

# **Greenwood Middle School Parental Involvement Policy 2013-2014**

Greenwood Middle School believes positive parental involvement is essential to achieve maximum emotional, social, and academic growth and encourages participation of parents in all aspects of their child's education.

## **Strategies to Increase Parental Involvement**

### *Development of the School-Wide Policy/Parental Involvement Policy*

Greenwood Middle School will implement the following:

- Administer a Parent Needs Survey in the spring of each year which will provide input as to the effectiveness of the school-wide program; especially the Parental Involvement Policy
  - ✦ Data gathered from the surveys will be analyzed and compiled along with other data from the comprehensive needs assessment to determine the overall effectiveness of the school-wide policy.
- Involve parents in the development of the School-Wide Title I Policy
  - ✦ The School-Wide Title I Advisory Committee is comprised of parents, teachers, students, and community members. This committee plays a fundamental role in the development of the School-Wide Policy which includes the Parental Involvement Policy.
- Provide an open round-table for information and decision making at PTSO meetings
- Make available to parents and community members the School-Wide Title I Policy which includes the Parental Involvement Policy. This Policy may be found in the following places:
  - ✦ school website
  - ✦ school library
  - ✦ public library
- Parents are informed in the actual document and at the annual meeting that they may make comments if they disagree with any of the content found in the Greenwood Middle School-Wide Policy.
  - ✦ It is suggested to parents that the annual Title I meeting in the spring is an excellent time to make comments and/or suggestions concerning the contents of the Policy.

## Annual Parent Meeting and Opportunities for Participation

Greenwood Middle School will implement the following:

- Arrange an annual meeting at the beginning of the school year in order to inform parents about the school-wide program and Title I requirements and offerings
  - ✚ Greenwood Middle School invites all parents to an annual meeting held at the beginning of each school year in which parents are informed of the Title I School-Wide Policy. Topics covered include benefits and activities, role, rights, and responsibilities of parents in the education of their child, and federal guidelines. At this meeting parents are also informed of their rights to know the qualifications of their child's teacher and if that teacher is highly qualified
  
- Involve parents in the Policy review, and improvement of the school-wide program
  - ✚ The School-Wide Title I advisory committee includes parents which play an essential role in the development of the Parental Involvement Policy as well as the Title I School-Wide Policy.
  - ✚ Provide a round table for information and decision making at PTSO meetings.
  - ✚ A Parent Needs Survey is administered each spring. Data from these surveys as well as data from the comprehensive needs assessment are compiled and analyzed in order to determine the overall effectiveness of the Title I School-Wide Policy which includes the Parental Involvement Policy. This is an excellent time for parents to voice any concerns or submit possible changes.
  
- Provide parents information about programs, curriculum, assessment, and achievement expectations.
  - ✚ Newsletters
  - ✚ School website
  - ✚ School calendars posted on website and/or in student handbooks
  - ✚ E-mails
  - ✚ Telephone calls
  - ✚ Newspapers
  - ✚ Conferences
  - ✚ PTO meetings
  
- Publicize and continue to add materials to the Parent Center as it relates to Greenwood Middle School.

## *Procedures to Submit Comments of Dissatisfaction with the School Parental Involvement Policy*

Parents are notified through the school website, annual meetings, and in brochures that they may make comments if they disagree with any aspect of Greenwood Middle School's Title I School-Wide Policy which includes the Parental Involvement Policy.

- Parents are notified at the annual Title I meeting that the Parent Needs Survey is an excellent opportunity for them to make comments and suggestions for program improvement. Parents are encouraged to use the comment section provided at the end of the survey.
- Data from these surveys as well as data from the comprehensive needs assessment are compiled and analyzed in order to determine the overall effectiveness of the Title I School-Wide Policy which includes the Parental Involvement Policy. This is an excellent time for parents to voice any concerns or submit possible changes.

