

**W J Quarles Elementary  
Parent Involvement Plan**



**2011-2012**

W. J. Quarles Elementary School  
111 Quarles St.  
Long Beach, MS 39560

**School Parental Involvement Plan  
School Year 2011-2012**

**GENERAL EXPECTATIONS**

**W. J. Quarles Elementary School** agrees to:

- Be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:

***Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—***

*(A) that parents play an integral role in assisting their child's learning*

*(B) that parents are encouraged to be actively involved in their children's education at school*

*(C) that parents are full partners in their children's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their children*

*(D) the carrying out of other activities, such as those described in section 1118 of the 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.
- 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
- Jointly conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the school's parental involvement policy
- Use the findings of the parental involvement policy evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the school's parental involvement policy
- 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
- Provide to each parent an individual student report about the performance of their child on the State assessment in mathematics, language arts, and reading
- 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 section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002)

- Provide each parent timely notice information regarding the professional qualifications of the student's classroom teachers and paraprofessionals, as described in section 1111(h)(6)(A)

**POLICY INVOLVEMENT 1118 (c)**

**W. J. Quarles Elementary School** will take the following actions to:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved: (1118(c)(1))
  - All parents shall be invited and encouraged to attend
  - The school will provide information and explain the requirements of Title I and the rights of parents

Activity/Task (What will be done )	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/ Evaluations (How success will be measured)
Annual Parent Meeting	Principal or designee will arrange meeting. Federal Programs Director, Principal, and designated staff members will conduct meeting.	Before Progress Report Distribution	1. Set date/time 2. Notify parents through flyers BlackBoard/Connect, and school marquee 3. Encourage parent participation by offering door prizes, student productions, or other "Welcome Back" activities 4. Set agenda 5. Assemble required documents and information for review and dissemination 8. Provide interpreters where possible as needed 9. Conduct Evaluations	1. Assess evaluation results  2. Assess participation rate

2. Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement (1118(c)(2):

Activity/Task (What will be done )	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/ Evaluations (How success will be measured)
Annual Parent Meeting	Federal Programs Director, Principal, and	Before Progress Report Distribution	See above	1. Assess evaluation results  2. Assess

	designated staff members will conduct meeting.			participation rate
Math, Literacy, and Science Days/Nights	Classroom Teachers	Quarterly  Various Times	Teachers will conduct meetings by grade-level to assist parents in helping their children succeed academically  <ol style="list-style-type: none"> <li>1. Set date/time</li> <li>2. Notify parents through flyers BlackBoard/Connect, and school marquee</li> <li>3. Encourage parent participation by offering student and/or parent incentives and/or student productions.</li> <li>4. Assemble required documents and information for review and/or dissemination</li> <li>5. Have parent resource materials available for checkout</li> <li>6. Provide interpreters where possible as needed</li> <li>7. Conduct Evaluations</li> </ol>	
Parent School Partnership Meetings	Counselor, and/or designee	Once per quarter at various times	<ol style="list-style-type: none"> <li>1. Set date/time</li> <li>2. Notify parents through flyers BlackBoard/Connect, and school marquee</li> <li>3. Set Agenda/Topic</li> <li>4. Provide a light breakfast/lunch for participants</li> <li>5. Assemble required documents and information for review and/or dissemination</li> <li>6. Have parent resource materials available for checkout</li> <li>7. Provide interpreters where possible as needed</li> <li>8. Conduct Evaluations</li> </ol>	
Mid-Year Planning and Effectiveness Meeting	Principal, Instructional Coach, and/or designee	December/January	See Annual Parent Meeting Planning	<ol style="list-style-type: none"> <li>1. Assess evaluation results</li> <li>2. Assess participation rate</li> </ol>

3. 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); and 1118(c)(3):

Activity/Task (What will be done )	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/ Evaluations (How success will be measured)
Annual Parent Meeting	Same as above	Same as above	Same as above	Same as above
Mid-Year Planning and Effectiveness Meeting	Same as above	Same as above	Same as above	Same as above
School Planning Committee (Title I and II)	Principal, Instructional Coach, and Counselor	<p>A School Planning and Effectiveness Team to include certified staff, non-certified staff, parents, school and district administrators, and community, will be created by the Principal in August/September.</p> <p>Data from Quarterly District Common-Term Assessments, Aimsweb, Running Records, and Weekly Professional Learning Communities is collected and assessed throughout the year.</p> <p>Completion of the formal Needs Assessment Tool begins in February by the Planning Committee followed in April by the development of the SWP and each of its component parts (Compact, PIP, Parent Inv. Budget, etc.).</p>		
Parent Advisory Committee (PAC)	Superintendent	Monthly	The PAC is comprised of the PTO presidents or his/her designee from each school in	Participation rate at monthly meetings and informal feedback from schools,

