



**Washington Middle School**  
**1450 Cedar Avenue**  
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*We are Humanitarians who Overcome with Wisdom and Leadership*

## **2023-2024**

# **Parental Involvement Guidelines**

As a school receiving Title I, Part A funds, Washington Middle School Site Council members have jointly developed and distributed the Parental Involvement Guidelines to parents of participating students in Washington. The Parent Involvement Guidelines include the information required by section 1118(b) of the Elementary and Secondary Education Act (known as ESEA). This document establishes Washington Middle School's expectations for parent involvement and describes how the school will implement specific parent involvement activities. The Home-School Compact is incorporated into the Guidelines for Parental Involvement in School.

### **PART I. Washington Middle School agrees to implement the following requirements:**

- Develop jointly with parents, distribute to parents of participating students in the school.
- Parental involvement guidelines agreed upon by the school and parents of participating students.
- Notify parents of the School Parental Involvement Guidelines in an understandable and uniform format and, to the extent possible, distribute these Guidelines to parents in a language that parents can understand.
- Make the Guidelines for Parent Involvement in school available to the local community.
- Periodically update the School Parent Involvement Guidelines to meet the changing needs of parents and the school.
- Adopt the school's school-parent compact as a component of its School Parent Involvement Guidelines.
- You agree to be bound by the following legal definition of parental involvement and will carry out programs, activities, and procedures per this definition:

### **PART II. Description of how the school will implement the required components of the school's parent involvement guidelines**

1. Washington Middle School will take the following steps to involve parents in the joint development and joint agreement of its School Parent Involvement Guidelines and its school plan, if applicable, in an organized, continuous, and timely manner under section 1118 (b ) from ESEA:
  - Attendance at one of the district trainings or in-school training. Topics include:
    - i. Responsibilities and functions of the School Site Council (SSC) and its members
    - ii. Composition of the School Council (SSC)
    - iii. Budget Considerations
    - iv. Single Plan for Student Achievement
    - v. Role of the English Learner Advisory Committee (ELAC) and other Advisory Committees

Schedule a meeting with SSC and ELAC parents to review the previous year's guidelines and parent involvement activities outlined in the Single Plan for Student Achievement.

- Invite other parents and interested parties to attend the meeting
- Advertise in the Title 1 newsletter, on Back-to-School Night, through School Messenger, School Loop, and personal invitations from the Parent Facilitator to attend such meetings.
- Review the Single Plan for Student Achievement and, as a group, note changes and make necessary adjustments (deletions or additions).
- Write or update Parent Involvement Guidelines and Home-School Compact.
- Oral and written translations will be available to Spanish and Khmer parents for discussions.

2. Washington Middle School will take the following steps to distribute the school's Parent Involvement Guidelines to parents and the local community:

- At an SSC and ELAC meeting
- Newsletter Section
- Title I Annual Meeting
- Main office desk
- Back to School Night
- Canvas and ParentVue
- School website, parent section
- Parent-teacher conferences

3. Washington Middle School will periodically update its school's Parent Involvement Guidelines to meet the changing needs of parents and the school:

- At the SSC and ELAC meetings at the beginning of the school year.
- Parent Information Meetings
- The School Site Council must vote to approve guidelines.

4. Washington Middle School will convene an Annual Title 1 Public Meeting to inform parents of the following:

- Title I requirements: how Title 1 funds are used at this school, and the right of parents to participate
- Meetings offered (have a flexible number of sessions at different times)
- Notifications/flyers sent home in a language parents understand
- Announcements made on the school marquee, through Canvas and School Messenger
- Incentives and refreshments provided

5. Washington Middle School will provide updated information to parents regarding Title I programs throughout the school year:

- Newsletter section
- At the front office counter
- At SSC, ELAC meetings, and other parent meetings (PTA/PTO/CAAP, etc..)
- Canvas
- School Messenger Notifications
- ParentVue
- Workshops for parents
- Meetings on different days and times.

6. Washington Middle School will provide parents with 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 achieve. The school will also provide opportunities for regular meetings to make suggestions and participate, as appropriate, in decisions related to your children's education:

- At the Annual Title I Meeting
- School website, parent section
- Front Office Flyer Rack
- Canvas panel
- SSC, ELAC meetings, and other parent meetings/workshops
- Parent-teacher conferences
- Back to School Night
- Parent Bulletin Board
- District Parent Resource Center Monthly Workshop Calendars
- District Parent Education Website
- ParentVue
- Canvas Global Announcements
- School messenger
- On social networks

7. Washington Middle School will coordinate and integrate parent engagement programs and activities with Head Start, Early Reading First, public preschools, and other programs that encourage and support parents to participate more fully in their children's early education by:

