

**Carman-Ainsworth Middle School  
Parent Involvement Policy & Plan  
2015-2016**

**Vision:** The Carman-Ainsworth Middle School faculty and staff are committed to the involvement of the parents and community in the success of our school. We understand the importance of the parental connection between home and school. The Middle School is committed to providing the tools and training needed for teachers to communicate effectively with parents. This plan was created with a strong parent component to assure the educational growth of our students.

**Mission Statement:** It is our purpose to educate all students to high levels of academic achievement, as determined by state and national standards, while fostering positive growth in behaviors and attitudes. We commit to a comprehensive system of support to assure this outcome.

**Part I: Policy Involvement**

**The Carman-Ainsworth Middle School Title I School-Wide Parent Involvement Policy was created through a partnership, which included parents and staff. Through parent meetings and feedback from surveys, parents played an important role in the development of the policy. Through consistent use of parent feedback and suggestions, we will continue to update and improve our School-Wide Title I program. 1118 (b)**

**Annual Meeting: 1118 (c)(1)**

- An annual meeting open to the community will be held during our Open House at the beginning of the school year that all parents are invited to attend.
- Current curriculum and assessment information will be disseminated and discussed. Title 1 rights will be presented, along with the School Wide Improvement Plan, the Title 1 Plan, the Parent Involvement Policy, CAMS Compact and Interventions.
- Parents will have an opportunity to make suggestions. Parent suggestions will be used in revising the plans and policies. Any parents unable to attend the Annual Meeting may also give input and suggestions any time throughout the school year.

**Provide various activities specifically designed to encourage the involvement of all parents at a variety of scheduled times: 1118 (c)(2)**

- **Parent-Teacher Conferences/Report Card Pickup:** Parent-Teacher Conferences/Report Card Pickups are scheduled two times a year. Report cards are sent home six times a year. Twice a year STAR assessment data in math and reading is given at Conferences, the third set of data is mailed home at the end of the year along with MEAP and ELPA scores.
- **Flexible IEP times:** IEP meetings will be scheduled flexibly to accommodate parent schedule needs.

- **Parent Club:** Monthly Parent Club meetings are held at the Middle School. These meetings are publicized and all parents are invited to attend the meetings. They support school wide activities, communicate important events, coordinate fund raising, and serve as a decision making body. They also provide support for the Middle School staff.
- **Dinner & Conversation Nights:** The Middle School holds Dinner & Conversation Nights each year. Staff will invite parents to dinner and will discuss issues relevant to the school and their children. Topics may include but are not limited to, increasing home and school communication, addressing student academic needs, and school climate.
- **Open House:** An Open House is held in September at CAMS. All parents are invited to tour the school, meet their child's teachers and obtain information regarding the Houses, classes and ways to support their child during the school year.
- **Digits Curriculum Night:** Parents are invited to see and learn about the Digits math curriculum. They are shown what it looks like online, how to use all the resources included and how to monitor their child's progress.
- **World Languages Night:** Parents and students are invited to see and hear about the language program at CAMS. Through this event, they will learn about the state language requirement, what their child's options are both here and at the high school.
- **Meet the Team/NCAA Curriculum Nights:** Parents and students are invited to these nights each sports season to get a better understanding of the academic side of collegiate sports.
- **Title 1/STAR Assessment Meetings:** where the STAR test is explained, as well as the CAMS academic interventions and how parents can support the academic progress of their child and monitor growth with the STAR scores.
- **High School and Beyond:** where 8<sup>th</sup> grade parents learn about Educational Development Plans (EDPs), the importance of the Explore/ACT testing and the High School curriculum.
- **ELA/Art Show Night:** The Middle School currently hosts a Math Night, an and a Family Fun Fair and Ice Cream Social. These nights have fun activities and information/ideas for parents on how to help/engage their students at home.
- **Grade Level Orientation Nights:** In August, three Orientation Nights will be held, one for each grade level. At these nights, parents and students are encouraged to attend. Parents/guardians share information with the school. Students receive their schedules, locker and get their pictures taken. Principals and staff are available to answer questions as the parents & students tour the building.
- **Volunteering/Visiting:** The Middle School encourages and welcomes parent volunteers. There are a variety of opportunities to volunteer from assisting with Honor Roll Celebrations to presenting at our annual Career Fair. Parent visitors are also welcome within the building.
- **Parent Requests:** Parents may request assistance from the school in working to address their child's needs at any time.

