

Curtis Middle School

Title I School-Level Parental Involvement Policy/Action Plan

With approval from the local governing board, Curtis Middle School has jointly developed with, and distributed to parent of Title I students a written parental involvement policy, agreed upon by such parents and updated periodically to meet the changing needs of parents and the school.

Curtis Middle School policy describes the means for carrying out the requirement of subsections through:

- Policy Involvement
- Shared Responsibilities for High Student Academic Achievement
- Building Capacity for Involvement
- Accessibility

How was the policy distributed?

The policy describes the means for carrying out the Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

Curtis Middle School has developed a written Title I Parental Involvement Policy with input from Title I parents. The policy was developed through parent input from surveys filled out during parent events throughout the 2016-2017 school year. It will be distributed the policy to parents of Title I students. The Parent Involvement Policy will be distributed to all students in July 2017.

Each Title I school shall involve Title I parents by means for the following activities:

The school convenes an annual meeting to inform parents of participating students of the requirements of Title I and their right to be involved.

At the beginning of the school year, during Back-to-School Night, all parents are provided a detailed overview of the school's Title I program, including program requirements as they apply to a school-wide setting, the instructional program, intervention programs, and the parents' rights to be an active participant in the school's Title I program.

Agendas and sign-in sheets are maintained to document the event.

The school offers a flexible number of meetings for participating parents, such as meetings in the morning or evening.

There are multiple opportunities for parents to participate in Title I related activities and topics at Curtis Middle School. The School Site Council (SSC), English Learner's Advisory Committee (ELAC), and African American Parent Advisory Council (AAPAC) meetings are arranged to accommodate the parents to ensure the best opportunity for participation. SSC meetings are held regularly, at 2:30 and the ELAC is held regularly, at 9:00 am. The African-American Advisory Council meetings are held regularly at various times. In addition, special event meetings are scheduled.

Agendas and sign-in sheets are maintained to document the event.

The school involves parents of participating students, in an organized, ongoing, and timely way, in the planning, review, and improvement of its Title I programs and parental involvement policy.

The school involves parents in planning, reviewing, evaluating, and improving the site's Single Plan for Student Achievement and Title I Parent Involvement Policy in a variety of ways including:

- SSC meetings
- ELAC meetings
- AAPAC meetings
- Back-to-School
- Parent surveys

Agendas and sign-in sheets are maintained to document the event.

The school provides parents of participating students with timely information about Title I programs.

The school provides on-going, regular information about its Title I programs, including:

- Auto-dialer InTouch call system
- Marquee notices (purchase marquee as funds become available)
- Parent notices
- School webpage
- Email updates
- Coffee with the Principal

All correspondence is translated. The school maintains copies of the correspondence on file for review.

The school provides parents of participating students with an explanation of the curriculum, the academic assessment, and proficiency levels students are expected to meet.

The school provides detailed information about the curriculum, assessments to monitor student progress, and expected proficiency levels students during Open House and at all parent advisory meetings. In addition, information is available in the front office, on the school's website, mailed correspondence, monthly newsletters, InTouch all calls, and presentations during site-level parent trainings.

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The school provides parent of participating students, if requested, with opportunities for regular meetings to participate in decisions relating to the education of their children and respond to any such suggestions as soon as practicably possible.

The school offers several, unsolicited opportunities for parents to participate in the school's Single Plan for Student Achievement during the SSC, ELAC, and AAPAC meetings. In addition, parents are given a survey to assist with identifying program strengths and growth areas.

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The school maintains agendas, minutes, and sign-in sheets to document the meetings.

**It may be helpful to include the parental involvement policy review in the annual review of the Single Plan for Student Achievement.*

***The policy must be updated periodically to meet changing needs of parents and the school. If the school has a process in place for involving parents in planning and designing the school's programs, the school may use that process if it includes adequate representation of parents of Title I children. [20 USC 6318 Section 1118(c)(3)]*

School-Parent Compact - Shared Responsibilities for High Student Academic Achievement

The School-Parent Compact shall be jointly developed with and distributed to parents of Title I students. The school-parent compact shall outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and describe the means by which the school and parents will build and develop a partnership to help children achieve the state content standards.

