

## **Middlesex Elementary School School Parent Involvement Policy**

Middlesex Elementary School jointly developed this parental involvement policy in consultation with school personnel, community members, and parents and adopted it on November 3, 2014. A list of committee members responsible for the writing of this policy can be found in Appendix A. This policy was distributed to parents of participating children and to the extent practicable, provided in a language the parents can understand. This policy shall be made available to the local community on the MES website. If the Title I plan (application) is not satisfactory to the parents of participating children, Middlesex County Public Schools will submit any parent comments with the application when the plan is submitted to the state. This parent involvement plan will be updated annually to meet the changing needs of parents and the school.

### **Part 1. POLICY INVOLVEMENT**

Middlesex Elementary School will:

- (1) Convene an annual meeting in October to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I and to explain the requirements of Title I, and the right of the parents to be involved;
- (2) Offer a flexible number of meetings. A schedule of this year's meetings can be found in Appendix B;
- (3) Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I program, including the planning, review, and improvement of the school parental involvement policy and the joint development of the schoolwide program plan (if applicable);
- (4) Provide parents of participating children:
  - (A) timely information about Title I programs;
  - (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 proficiency levels students are expected to meet; 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;

## Part 2. SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

### REQUIRED SCHOOL-PARENT COMPACT PROVISIONS

#### School Responsibilities

Middlesex Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's student academic achievement standards as follows:

*Middlesex Elementary takes a prescriptive approach to ensure that each individual need is being met academically. We use data assessments such as PALS, benchmark assessments, and classroom observation and assessments to detect areas of strengths and weaknesses for each student at MES. We structure our groups according to need to ensure that intensive prescriptive instruction is given to each student in the area of focus. We use a progress monitoring system to ensure that accurate progress is being made for each student in order to close gaps in instruction. Students feel welcomed, supported, and gain levels of confidence from our approach of ensuring students receive what he or she needs in order to be successful.*

2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:

*On the dates published on the MCPS calendar for parent-teacher conferences.*

3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

*Upon eligibility for Title I services and after the conclusion of the 2<sup>nd</sup> and 3<sup>rd</sup> grading periods.*

4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

*During MCPS Parent-Teacher Conferences and upon request for a parent-teacher conference*

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

*Middlesex Elementary welcomes and encourages parent volunteers and parent involvement at the school level. We offer several activities throughout the year that enlist parent support and attendance in classrooms. Anyone who wishes to visit MES, may do so by signing in at the office and gaining a pass for the requested destination. If a specific class is the area that the parent wishes to visit or observe, we ask parents schedule an observation with the teacher or administrator to ensure that disruption to the learning environment is limited. Anyone who wishes to volunteer must adhere to the MCPS policy and will need to fill out a volunteer application and have a background check completed. All of these arrangements are made through the central personnel at our school board office. Once approved, the volunteer may contact the school to arrange the days and times that work best to volunteer at MES.*

## **Parent Responsibilities**

We, as parents, will support our children's learning in the following ways:

- *Monitoring attendance.*
- *Making sure that homework is completed.*
- *Monitoring amount of television my children watch.*
- *Volunteering in my child's classroom.*
- *Participating, as appropriate, in decisions relating to my children's education.*
- *Promoting positive use of my child's extracurricular time.*
- *Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.*
- *Attending Parent Involvement activities*
- *Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A, parent representative on the school's school improvement team, the Title I Policy Advisory Committee, the District wide Policy Advisory Council, the state's Committee of Practitioners, the school support team, or other school advisory or policy groups.*

## **Student Responsibilities**

We, as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- *Do my homework every day and ask for help when I need to.*
- *Read at least 30 minutes every day outside of school time.*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.*

## **Additional Required School Responsibilities**

Middlesex Elementary School will:

1. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.
2. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs. The school will

convene the meeting at a convenient time to parents, and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The school will invite to this meeting all parents of children participating in Title I, Part A programs (participating students), and will encourage them to attend.

3. Provide information to parents of participating students in an understandable and uniform format, including alternative formats upon the request of parents with disabilities, and, to the extent practicable, in a language that parents can understand.
4. Provide to parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
5. On the request of parents, provide opportunities for regular meetings for parents to formulate suggestions, and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible.
6. Provide to each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading.
7. Provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002).

### **Part 3. BUILDING CAPACITY FOR INVOLVEMENT**

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, Middlesex Elementary School and Middlesex County Public Schools assisted under this part:

- (1) shall provide assistance to parents of children served by Middlesex Elementary School and Middlesex County Public Schools, as appropriate, in understanding such topics as the state's academic content standards and State student academic achievement standards, state and local academic assessments; also monitor a child's progress and work with educators to improve the achievement of their children;

- (2) shall provide materials and training to help parents work with their children to improve individual achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;
- (3) shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents; and how to communicate and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;
- (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start and public preschool and other programs;
- (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format that is practicable and in a language that parents can understand;
- (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;
- (7) may provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training;
- (8) may train parents to enhance the involvement of other parents;
- (9) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;
- (10) may adopt and implement model approaches to improving parental involvement;
- (11) may establish a divisionwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section;
- (12) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and
- (13) shall provide such other reasonable support for parental involvement activities under this section as parents may request.

#### **Part 4. ACCESSIBILITY**

Middlesex Elementary School, to the extent practicable, shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, in a format that is practicable and in a language that parents can understand.

## APPENDIX A

Contributing members to the development of the School-Parent  
Involvement Policy:

Lora Glass, Director of Exceptional Education and Federal Programs

Amy Stamm, Principal

Heather Evans, Assistant Principal

Belinda Kalantar, Title I Teacher

Amy Bull, Title I Teacher

Eileen O'Brien, Title I Teacher

Sandra Rutkowski, Parent

## APPENDIX B

### **Title I Parent Meetings:**

August 5, 2014, 9:00 am

October 28, 2014, 6:00 pm

January 23, 2015, 6:00 pm

March 12, 2015, 6:00 pm

### **Title I Advisory Meetings:**

September 22, 2014, 3:30 pm

November 3, 2014, 3:30 pm

March 30, 2015, 3:30 pm