## *Building Capacity*

To ensure effective involvement of parents and to support a partnership among Greenwood Middle School, parents, and community members that enhances student academic achievement we:

- Shall provide training opportunities for parents, faculty, and staff for improved student achievement
  - ✚ Job-embedded professional development for all faculty and staff
  - ✚ System-wide sponsored parental involvement resource room located in the Community Education / 21<sup>st</sup> Century Building
  - ✚ System-wide sponsored Community Education Classes
  - ✚ Meetings for ESL parents with interpreters and materials available for check-out
- Shall educate faculty and staff through in-service opportunities of the importance of working with parents as equal partners to build ties between parents and school
  - ✚ Job-embedded professional development
  - ✚ Grade-level data meetings every nine weeks
  - ✚ Subject level data meetings every nine weeks
- Shall provide parents with opportunities that explain state academic and achievement standards, state and local assessments, and student progress
  - ✚ Parent/Teacher Conferences
  - ✚ Annual Title I meeting

- ✚ Periodic meetings conducted by the principal, guidance counselor, and instructional coach to explain the following:
    - ✓ MCT 2 Student Profile Reports
    - ✓ Assessment Results
    - ✓ Student Progress Reports
    - ✓ Student Report Cards
    - ✓ State School Report Card
    - ✓ Drop-Out Prevention
    - ✓ English acquisition results
- Shall coordinate and integrate parent involvement programs/activities through 21<sup>st</sup> Century and other system-wide supported programs such as:
  - ✚ Extended Day
  - ✚ Saturday School
  - ✚ Tutoring
- Shall work with local businesses and community agencies to develop partnerships with student and school recognition programs
  - ✚ PTSO and business sponsored school-wide Awards Day
  - ✚ Book Fair
  - ✚ Student/Faculty and Staff Recognition-Incentive by community members
  - ✚ Teacher Recognition by the Greenwood Chamber of Commerce
- Shall ensure that documents sent home are in a parent friendly language
  - ✚ Documents created in Spanish
- May involve parents in the development of training of teachers and other staff to improve instruction
- May conduct workshops seminars to train parents on parent involvement
- May conduct meetings at a variety of times to maximize opportunities for parents to participate in school related activities
- May provide reasonable support for parental involvement activities under this section as parents may request
- May pay reasonable and necessary expenses associated with local parental involvement activities for school-related sessions
- May train and support parents to enhance the involvement of other parents

### *Shared Responsibilities for High Student Performance*

Greenwood Middle School shall develop a school-parent-student compact. The compact shall outline how administrators, school faculty, parents, and students will share responsibility for improved student achievement. It will also provide means by which the school and parents will build a partnership to help students achieve the state's high academic standards. Pacts will be provided in all languages that parents can understand. Compacts will be discussed with teachers prior to the first day of school. Teachers will

then discuss the compacts with their homeroom students and obtain student signatures. Students will then take these compacts home to their parents. After parents have signed the compact, it should be returned to that student's homeroom teacher. Teachers and the administrator will then sign the compact which will be kept in classroom to be used during parent-teacher or student-teacher conferences.

Home-School Compacts will be revised annually as needed. Parents will be invited to submit input in writing or to attend revision meetings.

### Accessibility

Greenwood Public School District, to the extent practical, will provide a teacher of English as a Second Language for students needing services. The teacher will provide parents with appropriate communication methods with the school faculty and staff to ensure academic progress and interpretation of assessment results. These methods will be written when necessary. Parents with disabilities and parents of migratory students will be provided with information in an easy to read format and assistance will be provided for understanding their child's needs and academic progress. Greenwood Middle School is also a handicapped assessable campus.

### Parents' Right-to-Know

A Parents' Right-to-Know letter is included in the registration packet. This information is also covered at an annual meeting.

Greenwood Middle School will provide parents information about their right to know the qualifications of their child's teacher. Notice of this right and of any person that does not meet the highly qualified criteria required by No Child Left Behind will be sent to parents each year.

When a student is being taught by a teacher who is not highly qualified, a notification letter is sent home to the parents of those children. When a substitute has been in a classroom for more than four consecutive weeks and is not highly qualified, a notification letter will be sent home to the parents of those children.

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title-I programs, as evidenced by meeting minutes.

This policy was adopted and/or revised by the Greenwood Middle School on 20 May 2013.