The compact:

- Describes the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the state standards.
- Describes the parents' responsibility to support their children's learning.
- Addresses the importance of ongoing communication between parents and teachers through, at a minimum, annual conferences; frequent reports on student progress; reasonable access to staff; opportunities for parents to volunteer and participate in their child's class, and observation of classroom activities

Consistent with CDE guidelines, the school provides multiple opportunities for parents to assist in developing, evaluating, and improving the School-Parent Compact, including:

- SSC meetings
- ELAC meetings
- AAPAC meetings
- Open House

- Parent surveys
- Coffee with the Principal

All correspondence is translated. The school maintains agendas, minutes, and sign-in sheets to document the meetings. The school maintains copies of each student's School-Parent Compact and is available for review.

Building Capacity for Involvement

Curtis Middle School builds capacity for involvement of parent, each school and LEA shall:

The school assists parents in understanding academic content and achievement standards and assessments and how to monitor and improve the achievement of their children.

The school provides information about the curriculum, assessments to monitor student progress, and expected proficiency levels students are expected to meet, during Back-to-School Night and at all parent advisory meetings. In addition, information is available in the front office, on the school's website, mailed correspondence, InTouch all calls, and presentations during site-level parent trainings. The school may also contract with an outside/independent consultant to provide a series of informational presentations designed to assist parents in gaining knowledge and resources necessary to support their student's learning and academic growth.

Flyers, sign-in sheets, presentation materials, agendas, REAFs, contracts, and other documentation will be maintained for review.

The school provides materials and training to help parent work with their children to improve their children's achievement.

The school will provide the following materials and training opportunities for parents to assist them in helping their child(ren) improve academic achievement:

- Opportunities to attend parent based conferences (CABE, NABSE, etc...)
- Parent workshops and trainings at the district and site
- Develop partnerships with community agencies
- Provide educational opportunities for parents such as: Reading classes, English classes, Math classes, Computer Literacy etc. so parents can assist their children with mastering the standards

Flyers, sign-in sheets, presentation materials, agendas, REAFs, contracts, and other documentation will be maintained for review.

The school educates staff members, with the assistance of parents, in the value of parent contributions and how to work with parents as equal partners.

The school will work with parents in developing ways to enrich the home-school partnership and inform staff of parent contributions by:

- Utilizing staff and parent surveys to determine needs and support strategies
- Increase parent volunteer opportunities on campus
- Provide staff development that aligns parent-school expectations and the mutual benefits received from forming partnerships
- Maintain open communication and access to staff
- Provide regular, on-going feedback to parents regarding school related events, student achievement, etc...

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The school coordinates and integrates parental involvement program with other programs, and conducts activities that encourage and support parents in more fully participating in the education of their children.

The school offers a variety of events and activities throughout the school year. The school will continue to expand its existing parent resources by providing additional opportunities to become actively involved in on-campus activities and other school events. On-going outreach to community organizations will continue to be developed and enhanced.

The school maintains agendas, minutes, and sign-in sheets to document the meetings.

The school distributes information related to school and parent programs, meetings, and other activities to the parents of participating students in a format and, to the extent practicable, in a language that the parents understand.

The school provides on-going, regular information about its Title I programs, including:

- Auto-dialer InTouch call system
- Marquee notices
- Parent notices
- School webpage
- Email updates
- Coffee with the Principal

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The school provides such other reasonable support for parental involvement activities under this section as parents may request.

The school will actively solicit parents for feedback and input in the development of parent involvement activities. With the assistance of the parents, the school will prioritize activities, trainings, and events identified to enhance, encourage, and enable all parents to become active participants in their student's academic achievement.

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The school also offers activities that will assist with the transition from preschool to kindergarten and elementary school to middle school and middle school to high school by offering:

- Transitional activities, such as orientation and school tours, for parents and their preschool children
- Transitional activities, such as orientation and school tours, for students moving on to middle school
- Guest speakers from middle school present information at the elementary school
- Support from the District Family Resource Center

The school maintains agendas, minutes, and sign-in sheets to document the meetings.

Accessibility

Curtis Middle School provides full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory students, including providing information and school reports required under Section 6311 in a format and, to the extent practicable, in a language such parent understand.

The school provides on-going, regular information about its Title I programs, English learner programs, special needs programs, and migratory programs, through:

- Auto-dialer
- Marquee notices
- Parent Notices
- School webpage
- Email Updates
- Coffee with the Principal

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