

**Coffee County Schools**  
**PARENT INVOLVEMENT PROGRAM POLICY**  
**Coffee Middle School**  
**2011-2012**

Coffee Middle School recognizes the importance of, as well as the legal requirements for implementing programs, activities, and procedures for the involvement of parents of participating children in the Title I Program. All parent involvement programs, activities, and procedures will be designed to encourage and support the efforts of home, school and community in an attempt to improve student achievement. Coffee Middle School shall to the extent possible, implement the following to meet federal requirements under Title I Public Law 107-110—Jan. 8, 2002; Section 1118.

- A. Involve parents in the joint development of the parent involvement policy under section 1112, and the process of school review and improvement under section 1116.
- Coffee Middle School establishes a Parent Advisory Committee (herein after noted as School Council) to help provide suggestions/recommendations and advisement on all matters related to parental involvement.
  - Coffee Middle School involves parents in an organized, ongoing and timely way in the planning, review, and improvement of the Title I Program through parent advisory councils, school improvement teams and surveys. Parent involvement policies and programs may be revised based upon assessment information and input received.
  - All parents are invited to attend an annual meeting to inform them of their school's Title I participation, explain Title I, its requirements and parents' right to be involved.
- B. Provide the coordination, technical assistance and the other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.
- A system-wide parent coordinator provides assistance for each school in the coordination and support necessary in planning and implementing effective parent involvement programs.
  - Coffee Middle School designates parent coordinators to work with the staff and parent advisory groups. These people meet with the school council to plan programs and provide necessary services such as translation of information to languages other than English. Professional development is provided to assist parent coordinators in fulfilling their duties.
  - Funds, not less than 1%, are allocated as needed to provide the coordination and support necessary in planning effective parent involvement programs.
  - Coffee Middle School Parent Advisory Council provides the opportunity to discuss and recommend funding of parental involvement activities based on the results of needs assessments (survey) done each year by parents. Needs are prioritized and discussed for allocation of funds.
- C. Build the schools' and parents' capacity for strong parental involvement as described in subsection (e).

*Provide assistance to parents of children served in understanding such topics as the State's academic content standards and State student academic achievement standards, state and local assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children.*

- Coffee Middle School provides assistance to parents of participating students through the distribution of newsletters and the conduction of conferences and workshops to promote an understanding of:
  - a. No Child Left Behind Act (NCLB)
  - b. State content standards and student performance standards.
  - c. School improvement process if applicable.
  - d. Components of a school wide or targeted assistance program as applicable.
  - e. State and local assessments
  - f. Requirements of parent involvement
  - g. Ways parents can monitor their children's progress and work with educators to improve the performance of their children
  - h. Ways parents can participate in decisions relating to the education to their children

*Provide materials and training, as appropriate, to help parents work with their children to improve academic achievement. To foster parental involvement, training may include literacy training and using technology.*

- Coffee Middle School offers parent meetings using flexible scheduling and/or home visits.
- Coffee Middle School distributes surveys in the spring of each year for the purpose of obtaining input and information necessary for the development of the Title I plan and parent programs that will meet the needs of the students being served.
- Coffee Middle School offers a variety of parent workshops using flexible scheduling, to address the needs identified on parent surveys. These workshop topics are selected and planned based upon an annual needs assessment. Personnel will assist in the planning and implementation of workshops. Endeavors are made to coordinate training from other sources.
- Coffee Middle School provides a Parent Resource Center which houses resources necessary for aiding parents in child development as well as materials to assist children at home academically. Resources available to parents may include parenting books, videos, and math and reading skill-building materials such as flash cards, board games, electronic games, etc.

*Shall educate teachers, pupil services personnel, principals, and other staff, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.*

- Coffee Middle School provides materials and training to the extent practicable for all school personnel in valuing, reaching out to, communicating with, and working with parents as equal partners, through staff development, booklets, and input from parents. Efforts are made to educate teachers, administrators, and other staff in the value of parent contributions, how to communicate with and work with parents as partners, and build ties between home and school.
- Parent/teacher communication training is provided each year for new teachers during one of their new teacher orientation/observation days.
- Opportunities for parents to volunteer and participate in their child's class or school and observe classroom activities are provided to the extent practicable.
- Staff will be accessible and available to parents.

- Coffee Middle School develops Parent-School Compacts through joint efforts of educators and parents for the purpose of outlining how parents, students and school personnel will share the responsibility for educating children and thereby ensure they meet the State's student performance standards. Included in the parent compact are items such as how parents are responsible for supporting children's learning, monitoring attendance, homework completion, limiting television watching, attending school activities, and setting high expectations.

*Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.*

- Coffee Middle School provides information to parents, to the extent practicable, in the language native to the parents, concerning the Title I Plan, academic programs, school performance, student assessment procedures and results, curriculum, discipline and other relevant information related to the education of their children through a variety of media including but not limited to the following:
  - a. Student progress-reports and report cards are distributed on scheduled intervals, keeping parents abreast of student progress.
  - b. Parent Portal is available for parents to monitor their child's grades.
  - c. A school website is established and updated regularly with information vital to parent involvement.
  - d. Two scheduled parent/teacher conferences are held in the fall and spring of each year. Students are dismissed after lunch and parents invited for conferences. In addition, workshops are provided to afford parents timely information on assisting their child at home on specific skills.
  - e. A minimum of four newsletters are distributed, one each 9-week period (each report card distribution period). The newsletters are prepared by parent coordinators and include a variety of helpful information on how parents can assist their children at home.
  - f. Fliers, booklets, brochures pertaining to specific academic, discipline, and parenting issues may be distributed.
  - g. Student handbooks outlining school policies, rules, and other helpful information for parents and students are distributed.
  - h. Newspaper, radio and television public announcements regarding parent workshops, PTO meetings, and parenting tips may be used periodically.

*May develop appropriate roles for community-based organizations and businesses in parental involvement activities.*

- Partnerships may be formed between schools and community-based organizations and businesses for the purpose of enhancing parent involvement and strengthening the educational programs of the school.
  - Opportunities are provided for organizations/businesses to work with parents, students, and teachers.
- D. Shall, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities and provide other resources such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

Programs such as the following may be conducted for Coffee Middle School's parent population:

- a. Helping Your Child with Reading
- b. Helping Your Child with Math
- c. Helping Your Child with Social Studies
- d. Helping Your Child with Science
- e. Study Skills
- f. Test Taking Skills and Understanding Standardized Test Scores

Coffee Middle School operates a school-based Parent Resource Center that provides materials for checkout by parents of students.

- E. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies.
- Coffee Middle School distributes surveys in the spring of each year for the purpose of obtaining input and information necessary for the development of the Title I plan and parent programs that will meet the needs of the students being served.
  - Coffee Middle School provides a variety of parent workshops using flexible scheduling, to meet the needs identified on parent surveys. These workshop topics are selected and planned based upon an annual needs assessment.
  - All unsatisfactory parent comments regarding School wide Plans are attached to the School wide Plan and brought to the attention of appropriate staff.
- F. In carrying out the parental involvement requirements of this part, local educational agencies and schools, to the extent practicable, shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in a language parents can understand.
- Coffee Middle School provides opportunities, to the extent practicable, for the participation of LEP parents and parents with disabilities including the provision of information and school profiles in a language and form that such parents understand.
  - Migrant staff is utilized to the extent possible to communicate information related to schools and parent programs/activities in the language used in homes of participating children.
  - Coffee Middle School utilizes ESOL, migrant and other appropriate staff to enhance communication between school and home.
  - Coffee Middle School utilizes special education teachers, where appropriate, to enhance communication between school and home.