

APPENDIX 4: TITLE I SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY & SCHOOL-PARENT COMPACT

ESSA requirement for all Title I schools

Part A: School Parental Involvement Policy

In support of strengthening student academic achievement, each school that receives Title I, Part A funds must develop jointly with, agree on with, and distribute to, parents of participating children a written parental involvement policy that contains information required by section 1118(a)(2) of the Elementary and Secondary Education Act (ESEA). The policy establishes the school's expectations for parental involvement and describes how the school will implement a number of specific parental involvement activities. Schools, in consultation with parents, are encouraged to include other relevant and agreed upon activities and actions as well that will support effective parental involvement and strengthen student academic achievement. The school parent involvement policy must be provided and disseminated in the major languages spoken by the majority of parents in the school.

West Middle School believes that the involvement of parents in the education of their children is a necessary and valuable part of the children's total educational development. The parents of West Middle School are encouraged to participate in activities that support and reinforce the learning process for themselves and for their children.

West Middle School will involve parents in regular, two-way and meaningful communication addressing student achievement and ensuring:

- That parents play an integral role in assisting their child's learning.
- That parents are encouraged to be actively involved in their child's education.
- 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.

West Middle School will take the following steps to increase, improve and sustain parental involvement:

I. Invite parents to get involved in the joint development of West Middle School's Title I Plan

We will discuss the concept and ask for volunteers at PTA Meetings and at Back to School Night.

Using backpacked letters home and the School Messenger service, meetings will be announced and scheduled for week nights throughout the school year. Meetings will take place in the school building using the large cafeteria. All who attend will be offered a sign-in sheet and be given a detailed agenda.

In order to gain advice and feedback from our school parent presentations will be given at meetings along with a Q & A sessions.

Parents will be asked to complete a survey on how they suggest parent involvement funds should be spent.

Parents will be notified by School Messenger Telephone Calls and events listed on the District Calendar.

Parents will be notified by phone and backpacking letters home.

All of the information will be translated by a faculty member in the building and La Plaza Communitaria.

II. Provide the coordination, technical assistance, and support necessary to assist West Middle School in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.

Using backpacked letters home and the School Messenger service, meetings will be announced and scheduled for week nights throughout the school year. Meetings will take place in the school building using the large cafeteria. All who attend will be offered a sign-in sheet and be given a detailed agenda.

- *Parent activities will be identified through survey feedback obtained from parents and faculty.*
- *These activities will in nature encourage parental attendance. Student achievement will improve because of parents and students both being included in the school's nightly activities such as Math Horror Night.*
- *All information will be translated by a faculty member and La Plaza Communitaria.*

III. Build capacity for strong parental involvement

During PTA Meetings related presentations and Q & A sessions for parents will be incorporated.

Related presentations will be given at Back to School Night and PTA Meetings.

Staff will communicate with parents over academic concerns as well as parental utilization of the Parent Portal.

West Middle School will conduct parent workshops, guest presenters, after school events at night for parents and/or students, Back to School Night will have materials for parents to take home on how to use the Parent Portal and the Guidance Department will have a presentation on study skills at the middle school level.

Staff will be informed through faculty and departmental meetings related to topics such as: parent involvement professional development and student study skills.

West Middle School has a NYSESLAT/Math/Science and English presentation at a PTA Meeting, other described events include but are not limited to:

Curriculum night. This year it included a Night at the Museum theme and significant parent and student attendance occurred as expected. The Purpose of the night was to share historical contributions across the curriculum and present them to the community in an adventurous fashion. The presentations reinforced student learning experiences and allowed the families of the students to see the “fruits” of the children’s hard work.

SIFE Nights – This year’s successful SIFE night included a full Sit down dinner for parents of students with Interrupted Formal Education. They tend to be one of the most difficult groups to get to participate in school based activities and the most at risk for not having the correct information. This night was held completely in Spanish and its purpose was to tell them about the program, introduce them to the teachers and to let them know how they could help their child to be most successful in school.

