

Manchester Middle School

Parental Involvement Plan

2016–2017
Revised July 29, 2016
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What is Parental Involvement?

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) That parents play an integral role in assisting their child's learning.
- (B) That parents are encouraged to be actively involved in their child's education.
- (C) That 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) The carrying out of other activities, such as those described in Section 1118 of the ESEA.

About the Parental Involvement Plan

In support of strengthening student academic achievement, the Manchester Middle School (MMS) has developed this parental involvement policy that establishes the district's expectations for parental involvement and guides the strategies and resources that strengthen school and parent partnerships in the district's Title I schools. This plan will describe MMS's commitment to engage families in the education of their children and to build the capacity in its Title I schools to implement family engagement strategies and activities designed to achieve the district and student academic achievement goals.

When schools, families, and communities work together to support learning, children tend to do better in school, stay in school longer and enjoy school more. Title I, Part A provides for substantive

parental involvement at every level of the program, such as in the development and implementation of the district and school plan, and in carrying out the district and school improvement provisions. Section 1118 of the Elementary and Secondary Education Act of 1965 (ESEA) contains the primary Title I, Part A requirements for schools and school systems to involve parents in their children's education. Consistent with Section 1118, the MMS will work with its Title I schools to ensure that the required school-level parental involvement policies meet the requirements of Section 1118(b) and each include, as a component, a school-parent compact consistent with Section 1118(d) of the ESEA.

Jointly Developed

During the annual State of the District meeting in May, all parents were invited to participate and provide suggestions and ideas to improve this district parental involvement policy for the 2016-2017 school year. The district sent a letter to all parents informing them about this meeting and posted an announcement on the school district website. During this meeting, parents also reviewed and discussed the Comprehensive LEA Improvement Plan (CLIP). Additionally, each Title I school used its Parent Advisory Council to review the district parental involvement policy before the end of the school year.

Upon final revision, the district parental involvement policy was incorporated into the CLIP which was submitted to the state. Parents are welcome to submit comments and feedback regarding the policy at any time on the school district website or by submitting written comments to your child's school. All feedback received was included with the policy for this school year.

The district parental involvement policy was posted on district and school websites, distributed during the annual Title I school meetings early this school year, and made available in the schools' parent resource centers.

Strengthening Our School

This year, the district parent involvement coordinator (PIC) will provide assistance and support to all Title I schools to ensure parental involvement requirements are being satisfied and that parent engagement strategies and activities are being implemented. Title I schools will receive notifications and resources from the district and the PIC to help them improve and strengthen family engagement. In addition to frequent communication and school visits, the district and the PIC will hold monthly meetings and trainings with its Title I schools' principals and school PICs to review family engagement plans and activities. Additionally, the district will convene a summit in March for principals and PICs to review parental involvement requirements and plan opportunities for parental involvement activities and meetings for the remainder of the school year.

Reservation of Funds

The MMS will reserve 1 percent from the total amount of Title I funds it receives in FY16 to carry out the parental involvement requirements listed in this policy and as described in Section 1118 of the ESEA. Furthermore, the MMS will distribute 95 percent of the amount reserved to all Title I schools to support their local-level parental involvement programs and activities. The district will provide clear guidance and communication to assist each Title I school in developing an adequate parental involvement budget that addresses their needs assessment and parent recommendations.

Each Title I school will host an annual School Improvement Forum in May for parents to provide suggestions how these parental involvement funds will be used in the upcoming year at the district and school-level. Comment cards and minutes from these meetings will be reviewed by the district to determine areas of need for the upcoming school year and consider changes to the parental involvement budget.





Opportunities for Parent Consultation

Input and suggestions from parents are an essential component of the district and school improvement plans that are developed each year. All parents of students eligible to receive Title I services are invited to attend two meeting opportunities described in this section to share their ideas and suggestions to help the district, schools, and students to reach our student academic achievement goals.

State of the District Meeting ~ May 22, 2017

All parents are welcome to hear the latest updates from the Manchester Middle School as well as review and provide input into the district parental involvement policy and the Comprehensive LEA Improvement Plan for the 2016-17 school year. Notices regarding this meeting will be mailed to all parents in advance of the meeting. The district will also communicate information regarding this meeting on the school district website.

School Improvement Forums ~ May 2-5, 2017

During this week, each Title I school will host a forum for parents to participate in roundtable discussions to review the schoolwide plan, the school's parental involvement policies as well as provide input on the parental involvement budget and parental involvement programs. Each Title I school will send a letter home to parents notifying them about the date and time of the forum. Information regarding the School Improvement Forum will also be made available on the school websites.

