Marshall Academy of the Arts
Parental Involvement Guidelines

NOTE: In support of strengthening student academic achievement, each school that receives Title I, Part A (Title I) funds must develop jointly with, agree on with, and distribute to, parents of participating children a School Parental Involvement Guidelines that contains information required by section 1118(b) of the Elementary and Secondary Education Act (ESEA). The Guidelines establishes the school’s expectations for parental involvement and describes how the school will implement a number of specific parental involvement activities. The school’s school-parent compact is incorporated into the School Parental Involvement Guidelines.

As a school that receives Title I, Part A (Title I) funds, Marshall has developed jointly with the members of School Site Council and distributed to parents of participating children, a School Parental Involvement Guidelines, that contains information required by section 1118(b) of the Elementary and Secondary Education Act (ESEA) The Guidelines establishes Marshall’s expectations for parental involvement and describes how the school will implement a number of specific parental involvement activities. The Home-School compact is incorporated into the School Parental Involvement Guidelines.

PART I
Marshall agrees to implement the following requirements:

• jointly develop with parents, distribute to parents of participating children, a School Parental Involvement Guidelines that the school and parents of participating children agree on.
• notify parents about the School Parental Involvement Guidelines in an understandable and uniform format and, to the extent practicable, will distribute this Guidelines to parents in a language the parents can understand.
• make the School Parental Involvement Guidelines available to the local community.
• periodically update the School Parental Involvement Guidelines to meet the changing needs of parents and the school.
• adopt the school’s School-Home Compact as a component of its School Parental Involvement Guidelines.

PART II.
DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT GUIDELINES COMPONENTS

1. Marshall will take the following actions to involve parents in the joint development and joint agreement of its School Parental Involvement Guidelines and its schoolwide plan, if applicable, in an organized, ongoing, and timely way under section 1118(b) of the ESEA:

• Attendance at one of the four District trainings (one on Saturday) for School Site Council parents and Teams. Topics included:
  i. Responsibilities & Roles of SSC and its members
  ii. Composition of SSCs
  iii. Budgetary considerations
  iv. Single Plan for Student Achievement
  v. Title I, NCLB requirements & mandates
• Plan Meeting with SSC & ELAC parents (at a convenient time) to review Single Plan for Student Achievement and previous year’s Guidelines
  i. Invite other parents and stakeholders to attend the meeting (TeleParent, Website)
  ii. Newsletter and other flyers
  iii. Back to School Night
  iv. Personal invitations from School Community Workers
2. Marshall will take the following actions to distribute to parents of participating children and the local community, the School Parental Involvement Guidelines:
   - SSC & ELAC
   - Annual Title I Meeting
   - Posted on School Website
   - Main Office Counter
   - Back to School Night

3. Marshall will update periodically its School Parental Involvement Guidelines to meet the changing needs of parents and the school:
   - At SSC and ELAC meetings

4. **Marshall** will convene an Annual Meeting to inform parents of the following:
   - That their child’s school participates in Title I,
   - About the requirements of Title I,
   - Of their rights to be involved
   - Meetings will be offered in the morning and evening
   - Invitations/fliers sent home with each child in appropriate language
   - Announcement made on school marquee
   - Incentives and refreshments provided, and child care provided as needed

5. Marshall will hold a flexible number of meetings at the best time for parents, and may provide transportation, child care, and/or home visits, paid for with Title I funding as needed as long as these services relate to parental involvement:
   - Notifications of meetings will be sent via flyers/marquee, newsletters, TeleParent, School Website
   - Meetings will be offered at the best time for the majority of parents
   - Saturday workshops/meetings may be held based on the needs of the parents
   - All correspondence sent home with each child in appropriate language
   - Incentives and refreshments provided, and child care provided, if necessary
   - District Parent Resource Center Family Nights may be available

