

# Holton Middle School



## Parent Engagement Plan Matrix

Title I Requirements	Activities and Strategies	Participants	Time/Date	Evidence of Compliance
<b>The School shall:</b>				
Convene an annual meeting to inform families about Title I and their rights.	Invite all Title I families to attend the annual Meeting.	Principal Title I Teacher Parents/Families Teachers/Staff	In the Fall	Letter of Invitation Attendance  Sign-in Sheet
Offer a flexible number of meetings.	Use information from parent surveys to plan topics, days and times for meetings.	Principal Leadership Team Title I Teacher Parent/Families Teachers/Staff Community Leaders	As determined by parents' survey or as needed.	Letter of Invitation  Parent Survey w/results  Attendance sign-in sheets.  Agendas/Minutes
Involve families in an organized and timely way in planning, reviewing and improvement of Title I Parent Compact and School-wide Plan.	Ask families to re-evaluate Parent, Student, Teacher Compact and discuss Parent Involvement Activities	Principal Leadership Team Title I teacher Leadership team Parents/Families Teachers/Staff	Fall Title I meeting for updating Parent Compact.  Open House in the Fall  Spring Title I meeting for reviewing Parent Engagement Activities and Programs.	Copies of surveys  Attendance Sign-In Sheets from Events  Agendas/minutes

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<p>1. Provide families timely information about programs.</p> <p>2. Provide families a description and explanation of school's curriculum.</p> <p>3. Provide information of assessments used to measure progress.</p> <p>4. Provide proficiency levels students are expected to meet.</p> <p>5. Provide timely responses to parents suggestions.</p>	<p>Give timely notice of parent involvement activities.</p> <p>Teachers will discuss with parents curriculum goals during Parent-Teacher conferences.</p> <p>Send to parents information about standardized test scores, progress reports, and report cards.</p> <p>Timely responses to parents'/families' questions and concerns.</p>	<p>Principal Leadership Team Title I Teacher Teachers Parents/Families Community Leaders</p>	<p>As needed</p> <p>October March</p> <p>Each Marking Period</p> <p>As Needed</p>	<p>Notices/Flyers sent to parents/families</p> <p>Letter of Invitation Notices sent to parents/families</p> <p>Attendance Sign-in Sheets</p>
<p>Provide Parent-Teacher Conferences during which the compact is discussed as it relates to the individual child's achievement.</p>	<p>Discuss Title I compact at fall meeting or at conferences.</p>	<p>Principal Title I Teacher Teachers Parents/Families</p>	<p>October November March (As Needed)</p>	<p>Letter of Invitation Schedule of Conferences Notices/Flyers</p>
<p>Provide reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.</p>	<p>Provide parents with teacher's email address</p>	<p>Principal Leadership Team Title I teacher Teachers Parents/Families</p>	<p>Open House Parent-Teacher Conferences Title I parent activities</p>	<p>Fliers/Notices Copy of teacher's email teacher/parent contact logs</p>
<p>Provide assistance to parents on how to monitor their child's progress. Help parents learn how to work with teachers to improve the performance of their child (ren).</p>	<p>Provide trainings and information on how to monitor a child's progress in a monthly newsletter and Title I parent activities. Give parents information on how to access Powerschool.</p>	<p>Principal Leadership Team Title I Teacher Teachers Parents/Families</p>	<p>Parent/Teacher I Conferences Title I parent activities</p>	<p>Monthly Newsletters Fliers/Notices Agendas/Minutes Attendance Sign-In Sheets</p>
<p>Help parents learn how to participate in decisions relating to the education of their children.</p>	<p>Invite parents to Title I activities/trainings</p> <p>Develop/purchase parent information brochures/newsletters.</p>	<p>Principal Leadership Team Title I Teacher Teachers Parents/Families Community Leaders</p>	<p>Open House Title I parent activities</p>	<p>Fliers/Notices Attendance Sign-In Sheets Agendas/Minutes Copies of Parent information/Brochures</p>
<p>Ensure that information related to school, parent programs, meetings, etc., are sent to parents in a format and language they can understand.</p> <p>Provide full opportunities to ESL parents/families and parents with disabilities.</p>	<p>Include all written correspondence to parents/families in the English language and translated in the needed language using a computer based program.</p>	<p>Principal Leadership Team Title I Teacher Teachers</p>	<p>As needed</p>	<p>Copies of notices and correspondence sent home.</p>