Parent input on the use of Title I funds to support parental involvement programs may also be provided through the annual district survey. The survey will contain questions related to the parental involvement budget as well as a section for parents to provide their comments.

Unable to attend these meetings? Please visit www.mcssga.org to review the meeting documents and provide your input.

Building School and Parent Capacity

The Manchester Middle School will build the schools' and parents' capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the Title I schools, parents, and the community to improve student academic achievement through the following districtwide activities and programs.

The MMS will work with a district and through its Title I schools to provide assistance to parents in understanding state and district academic information connected to their student's learning and progress, as well as information regarding the Title I program. The MMS will provide classes for parents to gain knowledge about the state-adopted standards and the achievement standards, as well as the required assessments for Georgia students including alternative forms of assessment. The dates and locations for these classes will be posted on the district website and shared through each Title I school's newsletter.

The SD will also provide a page on the district Web site that will contain resources and materials, including parent guides, study guides, and practice assessments, to help parents work with their children at home. Copies of these materials will be made available at all Title I schools for those families who may have limited internet access, including copies in Spanish. To assist parents with understanding the online student information system and other digital educational resources, the MMS technology specialists will partner with Title I schools to host workshops for parents. Dates and times for these workshops will be determined and announced by each individual school.

The MMS will coordinate and integrate the district's parental involvement programs with the Head Start program and other state funded preschool programs in the district by inviting faculty and staff from those programs to attend planning meetings focused on parent engagement activities. In the spring, the elementary schools will host Kindergarten Ready days so parents may tour the schools and receive information to help prepare them and their children for kindergarten. The MMS will also coordinate with these programs to ensure that parents are informed about available resources.

To ensure that information related to district, school, and parent programs, meetings, and activities is available to all parents in an understandable and uniform format, each Title I school will send home a districtwide calendar of events with information for parents at the beginning of the year. Parent notifications and resources will be sent home in parents' native language, where applicable, and interpreters will be available at parent events and meetings. Information posted on the district website will be translated to the extent practicable. The district will also utilize school telephone systems, school websites, local news media, and other school message systems to post information for parents.

The MMS will conduct three trainings during the school year for principals and school PICs to learn and discuss strategies to increase parent engagement, improve school-family communication, and build ties with parents and the community. These trainings will be redelivered to the faculty and staff of Title I schools. The district parent involvement coordinator will also provide opportunities for visits to each Title I school to review and discuss parental involvement requirements and initiatives. The MMS will host a training for appropriate school staff and faculty that will focus on creating welcoming environments and improving two-way communication with families.

The MMS has established a districtwide Parent Advisory Council comprised of parent representatives from each Title I school's Parent Advisory Council to provide advice on all matters related to parental involvement in Title I, Part A programs. Community leaders and business partners will be invited to serve on this council. The district will also encourage collaboration and participation with community partners by posting recordings of council and other district meetings on the website and increase participation by utilizing video conferencing technology to accommodate the schedules of these valuable partners.

Parental Involvement Evaluation

Each year, the ACSD will conduct an evaluation of the content and effectiveness of this parental involvement policy and the parental involvement activities to improve the academic quality of the Title I schools through an annual parent survey and the School Improvement Forums.

Beginning in April, each Title I school will send home a survey for parents to provide valuable feedback regarding the parental involvement activities and programs. These surveys will also be posted on the

district and school websites for parents to complete. In addition to the annual survey, each Title I school will also use the School Improvement Forum to facilitate group discussions to discuss the needs parents of children eligible to receive Title I services to design strategies for more effective parental involvement.

The ACSD will use the findings from the school forums and the survey results to design strategies to improve effective parental involvement, to remove possible barriers to parent participation, and to revise its parental involvement policies.

Accessibility

In carrying out the parental involvement requirements established by Section 1118 of the ESEA, the district parent involvement coordinator will communicate and collaborate with the Office for Student Support Services to ensure full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children including providing information and school reports in a language parents can understand.

Adoption

This districtwide parental involvement policy has been developed jointly and agreed upon with parents of children participating in Title I, Part A programs as evidenced by the collaboration of parents, school, and district personnel at the annual State of the District meeting.

This policy was adopted by the Manchester Middle School on July 29, 2016 and will be in effect for the 2016-2017 academic school year. The school district will publish this policy to all parents of participating Title I, Part A children on or before August 12, 2016.

