

**School-Level  
Parental Involvement Plan/Policy**



**School Parental Involvement Policy**  
*Collins Middle School*  
*School Year: 2017-2018*  
*Revision Date: 06/31/2017*

In support of strengthening student academic achievement, Collins Middle receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents of participating children a written parental involvement policy that contains information required by section 1118(b)(1) of the Elementary and Secondary Education Act of 1965 (ESEA). The policy establishes the school's expectations for parental involvement and describes how the school will implement a number of specific parental involvement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

The Collins Middle agrees to implement the following requirements as outlined by Section 1118:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan under Section 1114(b)(2) of the Elementary and Secondary Education Act of 1965 (ESEA).
- Update the school parent involvement policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the parental involvement policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the schoolwide program plan under Section 1114(b)(2) of the ESEA 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.
- Be governed by the following statutory definition of parental involvement and will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

  - (A) Parents play an integral role in assisting their child's learning
  - (B) Parents are encouraged to be actively involved in their child's education at school
  - (C) Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child
  - (D) Other activities are carried out, such as those described in Section 1118 of the ESEA

## **DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOLWIDE PARENTAL INVOLVEMENT POLICY COMPONENTS**

### **JOINTLY DEVELOPED**

**Collins Middle** will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

*Collins Middle has developed a written Title I Parental Involvement Policy with input from the parents in the following ways: invite parents to annual Title I Meeting and various other meetings (Grade Night/ Open House/ School Council, etc.) where CMS provides opportunities to give input. Input can be given in various forms i.e. verbally, written, survey, via committee, open forums, and parent involvement activities. Also input is received by our school leadership team, certified staff and the principal. CMS provides parents with Title I District Parental Involvement Policy, School Parental Involvement Policy, School-Parent Compacts, SWIP, and the Title I Survey and Results in an open forum with the request for input.*

### **ANNUAL TITLE I MEETING**

**Collins Middle** will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school parental involvement policy, the schoolwide plan, and the school-parent compact.

*Collins Middle annually distributes the School Parental Involvement Policy, the School-Wide Improvement Policy and the School-Parent Compact during the first two weeks of school in an open forum meeting which is held in the evening in 30 minute sessions with various sessions in a row . All policies are available online on the school website as well as copies are available in the media center and front office. All new students will be given copies upon enrolling. These plans are discussed and available at our annual Grade Night and Open House meetings which occur every 9 weeks. Collins has an annual Title I meeting held in the fall in which these policies are discussed at great length.  
School website: [cescms.tattnallschools.org](http://cescms.tattnallschools.org)  
Weekly Newspaper, school marquee, agendas and newsletters, Remind 101*

## COMMUNICATIONS

**Collins Middle** will take the following actions to provide parents of participating children the following:

Timely information about the Title I programs

Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parental involvement.

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:

*Orientation/Open House/ Three PTO Meetings*

*Quarterly School Council Meetings*

*Other scheduled meetings throughout the year (additional parent-teacher conferences, IEP Meetings, 504 Meetings, POI Meetings, etc.) will be scheduled at times to better accommodate parents' schedules.*

*Concerted efforts will be made to schedule meeting times that will coincide and be correlated with other school programs such as PTO, athletic events, academic events, club related activities, etc. in order to offer flexibility in participation in meetings and other school related activities.*

*Annual Title I meeting*

*Automated attendance notification system*

*Personal telephone calls*

*Personal notes/letters/notices*

*Flyers/brochures/invitations*

*Student agendas*

*Frequent parent-teacher conferences*

*Parent portal*

*School's webpage/School's marquee/ School's social media posts (Facebook)/ School emails*

*Local newspaper*

*Remind 101*

*Surveys*

## SCHOOL-PARENT COMPACT

**Collins Middle** will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

*CMS revises its school-parent compact in May of each year in consultation with our school wide leadership committee and any parental comments received by teachers/surveys/website throughout the year. All parents will be given a copy of the new compact through open house enrollment packets and sent home with students during the beginning of the school year. A copy will be maintained on the school website and new students will be given one at the time of enrollment. The compact will be explained to the parents, and they will be asked to sign the compact signifying their commitment to working in partnership with the school and their child in ensuring that their child is successful in school. The compacts will be discussed with teachers at faculty meetings. Each teacher will be given the responsibility to explain the compact to the students and obtain the students' signatures.*

## **RESERVATION OF FUNDS**

**Collins Middle** will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent by:

*CMS will use its allocation of parent involvement funds to employ a Title I Parent Liaison to promote communication between home and school, provide materials and training to help parents to work with their children to improve their children's achievement; and to purchase books, pamphlets, videos, tapes, etc... that provide parents with resources in a variety of topics in order to meet the needs of their children.*

## **COORDINATION OF SERVICES**

**Collins Middle** will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other 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 by:

*CMS will provide access to Pre-K class within the school system that includes an orientation for students and parents. Invite parents into the school to read to the class and participate in holiday activities. Introduce students and parents to kindergarten by facilitating a transition program. A resource center for parents is available through the school counselor.*

## **BUILDING CAPACITY OF PARENTS**

**Collins Middle** will build the parents' capacity for strong parental involvement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the proficiency levels students are expected to meet.
- Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement
- Providing assistance to parents of participating children, as appropriate, 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, Part A.
  - How to monitor their child's progress.
  - How to work with educators.

*Send home weekly newsletters so that parents are current with standards and instructional practices. Response to Intervention meetings for students requiring additional support with academics and/or behaviors. IEP meetings to discuss progress of students with special needs. Parent-Teacher conferences after each grading period; additional conferences as needed. CMS provides opportunities for the participation of parents with limited English proficiency and parents with disabilities. We have an ESOL teacher who is available to assist students and parents with limited English proficiency. Individual academic assessments, and the interpretation of those results, will be interpreted for parents in a language they can understand through the assistance of our ESOL specialists and translators available through the Tattnall County Board of Education. At this time, CMS has a Migrant specialist as well.. Every effort is made to accommodate parents with disabilities. The Tattnall County School System policy for homebound is followed as needs exist for homebound services. Parents requiring such assistance should contact the school for referral forms and assistance with the application process. Homebound services are provided through the central office of the Tattnall County School System.*

## **BUILDING CAPACITY OF SCHOOL STAFF**

**Collins Middle** will provide training to educate the teachers, pupil services personnel, principal, and other staff in how to reach out to, communicate, 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 the school by:

*Review faculty and staff handbook with teachers regarding professional expectations to establish a positive rapport with parents.*

**Collins Middle** will provide other reasonable support for parental involvement activities under Section 1118 as parents may request by:

*Collins Middle is committed to doing "whatever it takes" to ensure parents feel supported and involved.*