

Sussman Middle School - Parent Involvement Policy

Part I: General Expectations

- 1) Sussman Middle School agrees to implement the following requirements:
 - The school will jointly develop, with parents, a parental involvement policy for the Title I program upon which both groups agree.
 - The policy will be available in the Sussman Middle School office, on the Sussman Middle School website, and distributed to parents in English and Spanish.
 - The school, along with parents, will annually review the policy and make any revisions necessary to meet the changing needs of parents and the school.
 - The School-Parent Compact will be included in the Parent Involvement Policy.
 - The school will provide informational and educational opportunities to parents with limited English.
 - The school agrees to the following definition of parental involvement: Parental involvement is the participation of parents in regular and meaningful conversation with teachers, counselors, or administrators about academics and other school activities. It means parents will be encouraged to be involved in decision-making, where appropriate, regarding their child's education and will be invited to participate in advisory committees.

Part II: Description of how Sussman Middle School will implement all parts of the Title I parental involvement policy

- 1) Sussman Middle School will take the following actions to involve parents in the development and agreement of its parental involvement policy:
 - Parents at the annual Title 1 Meeting (held on Back-to-School Night), as well as parents involved in PTA and ELAC meetings, will have the opportunity to provide input on the parental involvement policy and the School-Parent compact. The School Site Council will review and approve the final policy that is included in the School Wide Plan by way of a simple majority vote.
- 2) Sussman Middle School will take the following actions to distribute the parental involvement policy to parents of all students:
 - Copies of the policy will also be made available in the school office and at all Title I events.
 - The policy will be available on the Sussman Middle School website.
 - The policy will be mailed to all parents.
- 3) Sussman Middle School will update its parental involvement policy to meet the changing needs of parents and the school each school year.
- 4) Sussman Middle School will hold an annual meeting during Back-to-School Night to inform parents of the following:
 - The purpose of the Title I Program
 - Services provided by Title I
 - Placement data
 - Opportunities for parents to be involved in the school
- 5) Sussman Middle School will hold meetings with input from parents to determine best days and times and will provide Spanish translation. Childcare will also be made available when resources or funding is available.
 - Parents will specify days and times and their language of preference on the needs assessment survey given at the annual informational meeting.
 - School personnel will provide Spanish translation of meetings.
- 6) Sussman Middle School will provide: information about the Title 1 Program, 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.
 - The purpose of the Title I Program will be explained at the annual fall meeting (held on Back-to-School Night).
 - Parents will be notified if their child is receiving additional assistance in math or reading and all other pertinent information.
- 7) Sussman Middle School will provide parents opportunities for regular meetings to formulate suggestions and to participate in decisions relating to the education of their children.
 - Parents may schedule parent-teacher conferences through the counseling office, so the counselor can set up a meeting that both parents and all teachers can attend.
 - Parents will have access to all teacher email addresses and voicemail, and should expect a response within 48 hours.

- Teachers should be prepared to provide an updated grade report at conferences.
- Parents will provide written requests for grade checks to be honored by the teacher.

Part III: Shared Responsibilities for High Student Academic Achievement

1) Sussman Middle School engages parents in meaningful interactions with the school, by supporting a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, Sussman Middle School will do the following:

- Parent Education Academies to provide strategies to help with homework completion and study techniques.
- Parent teacher conferences available upon request. Parent counselor conferences available upon request.
- Parents have the opportunity, through the district website, to access assignments and grades.
- Teachers will provide a course syllabus to each student outlining state academic standards that will be covered throughout the year.

2) Sussman Middle School will incorporate the School-Parent Compact as a component of its School Parental Involvement Policy.

- Parents will be involved in reviewing and revising the School-Parent Compact at the beginning and end of each school year and learn how to implement it to improve their child's academic achievement.
- The School-Parent Compact will be distributed to all parents in English and Spanish.
- Both the parents and teachers can refer to the Compact during parent-teacher conferences as a checklist to ensure that all is being done to aid in student achievement.

3) Sussman Middle School coordinates and integrates the Title 1 parental involvement program with other programs and conducts other activities that encourage and support parents more fully participating in the education of their children.

- The school/ district provides tutoring at school sites for students.
- Supporting Each Students in Need (SSN) intervention classes are provided for all students.
- Referrals to TLC, Operation School Bell, and PTA Helps for students in need.

4) Sussman Middle School will educate staff, with the assistance of parents, in the value of parent contributions and how to work with parents as equal partners.

- Teachers will discuss how to communicate meaningfully with parents at staff meetings.
- At staff meetings and PLCs, staff will discuss the parent surveys and ways to implement parent suggestions.
- ELAC, PTA, and SSC will provide insights in working with parents as equal partners.

5) Sussman Middle School will provide opportunities for all parents to participate, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. This includes providing information and school reports in a form and language parents understand.

- All mailings will be done in English and Spanish.
- Provide information to the school via a survey regarding parent education needs.
- Parents will receive notification of all meetings through mailers, auto-dialers, and school website updates.
- A summation of the meeting will be provided upon parent request.

Part IV: Adoption

This School Parental Involvement Policy has been developed jointly with and agreed upon by parents and staff, and approved by SSC. This revised 19-20 policy was adopted by Sussman Middle School on January 30, 2020 and will be in effect for the 2019-2020 school year. The school will distribute this policy to all parents through fliers in the office and on the Sussman Middle School website. It was available online to the local community on or before 09/01/19. Sussman Middle School's notification to parents of this policy will be in an understandable and uniform format and to the extent practicable, a copy of this policy will be provided to parents in a language the parents can understand.