

Flushing Middle School Targeted Title I Parent Involvement Policy

Part I: Policy Involvement

Parents were included in the development of our Title I School-Wide Parent Involvement Policy, in a collaborative way. Parent representatives were part of a team which convened to produce our Title I Schoolwide Parent Involvement Policy. We used suggestions and ideas from all stakeholders (parents, staff) to develop our parent involvement policy. We continue to utilize parent feedback and hold conversations, with stakeholders, to improve and update our Schoolwide Title I Program: 1118 (b)

Convene an annual meeting: 1118 (c) (1)

FMS will;

- Hold an annual Schoolwide Title I meeting on or near our FMS Parent Open House that all parents attend on the first day of school.
- The purpose of the meeting will be to share the School-Wide plan, review the School Parent Involvement Policy, explain our Schoolwide program, identify how parents can be involved, and inform parents how the assistance is helpful for student success. The parent's right to be involved is explained and encouraged.
- Notification to parents about this meeting will happen prior to the start of the school year via US mail, our school website, and Synervoice phone messages.

Offer flexible meeting times & varied activities designed to support and encourage the involvement of all parents: 1118 (c) (2)

FMS will ensure the opportunity for parent involvement by offering the following activities:

- FMS Open House
- Parent Teacher Conference
- Curriculum Nights
- Title I Parent Night activities (several throughout year)
- PWC Activities
- IEP opportunities (Flexible scheduling)
- Building stakeholder volunteering
- Small group meetings specific as topics arise during the school year.
- In order to maximize parent involvement, there will be flexible opportunities for parents to be engaged. There will be PWC, family and curriculum nights in the evening. Additionally, there will be Schoolwide planning meetings throughout the school year. Parent/Teacher Conferences are held in the evening, however, individually scheduled conferences occur when it is convenient for the parent. If there is an interest by a parent

group to meet anytime during the day, the principal will make the necessary arrangements. As a result, there will be a great deal of flexibility to bring parents into FMS to meet or engage in classroom activities during and after the school day.

Involve parents in planning, reviewing, and improving the Schoolwide Title I program, including the School and District Parent Involvement Policy: 1118 (c) (3)

Flushing Middle School will offer parents the opportunity to plan for and review the School Wide Title I program by:

- Reviewing the Parent Involvement Policy at the annual FMS Title I Parent Meeting at the beginning of the school year.
- FMS PWC Organizational Meeting
- Posting the Parent Involvement Policy for parents to review during our Fall Parent Teacher conferences in a visible location.
- Provide parents with our support options during conversations at Parent Teacher Conferences. If further discussion or concern arises, our building administrator, with the support of interventionists, will meet with parents throughout the year.
- Parent compact distribution will happen individually with each parent at Fall conferences. If parents did not attend, the FMS Parent Compact was mailed home.
- Holding Title I night activities that will allow further understanding of our Title I activities and to also provide opportunities for question/answer sessions.
- Parents are invited to participate in the evaluation process for the Schoolwide program to review the strengths of the program, areas of concern and where improvement can be made.

Provide parents with timely Title I Program information regarding the participation of their child(ren): 1118 (c) (4) (A)

Flushing Middle School will provide timely information through:

- FMS Title I meeting
- Curriculum Nights
- Parent Teacher Conferences
- Intervention progress reporting on Report Cards
- Parenting Workshops
- District Web Site
- Parent Student Handbook
- Raider Review Newsletter at least quarterly
- Digital reporting (e-mails, classroom websites, texts, mobile calls)
- Telephone calls
- Notes sent home to parents
- Teacher e-mails
- Synervoice phone messages

Provide parents of children who are participating in the Schoolwide Title I Program, the academic curriculum, assessments used to measure progress, and grade level expectations: 1118 (c) (4) (B)

Flushing Middle School will provide a description and explanation of the curriculum, assessments and expectations through:

- FMS Open House
- Parent Teacher Conferences
- Intervention progress reporting on Report Cards
- Parent Student Handbook
- Digital reporting (e-mails, classroom websites, texts, mobile calls)
- Telephone calls
- Notes sent home to parents
- Weekly grade updates for parents in ParentVue
- If applicable, bi-weekly progress reports
- Marking period and Semester Report cards

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: 1118 (c) (4) (C)

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

- FMS PWC Organizational Meeting
- Conduct a Parent Survey at Fall Parent Teacher Conferences for all parents seeking feedback for improving FMS's program.
- An opportunity to raise questions about the education of their children is provided at the monthly Parent's Who Care meeting at FMS.
- Ask each parent, during the Parent/Teacher Fall and Spring Conference, how the education of their child is proceeding at FMS and the classroom.
- If a teacher receives a suggestion from a parents related to the education of their child, the teacher will follow-up with a correspondence, to the parent, regarding the action taken.
- Hold a parent meeting mid-year and end-of-year to review the Schoolwide program, parent involvement policy and ask for further input and suggestions for improvement.
- Provide informal channels (email, phone numbers) for parents to offer suggestions, to the teacher/principal, for improvement.
- There are opportunities available for parents to volunteer at FMS

If the school wide program plan is not satisfactory, revise it to meet student and parent need and share revisions with LEA: 1118 (c) (5)

Flushing Middle School will provide parents a revised plan to meet parent need by:

- Principal will keep a running list of program suggestions made by parents.
- A FMS Program Plan feedback sheet will be available in the Main Office so parents can communicate any dissatisfaction with the plan. The principal will collect and record the sheets.
- Principal will share any revisions with the district at the end of the school year unless requested earlier.

