

Parent Involvement Policy
Warner Robins Middle School
2011-2012

1. The goal of the Title I parent involvement program is to increase student achievement.
2. Warner Robins Middle School Parent Involvement Policy was jointly developed by the Parent Involvement Action Team and School Council.
3. The document will be printed in the student handbook which is distributed to all families through the student's homeroom.
4. Parents of students enrolled at Warner Robins Middle School are invited to a parent meeting at the beginning of each school year. Parents are given an explanation of the Title I schoolwide program and an overview of the school's curriculum. Warner Robins Middle School staff emphasizes the importance of parents being involved in their child's education and the need for them to become involved in the decision-making process.
5. Parent meetings are offered throughout the year on various topics at flexible times. Parents are notified of the meetings by community public service announcements, postcards and/or telephone calls. Parents are surveyed regarding preference of meeting times and topics in order to assist with scheduling workshops for the next year.
6. The Title I Parent Involvement Coordinator involves parents in the planning, review and improvement of programs. Warner Robins Middle School has a Parent Involvement Action Team which meets four times each year. The advisory board reviews surveys in the spring and uses the results to improve the parent involvement program. Ideas and suggestions are researched and discussed with the teachers and administrators who are encouraged to review and respond to parent suggestions.
7. Throughout the year, parents receive written and/or verbal information concerning:
 - School programs. Information is discussed in the fall. The teachers and the Parent Involvement Coordinator remind parents of the various school programs.
 - Results of the annual school review (including school performance profiles). School administrators are responsible for reporting this information to parents.
 - Individual student assessment results and interpretations of results. The school is responsible for disseminating test information to parents. Individual conferences are scheduled on an as-needed basis.
 - A description and explanation of the school curriculum. Syllabi are provided by each teacher at the beginning of the year.
 - Assessments used to measure student progress and proficiency. Classroom teachers and school administrators explain the school's assessments and proficiency levels to parents and students. Report cards include a detailed explanation of promotion requirements. Teachers and staff offer detailed explanations, when requested. Teachers will explain their grading system in a class syllabus.
 - Opportunities for parents to formulate suggestions, share experiences with other parents and participate, as appropriate, in decisions relating to the education of their children. Opportunities are made available throughout the school year at the parent meetings and/or workshops. Parents are encouraged to share ideas and participate in discussions.
 - Responses to parent suggestions. The Parent Involvement Coordinator and other staff members evaluate each parent workshop. Parents are encouraged to make suggestions for improvement.

The Parent Involvement Coordinator shares responses with the Action Planning Team. When necessary, immediate action is taken on certain suggestions after consulting with the Title I coordinator and school administrators.

- Evaluation forms gathered at parent meetings and from discussions with parents and staff. The Parent Involvement Coordinator collects all unsatisfactory parent comments and presents them to the parent involvement Action Planning Team to use in planning for the next school year.

8. Parents receive assistance in understanding the following areas:

- Each parent has access to “The Parents’ Guide to Understanding NCLB”. The classroom teachers explain the state’s content standards (GPS objectives) within the classroom setting. The school staff explains the GPS to the parent, if requested. Parents receive information on the student performance standards in report cards and through discussion with the classroom teacher, if requested, and the standards are available online.
- Benchmark tests, CRCT, Middle Grades Writing Assessment (5th and 8th grades) and Iowa Test of Basic Skills are explained to parents throughout the year.
- Requirements of Title I Part A are explained to parents during the annual meeting.
- Ways to monitor their child’s progress and suggestions on how to improve the academic performance of their child are ongoing for the parent.
- Ways to participate in decisions affecting their child are explained to parents in an ongoing fashion. Parents are encouraged to become involved in their child’s education.

9. The Parent Involvement Coordinator helps parents improve their child’s achievement by providing materials and training throughout the year. Parents are:

- Provided relevant workshops and information.
- Provided materials housed in the parent resource center.
- Encouraged to attend school meetings.
- Encouraged to attend parent-teacher conferences.
- Informed of availability of programs such as literacy training.

10. The Parent Involvement Coordinator provides assistance and information to teachers, pupil services personnel, principals and other staff members concerning the value and importance of parent contributions. The coordinator provides assistance in how to reach out, communicate, and work with parents as equal partners. The Parent Involvement coordinator implements and coordinates parent programs and builds times between the home and school. These are accomplished by:

- Scheduling workshops to accommodate special needs.
- Attending meetings and conferences.
- Communicating strategies and related information through the parent handbook, newsletters, memos, etc.

11. The Parent Involvement Coordinator works with community-based organizations and businesses. Information about opportunities for organizations and businesses to work with parents and schools and encouraging the formation of partnerships are targeted. Business representatives are encouraged to become involved in the school, such as visiting classrooms and attending parent meetings as guest speakers and resource people. The focus is to provide motivation and encouragement to students as well as provide career and business information.

12. The parent satisfaction survey is conducted at all Title I schools in the spring and the results are reported to the district.

13. The Parent Involvement Coordinator is responsible for the parent resource center in the school. The center houses resources for parents and students, such as books and games. In additions, the center has materials to assist parents in understanding child development and child rearing issues.
14. Information about school programs and meetings is sent to parents in the language used in the homes.
15. To the extent possible, the Parent Involvement Coordinator provides opportunities for the participation of ESOL parents with disabilities. Parents are provided information about programs in a language they understand.
16. The Parent Involvement Coordinator meets with the teachers and school administrators and stresses the school's responsibility in providing an enriched curriculum and quality instruction that meets the needs of all students. Ensuring that all students meet the state's content and performance standards is emphasized.
17. The school will provide reasonable support for parental involvement activities as the parents may request.
18. The Parent Involvement Coordinator works with teachers, parents, and students in the development of the Warner Robins Middle School parent compact. She conveys to the parents their areas of responsibility as stated in the Warner Robins Middle School parent compact. Some areas may include:
 - Monitoring attendance
 - Checking for completion of homework
 - Attending parent meetings
19. The Parent Involvement Coordinator trains parents using the Community Involvement Training Manual.
20. Warner Robins Middle School is a partner in the National Network of Partnership Schools (NNPS).