

# William C. McGinnis Middle School

## Parental Involvement Policy

### 2016-2017

#### **Vision Statement:**

The school community of the William C. McGinnis Middle School believes that the involvement of families is crucial to the academic success and general well-being of all students. The goal for parent/community involvement at McGinnis School is to establish relationships with parents and the community to maximize their capacity to assist with the goals and mission of the school.

#### **Policy Design:**

McGinnis School will continue to address parental involvement needs by continuing to offer a wide variety of programs, activities, and services to families, which encompass the six areas of parent involvement as outlined in the **National Standards for Parent Involvement** (Parenting, Communicating, Volunteering, Learning at Home, Decision-Making, and Collaborating with the Community). Utilizing these standards as a framework, our school has developed a comprehensive design for addressing parent involvement.

Our school utilizes a collaborative approach to develop and monitor the parent involvement plan/policy. The School Leadership Council, Home-School Liaison and the Parent Teacher Organization (PTO) are primarily responsible for coordinating, implementing and evaluating parent/community activities. Parents play a major role on these teams and their input is encouraged through team meetings, presentations, and other strategies.

Parents are apprised of the school's expectations for family support of students, the responsibilities of the school, and expectation of students in the education process. This information is provided through the School-Parent Compact, which is distributed to all parents at the beginning of the school year, and must be signed by parent and student. This information is provided to all new families entering school throughout the school year.

McGinnis School's comprehensive design for parent involvement addresses the needs of parents of students at all levels of academic achievement. Various strategies have been developed to encourage the participation of parents of all of our school's students.

Some of these strategies include:

- Home notices/program invitations in English and Spanish
- Personal contact via telephone in English and/or Spanish
- School Website
- Parent Portal
- Presentations, workshops, etc. conducted in English and Spanish
- Translations provided at all conferences when necessary
- Programs emphasizing child and adult literacy
- "Take Home" packets for parents who cannot attend school programs
- Parent and student learning opportunities that address varied learning styles
- Parent Library/Resource Center

Toward this end, William C. McGinnis School will provide curriculum, instruction, and facilities of the highest standards while striving for academic excellence by involving representatives of all segments of the school community in shared decision-making.

We will encourage our families to:

- Monitor students' attendance.
- Assure that students arrive at school on time.
- Make certain that students come to school dressed in the school uniform in order to comply with mandatory policy.
- Make sure homework is completed and planners are signed.
- Attend parent / teacher conferences.
- Become members of the school's Parent Team.
- Volunteer to participate at school functions.
- Participate, as appropriate, in decisions relating to their children's education.
- Allow students to participate in extended day activities.
- Stay informed about their child's education and communicating with the school by promptly reading all notices from the school or the school district either received by their child, by mail or by phone.
- Attend parent workshops.
- Support the School's Assertive Discipline Plan and the District's Code of Conduct.
- Serve on the School Leadership Council.

The comprehensive design for parent involvement at William C. McGinnis Middle School ensures that all stakeholders will share in the responsibility of planning and implementing strategies in a peaceful, safe and supportive environment that is conducive to academic success for all students.

### **Policy:**

To provide an environment that is supportive of meaningful school, family, and community partnerships, our school will provide:

#### 1. A welcoming family friendly environment

- Courteous and respectful greetings/interactions from all staff members.
- Comfortable, inviting atmosphere with information for parents prominently displayed and made available in high traffic areas.
- Parent resources regarding child development, educational information, school and community resources available in areas of easy access to parents

#### 2. Programs / activities to engage parents in improvement of student achievement

- Student work displayed throughout the building
- Parent workshops, programs, seminars, etc., explaining strategies for support and reinforcing classroom instruction at home.
- Student progress reported regularly to parents according to scheduled school conference schedule and at other times based on needs and recommendations of school personnel and/or parents.

- Parent workshops and activities scheduled at various times to allow most parents to participate.
3. Establishment of positive relationships between staff and families
    - Opportunities provided throughout the school year for staff and families to participate together in various programs and activities.
    - New families are welcomed courteously, and provided with appropriate information regarding school programs, activities, schedules and resources.
    - Staff utilizes various means to communicate with families regularly including phone calls, email, in-person conferences, home notices.
    - Staff members serve as a family support team to provide resource information relevant to needs of families.
    - A Home-School Liaison coordinates strategies to encourage and support parent, family and community involvement.
  4. Self-Development opportunities for parents
    - School committees reflect the diversity of the student population and all parents are apprised of meetings and other opportunities where their input is expected.
    - Parents assist in the development of school improvement projects and are provided with appropriate information to improve their capacity to assist with such projects.
    - The school is open and accessible and parents are encouraged to meet with appropriate school personnel to address concerns, issues, etc.
  5. Professional development for staff and families that promotes an effective climate for the development of positive school / family relationships
    - Teachers learn about successful approaches for working effectively with families from diverse backgrounds and experiences.
    - Information on cultural competence and diversity is made available to staff.
    - Families and staff participate in shared learning experiences to enhance collaboration.
    - Community resources are researched and solicited to assist staff and families in achieving the school's goals.
    - Families are provided with opportunities to learn how the school works and to understand school policy, regulations and procedures.

This policy was developed with input from all constituents utilizing the following strategies:

- Information from surveys, evaluations, parent feedback, etc.
- Discussions at meetings of committees where parents are represented.
- Policy in draft form widely distributed for comment.
- Policy revised through consensus according to input.

This policy will be reviewed yearly, updated and/or revised utilizing the process outlined above.