- Coordination of Transitional Kindergarten at selected sites
- Promotion/Publicity of District Kindergarten Festivals

8. Washington Middle School will forward to the district any parent comments on the school-wide plan under section (1114)(b)(2) if it is not satisfactory to the parents of participating children:

- At School Site Council, ELAC, and parent meetings

### **PART III. Shared responsibilities for high academic performance of students**

1. Washington Middle School will build the capacity of schools and parents for strong parent involvement to ensure effective parent involvement and support a partnership between the involved school, parents, and the community to improve the achievement and academic performance of students through the following activities specifically described below:

- District training offered for parents and staff
- On-site parent education workshops
- Parent-teacher conferences
- Monthly parent workshop calendars posted on the district website
- DCAC, DELAC, and other district parent forums/meetings
- District Website Resources: Click "P" for Parent Involvement / Parent University

2. Washington Middle School will incorporate the Home-School Compact as a component of its School Parental Involvement Guidelines:

- Describes the shared responsibility of the home, school, and student for academic achievement
  - Developed, discussed, and reviewed at the first SSC and ELAC meetings
  - The School Site Council must vote to approve the compact
  - Distributed to parents;
    - Posted on the parent bulletin board in the relevant languages
    - Published on the school website in the parent section in the relevant languages
3. Washington Middle School, with the assistance of its district, will assist parents of students served by the school in understanding topics such as the following
- State Academic Content Standards (known as Common Core State Standards)
  - State and local academic assessments, including alternative assessments
4. Washington Middle School, with the assistance of its district, will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy and technology use, as appropriate, to encourage parental involvement, by:
- Workshops for parents:
    - "Parent Conferences/Study Skills"
    - "Understanding the Common Core State Standards"
    - "Learning styles"
    - "Discipline,"
    - "Self-esteem and Personal Growth"
5. Washington Middle School, with its district's and parents' assistance, will educate its teachers and other staff on how to reach, communicate, and work with parents as equal partners in the value and usefulness of parental contributions, and how to implement and coordinate parenting programs and create links between parents and schools by:
- Teacher/Staff Training
    - District Monthly Subscriptions/Publications "Ideas Staff Can Use"
    - Teacher/Staff Training
    - Parents as Teacher Partners
    - Positive communication with parents
    - Understanding and Teaching Students from Different Cultures
    - Reaching "Hard to Reach" Parents
    - Parenting Partners Program
6. To the extent possible and appropriate, the school will take the following steps to ensure that information related to school and parenting programs, meetings, and other activities is sent to parents of participating students in a format understandable and uniform. including alternative formats upon request and, to the extent possible, in a language parents can understand:
- Translations are available for all materials/notifications sent to parents.
  - Listening devices will be provided to parents for interpretation purposes.
  - Separate meeting times and/or designated language meeting locations will be designated to accommodate parents.

**PART IV. Discretionary School Parent Involvement Guidelines Component**

USE: The Guidelines for Parental Involvement at School may include additional discretionary activities that list and describe other discretionary activities that the school, in consultation with parents, chooses to undertake to build the capacity of parental involvement in the school to support the academic achievement of their children, such as the following discretionary activities listed in the section 1118(e) of the ESEA:

- Pay reasonable and necessary expenses associated with parent involvement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions;
- Involve parents in developing training for teachers, principals, and other educators to improve the effectiveness of that training;
- Provide necessary parent literacy training with Title I, Part A funds if the school district has exhausted all other reasonably available funding sources for that training;
- Pay reasonable and necessary expenses associated with parent involvement activities, including transportation and child care costs, to allow parents to participate in school-related meetings and training sessions;
- Train parents to improve the involvement of other parents;
- To maximize parental participation and involvement in their children's education by hosting school meetings at a variety of times or holding home conferences between teachers or other educators who work directly with participating children, with parents who cannot attend those lectures at school;
- Adopt and implement model approaches to improve parent involvement;
- Establish a district-wide parent advisory council (DCAC) to provide advice on all matters related to parent involvement in Title I, Part A programs;
- Develop appropriate roles for community organizations and businesses, including faith-based organizations, in parent engagement activities and
- Provide other reasonable support for parent involvement activities under section 1118 as requested by parents.

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**PART V. ADOPTION**

These Washington Middle School Parental Involvement Guidelines have been jointly developed and agreed upon by parents of children participating in Title I, Part A programs. Members of the School Site Council adopted the Guidelines on October 23, 2023, and will be valid for one year. The school will distribute the Guidelines to all parents on or before October 31, 2023. Washington Middle School will provide parents with a copy of these guidelines in a language they can understand.

*Dr. Roshann Williams*

October 17, 2023