

Howard Middle School
Parental Involvement Policy
2011-2012
Revision date October 19, 2011

Title I Requirements	Activities/Strategies	Participants	Time/Date	Evidence of Compliance
Parents will be included in the development and implementation of the school's Title I Plan.	Parent Advisory Council meetings with discussion of needs assessment, school improvement and Title I laws.	Administration, Faculty, Staff and Parent Advisory Council	First 6 weeks of the school year	Copy of Minutes, Agenda
Communication with parents will include, but not limited to: annual meeting, school performance profile, student-parent-teacher-administration compact, homework/information folders and individual student assessment.	The meeting will be held during time-frames that will accommodate parents.	Administration, faculty, staff, parents, students and community stakeholders	Meetings before October and in Summer months before start of school	Copy of Agenda
	The School Performance profile will be discussed at the beginning of the school year at a Parent meeting.	Principal	Annually	Copy of Agenda
	The Student-Parent-Teacher-Administrator Compact will be developed by the Parent and/or School Advisory Council in order to share responsibility for improved school achievement.	Parent Advisory Council and other interested people	Annually	Copy of Compact
	The students' individual assessment will be assessed by progress reports and final report for the semester.	School Staff	Progress reports every 4 ½ weeks and report cards every 9 weeks	Copies of Signed Reports
Addressing the importance of eliminating parental involvement barriers through offering parent-teacher conferences, workshops to explain curriculum, forms explaining the assessment used to evaluate strengths and areas of improvement.	Parents will be invited to countywide conferences day/night and/or weekends. Parents will be encouraged to use email other devices to communicate with school staff concerning their child.	Teachers, Family Engagement Facilitator , Parents, and Students	County-wide conferences and ongoing seminars as needed	Copies of Conferences, Schedules and Flyers
Parents will have reasonable access to administration, faculty and staff. They will have opportunities to observe and participate in classroom activities.	Parents will be invited to Open House, Orientation, Classroom observations, Volunteerism, etc.	Faculty and Staff	ONGOING	Copies of School Visitation Logs
Home visits may be conducted.	The school social worker, counselor and/or Family Engagement Facilitator will make home visits when needed, in coordination with the counselor.	School Staff	ONGOING	Copies of Home Visit Reports.

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Training will be provided for all faculty, staff and parents on how to work together in a joint effort to communicate with each other and form equal partnerships to improve the connection between home and school.	Howard Middle School, with the assistance of the school district, will inform staff of professional development opportunities that encourage and inform personnel of the strategies to utilize parent involvement. The Family Engagement Facilitator will conduct training workshops for teachers as well as parents to establish and improve connections for student achievement.	District Staff, Faculty and Staff, Family Engagement Facilitator , and Parents.	Ongoing	Workshop Agenda, Sign-In Sheets, Staff is on an individual basis.
Provide materials and training such as coordinating necessary literacy and use of technology training to help improve their child's academic performance.	A Parent Resource Center has been established on a district level which is open and available five days a week. A community referral system will be established to offer available resources.	Administration, District Level Staff, Faculty and Staff, Family Engagement Facilitator , and Parents	Ongoing	Copies of Sign-in /out and Referral Sheets
Develop partnerships with community-based organizations and businesses.	Create community event to allow our parents access to some of their services. In addition, these partnerships will play a part in Howard Middle School's volunteer program and assist with recognition and achievement incentives for students and parents.	Faculty and Staff, Family Engagement Facilitator , Community and Business Leaders	Ongoing	Letters to businesses asking for participation in programs at Howard Middle School .
Establish an on-site parent resource center. Conduct activities and workshops for parents to learn about child development and child rearing issues beginning at the birth of a child, and provide training classes that will help parents become full partners in the education of their children.	Develop and implement programs with our parent center manager , nutrition, staff and community partners to provide basic and nutritional guidelines for students and parents.	Family Engagement Facilitator , Community based organizations	Ongoing	Copy of Curriculum and/or Agenda
Involve parents in an ongoing and end of year assessment to evaluate the effectiveness of the parent involvement initiatives as a measure of performance evaluations of the school.	The process of program assessment has several components. A comprehensive end-of-the-year assessment will include all the individuals and groups who are involved, such as administrators, teachers, parents, and children. This assessment will help Howard Middle School to reflect on the work of this year and begin to set goals that will strengthen our program in the coming year.	Administration, Faculty and Staff, Parents and Students	Ongoing	End of Year Assessments

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Information will be sent home in a parent and student friendly manner.	Translation of notices, telephone calls, letters and other documentation will be made available if feasible.	Faculty and Staff, Family Engagement Facilitator , and ESOL Department	When available	Copies of District and school information translated in other languages.
Adopt and implement model approaches to improving parental involvement.	Review/ implement sample Parental Involvement Plans chosen by the state department.	Administration, Faculty and Staff, Family Engagement Facilitator , Parents and Students.	Ongoing with quarterly meetings to evaluate the level of parental involvement.	In Process
Provide other reasonable support for parental involvement activities as parents may request.	The end of the year parent survey and evaluation will be used. This will allow Howard Middle School to understand the needs of their parents and how best we can serve them.	Family Engagement Facilitator and Parents	When requested	Parent Surveys
Involve parents in the joint development of the Parent-Student-Teacher-Administrators compact that outlines how parents will be responsible for supporting student learning.	Parents will be asked to create a home environment that promotes learning and reinforces what is being taught at school; contribute their knowledge and skills to the school, enriching the curriculum and providing extra services and support to students. Parents will serve on various committees participating in joint problem solving for improving the school.	Administration, Faculty and Staff, Family Engagement Facilitator , Parents and Students	Ongoing	Parent-Student-Teacher – Administrator Compact
Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students served under Title I to meet the Georgia Performance Standards.	The school will provide an environment that is conducive to learning, use best practices, effectively communicate with students and parents, provide information to parents and students on the students progress, provide special services for exceptional students as required, and assist each student to grow to his or her fullest potential.	School Staff	ONGOING	Parent-Student-Teacher-Administrators Compact

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<p>Explain the ways in which each parent will be responsible for supporting their children’s learning, such as monitoring attendance, homework completion, and leisure time, volunteering in the classroom and participating in the decisions of their child education.</p>	<p>Parents, Faculty and Staff will encourage students to have good study habits at home, keep the lines of communication open to the student s and school, encourage students to resolve conflicts in a positive way, and help students meet his or her goals and objectives in a timely manner.</p>	<p>Parent Education Liaison, Parent, Faculty and Staff</p>	<p>Ongoing</p>	<p>Parent-Student-Teacher-Administrator Compact</p>
<p>Address the importance of communication between teachers and parents on an ongoing basis through, parent-teacher conferences, progress reports and access to staff.</p>	<p>Parents have access to faculty and staff through email, telephone calls, letters, and school visits. The Parent Education Liaison is available to assist parents with setting up conferences, providing information on their child’s performance, attendance and any other needs necessary.</p>	<p>Faculty and Staff, Parent Education Liaison and Parents</p>	<p>Ongoing</p>	<p>Parent-Student-Teacher-Administrator Compact</p>