faculty Meetings	Principal & Assistant Principal	Provides information on effective communication with parents	Throughout the school year	Copy of agenda, sign-in sheet, handouts
Individual Teacher Meetings with Administration	Principal & Assistant Principal	Ensures teacher is aware of the importance of effective parent communication	Throughout the school year	Agenda, sign-in sheet
STAR and FAST Training on updates	Principal & Assistant Principal	Teachers will be able to give parents STAR reports and information based on student achievement	Throughout the school 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 1116 (e)(4)].

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.

Communication

Describe how the school will provide parents of participating children the following [Section 1116(c)(4)]:

- Timely information about the Title I programs [Section 1116(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 1116(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 1116(c)(4)(C)]; and
- If the school-wide 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 1116(c)(5)].
 - Response:

Memorial Elementary School hosts an Annual Title I meeting in the Fall to present information regarding the Title I Program. An Open House is provided to allot time for parents to meet with their child's teacher where they 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 are used to document these activities. Teachers also send out to be signed 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 (SAC) meetings are held each month where information about the school and the progress being made is reported along with other items.

Accessibility

Describe how the school will provide full opportunities for participation in parent and family engagement activities for all parents (including parents with limited English proficiency, disabilities, and migratory children). Include how the LEA 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 1116(e)(5) and 1116(f)].

Response:

The PFEP 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 interpreters 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. All parental involvement activities are held in handicap accessible areas.

Parent-School Compact-Send District Office a copy of your 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)].

Evaluation of the previous year's Parental Involvement Plan

Building Capacity Summary- * September 20th

Provide a summary of activities provided during the previous school year that were designed to build the capacity of parents and families to help their children academic achievement [Section 1116 (e)(1-2)]. Include participation data on the Title I annual meeting.

Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
Title I Annual Meeting	1		Student achievement may increase due to better parental understanding of the curriculum and how to access resources for themselves and their children.

Staff Training Summary

Provide a summary of the professional development activities provided by the school during the previous school year to educate staff 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 1116(e)(3)].

Content and Type of Activity	Number of Activities	Number of Participants	Anticipated Impact on Student Achievement
Faculty Meetings	4	All Teachers	Teachers are provided information on effective communication with parents which could positively affect student achievement.
Individual Teacher Meetings with Administration	2	All Teachers	Ensures teachers are aware of the importance of effective parent communication which could positively affect student achievement.

Barriers

Describe the barriers that hindered participation by parents in parent and family engagement activities during the previous school year. Include the steps the school will take during the upcoming school year to overcome the barriers and design more effective parent and family engagement policies (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 1116(a)(2)(D)(i)].

Barrier (Including the Specific Subgroup)	Steps the School will Take to Overcome
Transportation (Migrant Families)	Migrant vans are available and transportation is provided as needed.
Limited English Proficiency	Spanish speaking employees are available to interpret
Work Schedules	Provided multiple activities as different times
Child Care	Provide child care during Booster's meetings