Memorial Elementary
Parent and Family Engagement Policy
ESSA Section 1116
School Year 2026-2027

1. **Memorial Elementary** shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed on by such parents, that shall describe the means for carrying out the requirements of ESSA Section 1116 subsections (c) through (f). Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school. Section 1116 (b)(1) & (e)(5)

   Memorial meets at the end of each school year with the campus improvement committee, which includes parents to review and revise the PFE Policy. At the beginning of each year, parents review the policy to ensure it has been revised as discussed and provide any additional feedback. The policy is then distributed to parents during parent conferences in the fall, as well as sent via Parent Square and posted on the campus website. Parents are notified in conferences that Spanish is available upon request, however, the Spanish version is also sent in Parent Square and posted online.
2. **Memorial Elementary** shall 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; Section 1116 (c)(1)

   Memorial will host the Title I Annual Parent Meeting in person and via virtual format. We will notify parents via Parent Square and social media. These dates will be posted on the district's website. The principal will be responsible for conducting the meeting.
3. **Memorial Elementary** shall offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, childcare, or home visits, as such services relate to parental involvement; Section 1116 (c)(2)

   Throughout the school year, we will have various meetings for parents and families to include, but not limited to:
   - *Title I Annual Parent Meeting - offered morning and afternoon in various formats*
   - *Parent Conferences - offered at parent selected times and in various formats*
   - *Parent Trainings and Information - TBD determined by presenters' availability*
   - *Programs - Veteran's Day is during the day, grade level programs are in the evenings, and other events will be scheduled based on organizations*
   - *Awards - scheduled during the day*
   - *Family Events - scheduled based on organizations*
   - *PTA Board Meetings - monthly in the evenings*

   Communities in Schools will assist as much as possible with transportation. Pending the format of meetings, childcare may be provided from volunteers. Per parent request, home visits will be accommodated. We will utilize digital platforms in some formats, as well.
4. **Memorial Elementary** shall 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 parent and family engagement policy and the joint development of the schoolwide program plan under section 1114(b) (Campus Improvement Plan), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may

use that process, if such process includes an adequate representation of parents of participating children; Section 1116 (c)(3)

Parents are invited to participate in our planning process via Parent Square. Once they have volunteered, they are invited and reminded via Google Calendar. In addition, we post all meetings to invite any other parents that might want to attend to join our meetings in "upcoming events" each month.

Multiple parents are on our campus improvement committee (CIC) and participate in the ongoing planning and evaluation process of the programs. In addition, we ask parents to provide feedback by completing various surveys that are then presented to our campus improvement committee.

5. **Memorial Elementary** shall provide parents of participating children— (A) timely information about programs under this part; (B) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards; and (C) 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; Section 1116 (c)(4)

   During the Title I Annual Parent meeting, we discuss the curriculum, assessments, and opportunities for participation in planning for their child/ren. We have fall parent conferences that share this information that is more specific to their child's current grade level expectations. We utilize Parent Square to explain additional information about curriculum and assessments. In addition, we post "upcoming events" weekly by teacher and monthly by campus.

6. If the schoolwide program plan (Campus Improvement Plan, CIP) under section 1114(b) is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency. Section 1116 (c)(5)

   As previously mentioned, the campus posts, in English and Spanish, the Campus Improvement Plan (CIP) on the district's website and makes it available for parents. If the campus were to receive unsatisfactory comments based on the posted plan, such comments will be considered in the ongoing revision process, as well as made available to the district, when applicable.

7. To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, shall: Section 1116 (e)
   a. (i) provide assistance to parents of children served by the school, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children; Section 1116 (e)(1)

      Memorial will communicate state expectations during the Title I Annual Parent Meeting and parent conferences. We will utilize Parent Square to communicate additional ways to support their child's achievement at home. The Ascender Parent Portal is available to monitor students' grades in each course. We are available to assist parents upon request.

   b. (ii) seek input from parents, community members, and business leaders to provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement; Section 1116 (e)(2)

      We seek input from the Title 1 Parent Input meeting and Campus Improvement Committee meetings. We host a variety of academic events to assist parents in content area information and activities for home. In addition, we will host parent information sessions as identified in our surveys each year.

c. (iii) educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; Section 1116 (e)(3)

   Each year, a group of parents conducts a meeting with administration to address the contribution of parents and how to work with parents as equal partners to support student success. Prior to this meeting, the parents and administration review and revise the presentation.

d. (iv) to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; Section 1116 (e)(4)

   At this time, Memorial does not have a preschool program. We do offer a transition from PK- Kinder in the spring, as well as a Kinder Camp before school begins in August each year.

   Communities in Schools works with facilitating the communication between the home and school, as well as supporting our school counselor initiatives for supporting families.
   PTA will provide programs to engage families through the year.
   The school counselor will be providing sessions for parents based on the feedback from the counselor survey.
   The school will be working to provide programs to enrich parent engagement throughout the school year.

e. (v) provide such other reasonable support for parental involvement activities as parents may request, to include addressing barriers that prevent families from participating Section 1116 (e)(14)

   Memorial is available to assist families with support at their request.

Although ESSA statute does not require the School Parent and Family Engagement Policy to be approved by the school board, the LEA may require Board adoption. Refer to your "policy on policies" and follow the more restrictive requirement.

Reviewed and approved at Campus Improvement Meeting 5/19/2026

Reviewed at Parent Meeting 8/3/2026
Parent meeting to ensure revisions and approved on August 3, 2026

Authorized Official: Nicole Haecker, Principal
Date: 8/3/2026

PFE Liaison Contact:
Courtney Allison
830-627-6470