Arrays of events are available every month to bridge the relationship between the school and the community. In addition, teachers are encouraged to maintain ongoing communication through phone calls, email, and letters home for positive reports. We also have monthly recognition for student of the month, poet of the month and or creative writer of the month. These students are then recognized at Monthly PTA meetings and encouraged to attend with their parents.

All information will be translated by a faculty member and by La Plaza Comunitaria.

IV. Conduct, with involvement of parents, an annual evaluation of West Middle School’s Parent Involvement Policy

Parental communication is vital to West Middle School’s success in working together with our school community, therefore methods of use include: using backpacked letters home and the School Messenger service, meetings will be announced and scheduled for week nights throughout the school year. Meetings will take place in the school building using the large cafeteria. All who attend will be offered a sign-in sheet and be given a detailed agenda.

Through faculty and SIT Meetings, strategies will be developed to utilize as a way of bringing about greater parental involvement.

Revisions if any, will be considered at the end of the year meeting as a way to improve school performance in the related areas.

Backpackled letters will be sent home and School Messenger service will be utilized to notify parents of the annual evaluation meeting.

All information will be translated by a faculty member and by La Plaza Comunitaria.

Part B: School-Parent Compact

West Middle School School-Parent Compact:

West Middle School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. This school-parent compact is in effect during school year 2014-2015.

Required School-Parent Compact Provisions

School Responsibilities

West Middle 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: *Teachers at West Middle School regularly participate in professional development opportunities for training in curriculum development, implementation and assessment methods. Professional development opportunities ensure that the curriculum at West Middle School is in alignment with state standards and to sustain quality instruction using the latest in technology and current educational trends. Additionally, we inform and enforce our Code of Conduct which maintains a zero-tolerance policy for any inappropriate, dangerous or intimidating conduct that may interfere with student learning.*
2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. *Specifically, those conferences will be officially held at Back to School Night (October) and at Parent-Teacher Conference Day (November). Additionally, parents may call to schedule appointments to meet with teachers, administrators or guidance staff when appropriate.*
3. Provide parents with frequent reports on their children's progress. *Specifically, the school will provide reports as follows: Progress reports and report cards are sent home on a quarterly basis to inform parents of their children's academic and behavioral progress through reported grades and teacher comments. Parents also have access to state test results in English Language Arts and Mathematics as well as the annual New York State Report Cards published by the state.*
4. Provide parents reasonable access to staff. *Specifically, staff will be available for consultation with parents as follows: In addition to Back to School Night and Parent-Teacher Conference Days, parents may call the school to arrange consultations with teachers, administrators, or other relevant faculty member to discuss any issues relating to their child's academic or social/emotional progress. We also offer guidance and support for families in need of outside counseling services for various educational or domestic issues.*
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, *as follows: Through parent letters home, the WMS website, School Messenger phone calls, and/or direct communication via phone or email, parents shall be notified of events taking place in the building and/or classrooms and may ask at any time to observe or take part in these activities with proper arrangements made through the WMS office.*
6. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way. *Presentation to be provided at the September Back to School Night meeting with ample notice through School Messenger and invitation letter sent home. Parents will be strongly encouraged to offer input and do so on an ongoing basis.*

7. Involve parents in the joint development of any School wide Program plan (for SWP schools), in an organized, ongoing, and timely way.
8. 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.
9. 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. Messages are sent in English and In Spanish on School Messenger as well as for notices sent home whenever possible. In addition, West Middle has the Community Plaza which provides adequate space that integrates educational resources is offered to students and families of English Language Learners.
10. 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. Parents are presented with a Workshop for Title I. See attached.
11. 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.
12. 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.
13. 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.

Parent Responsibilities

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

- Making sure that homework is completed;
- Monitoring amount of television their children watch;
- Volunteering in my child's school;
- 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; and
- 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.)
- Monitoring attendance

Student Responsibilities

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

[Describe the ways in which students will support their academic achievement, such as:

- 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.]

SIGNATURES:

SCHOOL

PARENT(S)

STUDENT

DATE

DATE

DATE