**Involve parents in planning, reviewing, and making improvements to the School-Wide Title 1 program, which will include the School and District Parent Involvement Policy: 1118 (c)(3)**

- Review the CAMS Parent Involvement Policy at the Annual Open House meeting
- Publish the CAMS Parent Involvement Policy in the CAMS Student Handbook, which is distributed to all families.
- Conduct an annual parent survey
- Participate in the Title 1/School Improvement Committee
- Review and make changes when applicable at monthly Parent Club meetings
- Review the Title 1 Program, Parent Involvement Policy, and ask for suggestions for improvement at monthly Parent Club Meetings
- Continue to communicate with parents using school newsletters, district publication, website, email, Student and Parent Handbooks and synervoice to increase parent involvement in the School-Wide Title 1 program

**Provide timely information about the School-Wide Title 1 Program, the academic curriculum, assessments used to measure progress, and grade level expectations: 1118 (c)(4)(A)(B)**

- Fall Open House night (Annual Title 1 Meeting)
- Grade Level Orientation Nights in August
- Twice a year Parent-Teacher Conferences/Report Card Pickup Nights
- School/House/District Newsletters
- Report Cards (6 times a year)
- ParentVUE (Parent Access to grades, assignments and attendance)
- CAMS Website (Parent Involvement Policy and Compact available)
- Transition programs (Elementary to Middle School; Middle School to High School)
- Student Handbook
- Parent Handbook
- Telephone calls and emails
- School Calendar
- Course Syllabi (course information, expectations and standards)

**Provide parents the opportunity to interact with teachers regarding the education of their children. Include parents in the decision making process and utilize their suggestions for improvement. Revise the School-Wide plan to meet student and parent needs and share revisions with LEA: 1118 (c)(4)(C) & 1118 (c)(5)**

Carman-Ainsworth Middle School will provide parents an opportunity to interact with their children's school by:

- Review the Title 1 Program, Parent Involvement Policy, and ask for suggestions for improvement at monthly Parent Club meetings
- Title 1/School Improvement Committee

- Conduct an annual parent survey
- Hold Parent-Teacher Conferences/Report Card Pick Up twice a year
- Telephone calls/email correspondence between parents, teachers, and school
- Hold meetings as requested by parents
- Incorporate parent comments on the School-Wide program plan in the plan evaluation process

## **Part II: Share Responsibilities for High Student Academic Achievement**

**Develop jointly with parents and teachers a School/Parent/Student Compact. The compact will outline ways in which the parents, school staff, and students will work together to ensure high student academic achievement. 1118 (d)(1) & 1118 (d)(2)(A)**

### **CAMS Compact:**

The Student/Parent/Teacher compact is an agreement between the parties to uphold their responsibilities in building an effective school community. Each family is given a new compact at the beginning of the school year as part of the Orientation packet. Compacts are signed, returned, and kept on file at school. The CAMS Compact is reviewed at the Annual meeting. All teachers review the compact with students during Advisory in September. It will be revised each year by the School Improvement/Title 1 Committee with input from staff, parents, and students.

### **Provide frequent reports to parents on their children's progress: 1118 (d)(2)(B)**

Carman-Ainsworth Middle School will provide various academic reports to parents:

- Report Cards (6 times a year)
- ParentVUE (Parent Access to grades, assignments and attendance)
- Parent-Teacher Conferences/Report Card Pick Up (two times a year)
- Regular Progress Monitoring reports for students receiving academic interventions
- Bi-weekly progress reports available

### **Afford parents reasonable access to staff. Provide opportunities for parents to volunteer, participate and observe their child's classroom: 1118 (d)(2)(C)**

Carman-Ainsworth Middle School has an "open door" policy for parents. Parents may visit the school during the school day. Parents may schedule an appointment with the principals and/or teachers concerning the progress and welfare of their child. Phone conferences are also encouraged by both parents and teachers to keep the home/school communication lines open for the benefit of the student. Email is another tool that can be used by parents and teachers to keep in regular contact. In addition parents are encouraged to participate in the following activities:

- Parent Club
- Positive Behavior Support Activity Volunteers
- Honor Roll Breakfast Volunteers
- Classroom observations as requested by parents

- Family Night Events
- Present at Career Fair
- Dinner & Conversation Nights
- Curriculum Nights
- Grade Level Orientation Nights
- Sporting Events
- Musical/Theatrical/Art Events

### **Part III: Building Capacity for Involvement**

#### **Provide information and assistance to parents regarding the state and local academic standards and assessments: 1118 (e)(1)**

To ensure that parents are informed about academic standards and assessments, Carman-Ainsworth Middle School will provide the following:

- Report Cards (6 times a year)
- ParentVUE (Parent Access to grades, assignments and attendance)
- Parent-Teacher Conferences/Report Card Pick Up (two times a year)
- Course Syllabi (course information, expectations and standards)
- Bi-weekly progress reports available
- STAR Assessment results provided/discussed during two Parent-Teacher Conferences/Report Card Pick Up Nights
- MEAP results provided/discussed during the last Parent-Teacher Conferences/Report Card Pick Up Night
- Local assessment information (Common Assessments) shared with parents
- Students receiving additional assistance will be progress monitored regularly. Information will be shared with parents when appropriate.
- Title 1 staff will be available to interpret results and provide information about assessments.
- Grade Level Orientations in August will introduce students and parents to the building, and the expectations
- During Open House night all staff will share expectations and provide parents with examples of resources to help their child reach their highest potential.