			<p>the district, the superintendent, assistant superintendent, school board member, and one community representative.</p> <p>PAC Chairman sets dates, times and agendas with input from committee members</p>	parents, and community.
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4. Provide parents of participating children:

- Timely information about the Title I programs
- 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
- 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

Activity/Task (What will be done )	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Annual Parent Meeting	Same as above	Same as above	Same as above	Same as above
MLS Days/Nights	Same as above	Same as above	Same as above	Same as above
Parent School Partnership Meetings	Same as above	Same as above	Same as above	Same as above
District/ School websites	Principal or designee	August-May	1. Coordinate w/ Parent Liaison at District Office 2. Update as needed	District/School Website
MDE website	MDE	August-May	MDE website linked to district website	MDE website
Parent/Teacher Conferences	Principal or designee	Once a semester	<p>Teachers will conference with parents at least once during each semester.</p> <p>Teachers may conference in person, by phone, or written correspondence.</p>	List of documented teacher/parent conferences

			Conference must be documented including date, time, and parent participant's name.	
PTO Meetings	PTO President and PTO Board	Monthly	<p>Monthly Agendas</p> <p>PTO will meet monthly.</p> <p>Information is passed on to the District at the monthly Superintendent's Parent Advisory Committee meetings.</p> <p>Information from the PAC meeting is then shared at the next PTO meeting.</p>	<p>Participation in PTO activities</p> <p>Monthly attendance</p>

5. If the schoolwide program plan under section 1114(b)(2) is not satisfactory to the parents of participating children, the school will submit any parent comments on the plan when the school submits the plan to the district.

**BUILDING CAPACITY FOR INVOLVEMENT 1118(e)**

**W. J. Quarles Elementary School** will take the following actions to:

1. Provide assistance to parents in understanding such topics as:
  - The Mississippi Curriculum Frameworks
  - The Mississippi Curriculum Test Second Edition (MCT2) for Grade 3
  - Local academic assessments including District Common-Term Assessments
  - The requirements of Title I, Part A
  - How to monitor their children's progress
  - How to work with educators to improve the achievement of their children

(List activities, such as workshops, conferences, classes, both in-state and out-of-state, include any equipment or other materials that may be necessary to ensure success.)

Activity/Task (What will be done )	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
MLS	Same as above	Same as	Same as above	Same as above

Days/Nights		above		
Parent School Partnership Meetings	Same as above	Same as above	Same as above	Same as above
District Website "Family Connection" page	Federal Programs Coordinator and Parent Liaison	August-May	Provide information for parents on local assessments, how to monitor your child's progress, how to work with your child's teacher, Title I activities and links to MDE and USDE online resources regarding MDE Curriculum Frameworks, AIMSweb, and MCT2 assessments, Title I requirements, and other parent involvement activities.	District Website
Parent Resource Centers	Principal or designee, Federal Programs Coordinator	August-May	Maintain library of parent resources for parents to check-out.	Parent resource library Circulation of resources
Newsletter	District Parent Liaison, Principal	Quarterly	The Bearcat Beat Newsletter is sent to all parents in the district containing informational articles for building parent capacity for helping their children achieve and spotlights on "What's Happening" in the Title I classrooms throughout the year.	Publications
District Report Card	Federal Programs Coordinator and Parent Liaison	September	Report Card information is posted on the district website in September  Copies are sent home to every parent in the district.	Distribution in September

2. Foster parental involvement by providing materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;

Activity/Task (What will be done )	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/ Evaluations (How success will be measured)
Parent Resource Centers	Principal or designee, Federal Programs Coordinator	August-May	Maintain library of parent resources for parents to check-out.	Parent resource library Circulation of resources
Math, Literacy,	Classroom Teachers	Quarterly	Teachers will conduct meetings by grade-level to assist parents in	

