

## **Parent Involvement Plan**

(Revised: 04/9/08)

The mission of **Davis-Emerson Middle School** is: To prepare students to become productive citizens in society by providing a full spectrum of learning opportunities that take into account individual needs, culture, thinking skills and interests.

We know that parent involvement in our school can have a dramatic effect on the academic achievement of our students. This plan is developed with the goal of developing a strong partnership with all of our parents so that our children will be provided with the best possible education we can offer.

So that parents will better understand our school's program and how they may become actively involved, we have addressed key areas of concern. Please feel free to discuss any questions, comments, or suggestions you may have about this plan with your child's teacher, a PTO officer, or the school principal. We welcome your input and suggestions!

### **Parents' Involvement with the Tuscaloosa County School System Plan Development**

Annually, an LEA Advisory committee made up of faculty representatives and parents selected by the respective schools meet to review and update the Tuscaloosa County School System's parent involvement plan. The plan is then made available to parents through distribution at each local school's annual fall meeting as an attachment with the local school parent involvement plan. It is also placed on the school system website ([www.tcss.net](http://www.tcss.net)), available through the principal's office at each school, or upon request from the central office.

### **School's Use of Parent Involvement Funds**

Davis-Emerson Middle School will use its allocation of parent involvement funds for hosting costs related to the school website, if needed; obtaining the STI Web Access module for remote parent access to student data, if needed; postage for progress report mailings; supplies for parent workshops; and support for a school social worker services.

### **Parents' Involvement in How Parent Involvement Funds Will Be Used**

As part of Davis-Emerson Middle School's meeting held each spring with parents to review and update the School-Parent Compact and Parent Involvement Plan, the allocation of parent involvement funds are discussed. Funds are budgeted and expended based upon the goals and priorities set through that meeting.

### **Procedures for Parents to Express Concerns Related to the Tuscaloosa County School System's Consolidated Application for NCLB Funds**

Title I funds are allocated to each school system based upon the consolidated application submitted to the school system on an annual basis. Parents wishing to make and submit comments should they disagree with any part of the Tuscaloosa County School System's Consolidated Application for NCLB funds may do so by submitting those concerns, in writing, to:

Dr. Polly Moore, Asst. Superintendent  
Tuscaloosa County School System  
P.O. Drawer 3568  
Tuscaloosa, AL 35403-2568

-and/or-

Mr. Daryl Washington, Regional Specialist  
Federal Programs  
Alabama Department of Education  
50 North Ripley Street  
Montgomery, AL 36104

## **Annual Meeting**

By the end of August, Davis-Emerson Middle School will hold its annual meeting for all parents of participating children. Parents are notified of the meeting through (1) notices sent home by students, (2) school intercom announcements, (3) postings in our main foyer, (4) through our school website, and (3) through announcements in other languages when we have families where English is not their primary language. To assist in providing the opportunity for all parents to attend, the meeting is offered at two separate times—once during the school day and once in the evening. In addition, Davis-Emerson Middle School will offer baby-sitting services as needed. Topics to be discussed at this year's meeting are:

- Title I participation, its services, and parents' rights
- An explanation of the school's curriculum
- The assessments used in our school to measure students' progress
- Our school's parent involvement policy
- Our school's parent compacts
- Resources available for parents

## **Flexible Schedule of Meetings**

The leadership and staff of Davis-Emerson Middle School have a strong belief in the importance of parental involvement and therefore have put measures in place to offer parent meetings on a flexible schedule. Our annual meeting for parents of participating children will be offered in conjunction with our Open House to be held on Tuesday, August 19<sup>th</sup> from 6:00 until 8:00 p.m. as well as a follow-up meeting on August 26<sup>th</sup> beginning at 9:00 a.m. Baby-sitting will be offered and the presentation will be taped as an additional source of communication with parents unable to attend either meeting. Additional workshops to be offered throughout the year include: (1) helping your child with homework; (2) technology; (3) curriculum approaches; (4) and parent resources. Conferences with teachers are encouraged and may be set up by prior appointment during preparation periods or after school. Contact should be made directly with an individual teacher or the school counselor for a conference with multiple teachers. Parents may obtain information about their child's academic or social progress through phone calls, notes to teacher, e-mail (access addresses maintained on school website), school website, and participation in workshops or other family activities.

## **Involvement of Parents in Planning, Review, and Improvement of Title I Programs**

Davis-Emerson Middle School believes in involving parents in all aspects of its Title I programs. We have one parent representative on our school-wide advisory committee who were active participants in the development of the plan and were involved from the first meeting of the schoolwide committee. In addition, sixteen parents were involved in the development of the parent involvement components. All parents were given the opportunity to review the plan and offer their input before the plan was approved. Each year, the schoolwide plan, including the parental involvement plan, is reviewed and evaluated. Results of parent surveys are reviewed by the parent representatives and entire schoolwide advisory council in determining needed changes.

## **Timely Information About the Title I Program, the Curriculum, and Academic Assessments**

At its annual meeting of parents at the beginning of the school year, Davis-Emerson Middle School will hold a general meeting where information will be presented about its Title I programs, the curriculum, and forms of academic assessments used to measure student progress. Parents will learn about our school's program and the following subjects taught: math, language, science, social studies, physical education, and electives. They will also learn about how to schedule parent-teacher conferences and how they can participate in decisions related to the education of their child. We will review the *Tuscaloosa County School System Student/Parent Information Guide*, as well as our school's information, which includes more detailed information on these topics and a copy of the parental involvement plan. Upon conclusion of the general meeting, parents will be invited to visit their child's classrooms and meet their teachers. At this time, teachers will provide additional information on the subjects they teach and how students are individually assessed.