#### **Provide materials and Training to parents: 1118 (e)(2)**

Carman-Ainsworth Middle School offers training and materials to parents through the following events and activities:

- Grade Level Orientation Nights
- Open House Night
- Digits Curriculum Night
- NCAA Curriculum/Meet the Team Nights
- ELA Family Night
- Monthly school newsletters/House newsletters/District Publications
- District website, Parent web-provides parents with materials and resources to help their child achieve success

- High School and Beyond Night
- World Languages Night
- Title 1/STAR Assessment Nights
- Provide list of community resources to individual parents and assistance in accessing these resources, as needed

**Educate teachers, Title 1 staff and principals regarding the value of parent involvement, ways to communicate effectively with parents, and implementation of parent programs: 1118 (e)(3)**

Carman-Ainsworth Middle School values and respects parent involvement in the school community. Parent involvement will be part of the professional development plan. Staff will participate in PLCs to implement new ideas for effective parent communication. Further, parents are a part of the Positive Support program. When situations occur that involve students or the welfare of the entire school community, parents are always the first point of contact. The district will in-service teachers on how to utilize the district website to post classroom newsletters and add materials and resources to the Parent Web. Title 1 staff will attend parent involvement workshops.

**Coordinate parent involvement activities with other programs: 1118 (e)(4)**

Carman-Ainsworth Middle School will work to coordinate programs to ensure success for all:

- Transition to the Middle School activities coordinated with elementary schools
- Transition to the High School activities for our 8<sup>th</sup> graders
- Parent Club volunteers
- Parent Club
- School wide family nights (Digits math, ELA, World Languages, NCAA Curriculum/Meet the Team, Art Show)
- Positive Behavior Support volunteers
- Community Liaison

**Inform parents of school and parent programs in a timely and practical format in a language they can understand: 1118 (e)(5)**

To ensure that all parents are informed in a timely and user-friendly manner, Carman-Ainsworth Middle School will provide the following parent communications:

- **Carman-Ainsworth Middle School Student Handbook:** Each year the Middle School issues a copy of the student handbook to each student during the first days of school. This handbook is taught to the students during Advisory time at the beginning of the school year. Students are required to take a quiz over the handbook and then to take it home to provide parents with vital information concerning their rights and responsibilities, inform parents of NCLB requirements, student code of conduct, volunteer information, etc. All students who register during the year are given a handbook.
- **Carman-Ainsworth Middle School Parent Handbook:** Each year parents are given the parent handbook. This handbook addresses the frequently asked

questions by the parents with quick, easy references, i.e. school phone numbers for ease of communication, school sport requirements for handy reference.

- **District/School Website:** An internet website has been created for parents, students and staff. This website highlights events and activities taking place at the school. It also includes web resources for parents, a school calendar, and contact information for all of the staff members. These websites help to maintain the school connection.
- **School/House/District Newsletters:** The Middle School has a monthly newsletter that goes home with each student. It includes upcoming events, parent tips on how to support their student's education, general information about what's happening in school, and contact numbers for questions. Volunteer opportunities and Men at Work activities will be highlighted. Houses (teams of teachers who share students) also use newsletters and web pages to communicate more specific information to parents. The District also sends out a newsletter to the community regularly. These are all written in a language parents can understand.
- **An automated calling system:** The Middle School uses an automated calling system (Synervoice) to keep parents informed of upcoming events. It is also used to quickly contact parents in the case of changes to any scheduled event.
- **ParentVUE Web Portal Access:** There is a link on our website that gives parents continuous online access to their students' grades and attendance. This allows parents to monitor their child's progress.
- **Parent Email Contact List:** The Middle School has a parent email address book that is used to send electronic copies of school newsletters, updates on events happening at the school and give easy access to the link for the parent survey.
- **Parent Survey:** Every year, a parent survey is done to gather input from parents about the school and our programs. This information assists in creating our goals for the school improvement plan.
- **Interpreters:** Interpreters as needed, through GISD for all parent contacts

**Provide support for parental involvement at their request: 1118 (e)(14)**

Carman-Ainsworth Middle School will make every effort to support our parents and make sure their needs are met:

- Make every effort to accommodate parent requests to ensure that students and parents individual needs are met in order to foster more positive parent involvement
- Parent Club
- School Volunteer
- School Improvement/Title 1 Committee

**Provide Title 1 funds for parent involvement activities: 1118 (e)(14)**

Carman-Ainsworth Middle School will use Title 1 Parental Involvement funds to provide the following activities:

- Annual Title 1 Meeting
- Parent-Teacher Conference Resource materials
- Family Learning Night Events

- Dinner & Conversation Nights
- NCAA curriculum/Meet the Team Nights & Materials
- Title 1/STAR Assessment Nights & Materials

#### **Part IV: Accessibility**

**Parent involvement activities accessible to all parents, including those with disabilities, parents who use English as their second language and parents of migratory children. 1118 (f)**

Carman-Ainsworth Middle School will provide:

- Flexible meeting times
- Handicapped Accessible Facilities
- Home visits
- Phone conferences (interpreters, as needed, through GISD for all parent contacts)
- School/House/District newsletters written in a language parents can understand
- Accommodations with parents with disabilities
- Collaboration with community agencies
- Transportation assistance
- Introductory materials provided for new students & parents throughout the year (student handbook, DVD of school expectations)
- Academic/social interventions provided as needed
- Counselor referrals