

Caledonia Middle School Parental Involvement Plan 2016-2017

The vision of Caledonia Middle School is to provide a superior educational system that challenges all students to attain their greatest intellectual, social, and personal potential.

Statement of Purpose:

- A. Caledonia Middle School will interpret Parental Involvement to mean the participation of parents through meaningful communication involving the student academic learning process and other school activities, ensuring the following:
- Parents play an integral role in assisting their child's learning and are encouraged to be actively involved in their child's education at school;
 - Parents are full partners in their child's education and are included, as appropriate, in decision-making and are recruited to be on advisory committees to assist in the education of their child.
- B. Implementation of Purpose: Caledonia Middle School will provide opportunities for regular meetings to formulate suggestions, share experiences with other parents, and participate as appropriate in decisions relating to the education of their children, if such parents so desire.

Developing the Policy:

- A. Caledonia Middle School will develop and distribute to parents a Parental Involvement Policy, in an understandable format, that the school and parents have agreed upon and in a language parents can understand.
- a. Implementation: Caledonia Middle School will take the following actions to involve parents in the joint development and joint agreement of its Parental Involvement Policy in an organized, ongoing, and timely way:
- Hold parent meetings at set times throughout the year.
 - Translate documents into any language needed by the parent.
 - Arrange follow-up meetings accordingly.
- The Parent Advisory Committee will annually review and update the Parental Involvement to meet the changing needs of parents and the school
- B. Caledonia Middle School will make the Parental Involvement Policy available to parents and the local community.
- a. Implementation: Caledonia Middle School will make the Parental Involvement Policy available to parents and the community in the following places:

- School website
 - School library
 - School office
- C. Caledonia Middle School will 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.
- a. Implementation: Caledonia Middle School will analyze the data gathered from the Parent Needs Assessment Survey and compile it with the data from other Needs Assessment Surveys to determine the overall effectiveness of the School-Wide policy which includes the Parental Involvement Policy. The survey provides parents with an opportunity to voice any concerns or submit possible changes.
- D. Caledonia Middle School will involve parents in the development of the School-Wide Plan and make it available to parents and community members.
- a. Implementation: Caledonia Middle School will develop a School-Wide Title I Advisory Committee that is comprised of parents, teachers, students, and community members. This committee will play a fundamental role in the development of the School-Wide Plan which also includes the Parental Involvement Policy. This policy may be found in the following places:
- School website
 - School library
 - School office

Annual Title I Parent Meeting:

Caledonia Middle School will hold an annual Title I parent meeting at the beginning of the school year in order to inform parents about the school-wide program and Title 1 requirements and offering. Caledonia Middle School will hold a flexible number of meetings at varying times in order to accommodate parents' schedules.

- a. Implementation: Caledonia Middle School will hold an Annual Meeting at the beginning of the school year to acquaint parents with the Parental Involvement Policy, curriculum, classroom standards, homework policy, assessments, Title 1 programs, the school report card, and tools to help their child. Caledonia Middle School will also explain the forms of assessment, and proficiency levels that students are expected to meet.
- b. Information about the Title I Program will be provided by way of:
- 9 Weeks Title I/Testing Newsletter
 - Flyers

- Telephone Calls
 - Email
 - School website
 - School calendar posted on website and/or in student handbooks
 - AlertNow
 - Schoology
- B. Caledonia Middle School will arrange a Spring Planning Meeting, in the spring of each year, scheduled at various times to meet the needs of Title I parents.
- a. *Implementation:* Caledonia Middle School will hold Annual Spring Planning Meetings, at various times, for all parents of participating children to inform them of their school's Parental Involvement Policy and to explain its requirements and their right to be involved. An active parent coordinator will be designated to help implement and facilitate the policy. Activities for parent programs are suggested and determined by the parents.

Building Capacity:

- A. Caledonia Middle School will build the schools' and parents' capacity for strong parental involvement. *Implementation:* Caledonia Middle School will ensure effective involvement of parents to support a partnership among the school, parents, and community members that enhances student achievement by:
- a. Providing training opportunities for parents, faculty, and staff for improved student achievement.
- i. Professional development for all faculty and staff
 - ii. District Parental Involvement Resource Room located at the Lowndes County Central Office where technology is provided to foster parent involvement.
 - iii. Meetings for ESL parents with interpreters and materials available for check-out
- b. Providing school report cards that show school progress toward meeting the state's challenging performance standards and provide individual student results and interpretation of results to parents.
- i. The school will distribute assessment data in some of the following ways:
 - 1. Distribution of school-level and state-level report cards
 - 2. Individual parent-teacher conferences
 - 3. Small group meetings
 - 4. Annual Title I Meeting