and Science Days/Nights		Various Times	<p>helping their children succeed academically</p> <ol style="list-style-type: none"> <li>1. Set date/time</li> <li>2. Notify parents through flyers BlackBoard/Connect, and school marquee</li> <li>3. Encourage parent participation by offering student and/or parent incentives and/or student productions.</li> <li>4. Assemble required documents and information for review and/or dissemination</li> <li>5. Have parent resource materials available for checkout</li> <li>6. Provide interpreters where possible as needed</li> <li>7. Conduct Evaluations</li> </ol>	
Parent School Partnership Meetings	Counselor, and/or designee	Once per quarter at various times	<ol style="list-style-type: none"> <li>1. Set date/time</li> <li>2. Notify parents through newsletters, flyers BlackBoard/Connect, and school marquee</li> <li>3. Set Agenda/Topic</li> <li>4. Provide a light lunch/breakfast for participants</li> <li>5. Assemble required documents and information for review and/or dissemination</li> <li>6. Have parent resource materials available for checkout</li> <li>7. Provide interpreters where possible as needed</li> <li>8. Conduct Evaluations</li> </ol>	

3. Educate teachers, student services personnel, principals, and other staff on the value and utility of contributions of parents, and in how to reach out to and communicate and work with parents as equal partners. Actions should include how to implement and coordinate parent programs and build ties between parents and schools:

Activity/Task (What will be done )	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/ Evaluations (How success will be measured)
Professional Development "Parents as Partners"	Principal, instructional coach, counselor	August - December	<p>Develop PD presentation for teachers and administrators.</p> <p>Schedule PD session between August and December</p>	Workshop evaluation

4. Coordinate and integrate parental involvement programs and activities that teach parents how to help their children at home (to the extent feasible and appropriate). Possible programs include Head Start, Reading First, Early Reading First, Even Start, Home

Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The schools program must help teachers, principals, and other staff work well with parents. The school will also develop other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children:

Activity/Task (What will be done )	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/ Evaluations (How success will be measured)
Math, Literacy, and Science Days/Nights	Classroom Teachers	Quarterly  Various Times	Teachers will conduct meetings by grade-level to assist parents in helping their children succeed academically  <ol style="list-style-type: none"> <li>1. Set date/time</li> <li>2. Notify parents through flyers BlackBoard/Connect, and school marquee</li> <li>3. Encourage parent participation by offering student and/or parent incentives and/or student productions.</li> <li>4. Assemble required documents and information for review and/or dissemination</li> <li>5. Have parent resource materials available for checkout</li> <li>6. Provide interpreters where possible as needed</li> <li>7. Conduct Evaluations</li> </ol>	<ol style="list-style-type: none"> <li>1. Assess evaluation results</li> <li>2. Assess participation rate</li> </ol>
Parent School Partnership Meetings	Counselor, and/or designee	Once per quarter at various times	<ol style="list-style-type: none"> <li>1. Set date/time</li> <li>2. Notify parents through flyers BlackBoard/Connect, and school marquee</li> <li>3. Set Agenda/Topic</li> <li>4. Provide a light breakfast/lunch for participants</li> <li>5. Assemble required documents and information for review and/or dissemination</li> <li>6. Have parent resource materials available for checkout</li> <li>7. Provide interpreters where possible as needed</li> <li>8. Conduct Evaluations</li> </ol>	<ol style="list-style-type: none"> <li>1. Assess evaluation results</li> <li>2. Assess participation rate</li> </ol>

5. Ensure that information related to the school and parent programs, meetings, and other activities is sent to parents of participating children in a format and language the parents can understand:

Activity/Task	Staff	Timeline	Steps	Accountability/Ev
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(What will be done )	Responsible (Who will be doing it)	(When it will be done)	(How it will be done)	evaluations (How success will be measured)
Translation of school communications	Principal	August-May	Principal will ensure that home-school communications are formatted in a manner easily understood by parents and translated as needed.	Communications documentation

6. Provide reasonable support for parental involvement activities as parents may request.

Activity/Task (What will be done )	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Meetings Support services	Principal or designee	As needed August-May	The school will provide interpreting services for parents during meetings if so requested.	Sign-in sheets
Incentives	Principal	August-May	The school will provide incentives to students and or parents to encourage parent participation	Sign-in sheets

**(Required) ACCESSIBILITY 1118(f)**

In carrying out the parental involvement requirements of this part, districts and schools, to the extent practical, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including information and school reports in a format and to the extent practical, in a language such parents can understand.

Activity/Task (What will be done )	Staff Responsible (Who will be doing it)	Timeline (When it will be done)	Steps (How it will be done)	Accountability/Evaluations (How success will be measured)
Translation of school communications	Principal	August-May	Principal will ensure that home-school communications are formatted in a manner easily understood by parents and translated as needed for parents.	Communications documentation
Meetings Support services	Principal or designee	As needed August-May	The school will provide interpreting services for parents during meetings if so requested.	Sign-in sheets