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)

Flushing Middle School will jointly develop a compact to:

- Strengthen our partnership to enhance student success. Revisions to this compact will be based on available interventions and activities associated with all targeted assistance students in our school.
- Steer conversations with parents at our Fall Parent Teacher Conferences. These conversations will help parents and teachers reach a joint decision about student interventions.
- Be reviewed, with FMS educators and parents, at least once each year, to see if the School Parent Compact document needs to be improved.
- Agree that the focus, for all appropriate stakeholders, is to promote high student academic achievement for every child.

The compact will be reviewed and discussed, related to the individual child's achievement, during Fall parent-teacher conferences: 1118 (d) (2) (A)

Flushing Middle School will provide a schedule for Fall and Spring school parent-teacher conferences:

- Parents will be notified when the Fall and Spring Parent/Teacher Conferences will be held. Parents will have an opportunity to schedule an appointment with their child's teacher.
- If parents cannot meet during the Fall Parent/Teacher Conference window, the teacher will connect with the parent so they can discuss their child's achievement.
- Where all appropriate stakeholders (teacher, parent, child) will read and sign a School Parent Compact around the Fall Parent/Teacher Conferences.

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

Flushing Middle School will provide various academic reports to parents:

- Daily progress monitoring through ParentVue
- Quarterly reports from classroom: Report Cards.
- Progress Reports as needed/requested by parents
- Parent Teacher Conferences (Fall, Spring)

Afford parents reasonable access to staff. Provide opportunities for parents to volunteer, participate and observe in their child's classroom: 1118 (d) (2) (C) Flushing Middle School is now, and will continue to be, an educational setting which promotes parent involvement. We will welcome all parent contacts and build relationships with families through the following activities:

- PWC (Parent Teacher Organization)
- Classroom Volunteering
- Building Wide Volunteering
- Field Trip Chaperones
- Access to principal and teachers. Contact information (phone numbers and e-mail addresses) for parents if they wish to communicate with the school regarding their child.
- Flexible meeting times with parents that are mutually convenient for both the parent and teacher

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, Flushing Middle School will provide the following:

- Parent Teacher Conferences (Spring, Fall)
- FMS Open House allows teachers to share with parents the curriculum guidelines that are established by MDE
- Local Assessment information (RTI, Universal Screener in math and English, Unit Assessments and Mid-Year Exams). This data will be shared at parent teacher conferences and/or scheduled meetings set by the parent or teacher.
- Progress monitor information will be shared with those parents who have children receiving additional interventions
- One-to-one opportunities to meet with the teacher or support staff so they can explain to the parent the content standards, results from an assessment or the progress monitoring of their child in the classroom.
- Ongoing opportunities (meetings) will be offered to parents, during the school year, to gain better clarity regarding student performance and progress

Provide materials and training to parents: 1118 (e) (2)

Flushing Middle School offers training and materials to parents through the following events and activities:

- FMS Schedule Pick-up/School Orientation
- FMS Open House
- District Publications
- District Website Parent information
- Tutorial on how to access teacher websites and ParentVue

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

Flushing Middle School values and respects the relationship with our parents. Parent involvement will be part of the professional development plan (see attachment). Workshops will include the value of parental contributions to the FMS program and how to reach out to parents, as partners, to strengthen it. Staff will attend workshops and implement new ideas for improving parent communication. Some focus will be on how to utilize the district website to post classroom newsletters and parent resource materials and look for ways to build ties between parents and FMS.

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

FMS encourages a continuum of involvement from the elementary setting to the high school setting. Transition meetings take place at both the elementary level for students entering 7th grade and then again at the high school level for students entering 9th grade. Parents who attend these transitions meetings are provided with information that pertains to the school, curriculum and activities that parents can be involved with. FMS also provides a continuum of service for students who may be medically placed in a homebound setting, students with behavioral issues may be placed in a home-based program and also students have the opportunity to participate in what is essentially an online educational setting. Within the programs, parental involvement is crucial and highly encouraged.

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

As school begins each fall, we will provide open house events for parents to learn about:

- Title I opportunities in math and reading
- Curriculum rigor of Flushing Community Schools
- Extracurricular instructional activities offered at FMS
- Annual PWC sponsored activities
- Raider Review Quarterly Publication
- Teacher Email
- Teacher Website
- Synervoice phone messages

Each of these opportunities for learning about our school will be presented to parents via a combination of informational formats, including:

- Flushing Middle School website
- Flushing Middle School Facebook page
- Raider Review sent from Principal's office
- Teacher webpages and newsletters
- District Three R's newspaper
- Video clips connected to the FMS website
- Hands-on materials
- Technology interaction
- Translation services provided by Genesee Intermediate School District (GISD)
- Provide alternative language support for identified students

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

- Instruction page and if applicable, personal training provided, on how to use ParentVue
- Ongoing progress reports will be provided as requested
- Daily behavioral and academic reports/plans will be supported and communicated as requested
- Sharing a school process where parent requests can be made and support provided
- Share with parents a list of supports for parental involvement that can be requested

Part IV: Accessibility

Parent involvement activities accessible to all parents, including those with migrant children, those with disabilities, and parents who use English as their 2nd language, and parents of migratory children: 1118 (f)

All ESL and migratory families will be communicated with in the language that best supports their understanding of school activities. (GISD has an interpreter that can offer assistance here.) All families with disabilities will be given information in a manner (accommodations, large visual displays, interpreters, etc.) that supports communication in their home. Parents and families experiencing disabilities that exhibit the ability to participate in

ongoing school activities and communications, with support, will be provided accommodations (personal contact with administration, alternative opportunities to access school information) to meet all of their educational information needs. All of these families are identified in our district enrollment protocol. Flexible meeting times will be made available in order to ensure their participation in activities that will increase their capacity to assist their children when they are at home.

We currently do not have any migrant students , but, if so, we would contact MDE or GISD for guidance in the best methods for effectively working with these families.