5. Spring Planning Meeting
 - ii. The school and district will provide assistance to parents of students served by the school in understanding topics such as the following:
 1. State and District academic achievement standards, including alternate assessments.
 2. The requirements of Title I
 3. How to monitor their child's progress
 4. How to work with teachers to ensure students' success.
 - c. Providing opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children
 - d. Implementing the following key strategies to increase meaningful Parental Involvement that is designed that is designed to enhance home-school partnerships and improve student learning:
 - i. Invite parents to an Open House at the beginning of school and give them an opportunity to interact with teachers to develop a parent-teacher relationship. This meeting will allow teachers to set the expectations and the tone for the year, relieve parent concerns, and establish a positive parent climate in their room.
 - ii. Allow parents to access their child's attendance and grades online by accessing Schoology on the district website.
 - iii. Clearly communicate assessment goals and dates through newsletters.
 - iv. Share the results of assessment with parents via school report cards.
 - v. Provide regular events that showcase student's learning and invite parents to participate.
 - vi. Invite parents to a mid-year Open House to give parents an opportunity to interact with teachers, showcase the accomplishments of the students, and provide encouragement while developing a community. Parents will also be provided with a mid-year evaluation that will indicate the child's need in order to be promoted to the next grade.
 - vii. Provide Parental Involvement workshops at least 4 times a year.

Coordination of Programs:

The designation of a parent coordinator on the Caledonia Middle School campus is a way to help coordinate parents and parental involvement programs. The parent coordinator serves as a liaison between the school and the parent. The parent coordinator helps to organize regular parent meetings and other programs and events where parents are invited to come out and meet with teachers and administrators concerning their child's progress in the school. These meetings are set aside as a time to build and help maintain parent

relationships with the school and the teachers. Parent Coordinators also use the Practical Parent Education program to help build success. At least four (4) workshops are held throughout the year, one for each grading period. Some topics discussed at the workshops will be *Raising Children of Character; Expressing and Communicating Feelings and Emotions; Understanding the Complexities of Bullying and Social Cruelty in Children; and Giving Children Responsibility for Themselves*. These workshops are geared to help parents continue the learning process at home with their child.

Parents' Right to Know:

- Parents have the 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.
- Parents have the right to know when a teacher will be in the 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 in the event that this occurs.
- Parents have the right to request opportunities to meet with staff to make suggestions.
- Parents have the right to participate in decisions relating to their child's education.
- Parents have the right to submit a written comment of dissatisfaction about the School-Wide Policy when the policy is made available to the district.

Shared Responsibilities for High Student Academic Achievement:

- A. In order to ensure effective Parental involvement and to support a healthy partnership among the school, parents, and the community, Caledonia Middle School will do the following activities:
 - Send informative letters home to parents
 - Hold helpful meetings to discuss student progress and strategies for improvement
 - Provide Parental Involvement workshops four (4) times a year to help motivate parents for success
- B. Caledonia Middle School will, with the assistance of the district, provide assistance to parents of children served by the Title I school program in understanding topics such as:
 - The state and district's academic achievement standards
 - The state and district's academic assessments including alternate assessments
 - Title I requirements
 - Current curriculum in use / How to monitor their child's progress
 - How to work with the school and teachers to ensure student success

School-Parent Compacts:

- A. Caledonia Middle School will develop and distribute a School-Parent Compact in a language parents can understand that will outline how administrators, school faculty, parents, and students will share the responsibility for improved student achievement.

- Caledonia Middle School will implement the district's School-Parent Compact as a component of its Parental Involvement Policy. The school and parents will build a partnership to help student achieve the state's high academic standards. Compacts will be discussed with teachers prior to the first day of school. Teachers will discuss the compact with their homeroom students and obtain signatures from students. Students will take the compact home to discuss with their parent and obtain parent signatures. Students will return the compact to his/her homeroom teacher. Teachers and the administrator will sign the compact which will be kept in the classroom to be used during parent-teacher or student-teacher conferences. School-Parent Compacts will be revised annually as needed. Parents will be invited to attend revision meetings.

Evaluation:

Caledonia Middle School works with the school's Title I parents and advisory committee to evaluate the effectiveness of the parental involvement program. Needs assessment surveys, parent feedback from meetings, and other resources are used to determine the needs of the school and revise the parental involvement policy and program in order to meet the changing needs of the parents and students. All revisions are voted on by the parents and are communicated to the parents in a timely manner. The parental involvement policy is revised on a yearly basis and sent to the school board for approval. Also, if the Schoolwide plan 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.

Caledonia Middle School is committed to the success of students. We will work together with parents to monitor the effectiveness of our parental involvement and Title I programs and to provide excellence in education. This policy will be promoted by the administrators, principals, and other school staff as we seek active participation by our parents.

Accessibility:

Caledonia Middle School, 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 that parents can understand.