6. **Marshall** will provide timely information about Title I programs to parents of participating children via:
   - Section of Newsletter
   - At Annual Title I Meeting
   - On Main Office Counter
   - At SSC, ELAC meetings and other Parent meetings (PTA/PTO/CAAP,, etc.)
   - At Parent Teacher Conferences
   - At Back to School Night
7. Marshall will provide to parents of participating children 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:
   • At various meetings, such as Parent Teacher Conferences and Parent Outreach Workshops
   • On the district website

8. Marshall will provide parents of participating children, 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 such suggestions as soon as practicably possible:
   • Parent suggestions and topics for meetings/workshops may be generated from
     o Principal’s Chats
     o Idea Box in office
     o Parent surveys
     o Parent meetings

9. Marshall will submit to the district any parent comments if the school-wide plan under section (1114)(b)(2) is not satisfactory to parents of participating children.

PART III

SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

1. Marshall will build the schools’ and parents’ capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, through the following activities specifically described below:
   • District trainings offered for parents and staff
   • Parent education workshops on site.
   • Parent meetings and events on campus and through the district offices

2. Marshall will incorporate the school-home compact as a component of its School Parental Involvement Guidelines:
   • Purpose: To establish a common understanding and common language for shared expectations of students, staff, and parents at Marshall
   • Developed, discussed and reviewed at first SSC and ELAC meetings
   • Distributed to parents
     ▪ Sent home via student planners and/or through Opening Day Packet
     ▪ Reviewed with by parent at Parent-Teacher Conferences, as needed

3. Marshall will, with the assistance of its district, provide assistance to parents of children served by the school in understanding topics such as the following
   • the State’s academic content standards
   • the State’s student academic achievement standards
   • the State and local academic assessments including alternate assessments
• the requirements of Title I
• how to monitor their child’s progress
• how to work with educators

utilizing:
• Calendars-Parent Resource Center Parent Workshops
• District Parent Leadership Conference
• DCAC and ELAC meetings
• District Website (“Parent Involvement” category)
• District Monthly subscriptions for parents (“Parents Make the Difference”, “Recipes for Success”, etc.)
• Resource Centers and AVID or GEAR UP, if applicable

4. **Marshall** will, with the assistance of its district, provide materials and training to help parents work with their children to improve their children’s academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:
   • Parent Resource Center Parent Workshops
   • Parent workshops on site

5. **Marshall** will, with the assistance of its district and parents, educate its 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, (as necessary or requested) by:
   • Teacher/Staff In-services (guest presenters)
     o Parents as Teachers Partners
     o Positive communication with Parents
     o Understanding & Teaching Students of Different Cultures

6. The school will, to the extent feasible and appropriate, take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand: (Tony Ruelas, Lala Lopez, Gabriela Chavis, and Yolanda Purseglove will be doing the translations of written materials/notifications that are sent to parents)

**PART IV.
DISCRETIONARY SCHOOL PARENTAL INVOLVEMENT GUIDELINES COMPONENTS**

NOTE: The School Parental Involvement Guidelines may include additional paragraphs listing and describing other discretionary activities that the school, in consultation with its parents, chooses to undertake to build parents’ capacity for involvement in the school to support their children’s academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

• involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
• providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
• paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
• training parents to enhance the involvement of other parents;
• in order to maximize parental involvement and participation in their children’s education, 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;

• adopting and implementing model approaches to improving parental involvement;

• establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;

• developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and

• providing other reasonable support for parental involvement activities under section 1118 as parents may request.

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PART V. ADOPTION

This School Parental Involvement Guidelines has been developed jointly with, and agreed on with parents of children participating in Title I, Part A programs, as evidenced by the minutes of the School Site Council Meeting on 4/21/2011. These guidelines were adopted by Marshall on 4/21/2011 and will be in effect for the period of 1 year or upon revision by the School Site Council. The school will have the Guidelines available to all parents of participating Title I, Part A children and to the local community on or before 5/2/2011. Marshall’s notification to parents of the Guidelines will be in an understandable and uniform format and, to the extent practicable, provide access to a copy of these guidelines to parents in a language the parents can understand.

(Signature of Authorized Official)

(Date)