## **Submission of Parent Concerns About Our Title Plan**

In late April of each year, Davis-Emerson Middle School brings in its Title I Planning Committee to review, evaluate, and revise our Parent Involvement plan. There are four parents on the Committee who represent all the parents of the school. During the review process, all parents are notified of the review through notices sent home with students and publicized on the school website. The notices make parents aware that the plan is under review, that a copy of the plan is available for review in the school office, library, or by visiting the school website (<http://dems.tcm.schoolinsites.com/>), and that parents have the right to give input regarding the revision of the plan. The notice also states that after the plan is finalized and approved, if a parent finds the plan to be unsatisfactory, they have the right to submit their concerns in writing to the school, and the school will submit their concerns to the central office at the same time that the Title I plan is submitted.

## **School-Parent Compacts**

Davis-Emerson Middle School revises its school-parent compact in May of each year in consultation with our schoolwide advisory committee and any parental comments received by teachers throughout the year. All parents will be given a copy of the new compact through open house enrollment packets and sent home with students during the beginning of the school year. A copy will be maintained on the school website and new students will be given one at the time of enrollment. The compact will be explained to the parents, and they will be asked to sign the compacts signifying their commitment to working in partnership with the school and their child in ensuring that their child is successful in school. The compacts will be discussed with teachers at faculty meetings. Each teacher will be given the responsibility to explain the compact to the students and obtain the students' signatures. The teachers will sign the compacts and house them in his/her classroom for use during parent-teacher and/or student-teacher conferences. A copy of the school-parent compact is found in the appendix of this plan.

## **Building Teachers' and Parents' Capacity for Strong Parental Involvement**

To ensure effective involvement of parents and to support a partnership among Davis-Emerson Middle School, parents, and the community to improve student academic achievement, Davis-Emerson Middle School shall:

### **Shall:**

1. describe the training/workshops to be offered to parents in: local and State assessments; helping their child(ren) with homework; how to monitor progress based on frequency and types of progress reports they will receive; the course of study for each grade level; include how these services will be offered (when, how, where). Additional workshops to be offered throughout the year include: (1) helping your child with homework; (2) technology; (3) curriculum approaches; (4) and parent resources. Workshops will be offered during each semester (October 28 & February 24) in conjunction with PTSO meetings. The workshops will be held at 9:00 a.m. and again at 6:00 p.m. using the library or commons.
2. describe any materials and resource support offered to parents in helping their children increase their academic achievement; parent center in school?; counseling services?; parenting classes?.  
Support offered to parents will be in the form of a parent resources section in the school library; social services available through the school counselor and/or social worker; conferences with teachers and/or administrative staff; parenting workshops; and parenting tips newsletters sent home on a regular basis.
3. describe how continuing professional development for teachers will be implemented toward the goal of furthering their understanding and valuing of the contributions of parents; conferencing techniques; establishing positive relationships with families; how communication between the home and school may be strengthened; teacher involvement in PTA and other family-related activities.  
Key areas for professional development will be: (a) enhancing teachers' knowledge of the school website use for communication of classroom content and major units of study; (b) conferencing techniques and communication skills; and (c) understanding the community culture.
4. describe, to the extent feasible, how your parent involvement programs are coordinated and integrated with Head Start, Reading First, Early Reading First, and public preschool programs that encourage and support parents in a more fully participating in the education of their children.  
Concerted efforts in transition services from the feeder elementary schools (Cottdonale and Holt) will be made by conducting regular visits by teachers and staff; holding a family orientation in late April/early May; providing registration and scheduling assistance; providing a day camp in the summer for rising 6<sup>th</sup> graders and parents; and distributing printed informational resources.
5. describe how information related to school and parent programs, meetings, and other activities is sent to parents in a language and format that they can understand.  
Support for parents in languages other than English will be provided by the compilation and translation of key school informational documents; providing translators to assist with registration, enrollment, and parent conferences; and working with the ESL department at the Tuscaloosa County Board in arranging for tutors as needed for students.

6. describe how the school provides other reasonable support for parental involvement activities as parents may request.

Additional parental support requests may be made at any time throughout the year by contacting the school principal, counselor, or social worker. Requests will be reviewed by the school's leadership team and a plan formulated to address needs.

### **Participation of LEP Parents, Parents With Disabilities, and Parents of Migratory Children**

Davis-Emerson Middle School, to the extent practicable, provides opportunities for the participation of parents with limited English proficiency and parents with disabilities. Davis-Emerson Middle School presently has three Spanish-speaking students; therefore, all notices of parent meetings are sent to parents of these children in Spanish. In addition, we have a bilingual teacher who is available to assist in verbal communications with these parents. Individual academic assessments, and the interpretation of those results, will be interpreted for parents in a language they can understand through the assistance of our ESL specialists and translators available through the Tuscaloosa County School System. At this time, Davis-Emerson Middle School does not have any migrant students. Every effort is made to accommodate parents with disabilities. Davis-Emerson Middle School opened in August 2003 and meets all building codes related to handicapped access. The facility is barrier-free and maintained on an on-going basis. The Tuscaloosa County School System policy for homebound is followed as needs exist for homebound services. Parents requiring such assistance should contact the counselor, nurse, or administration for referral forms and assistance with the application process. Homebound services are provided through the central office of the Tuscaloosa County School System.

### **Parents' Right-to-Know**

"The No Child Left Behind Act" requires all school systems to notify all parents that they have the right to request and receive timely information about the professional qualifications of their child's classroom teacher(s) and paraprofessional(s). To ensure that parents are aware of this right, a summary of this policy shall be placed in the Student of Code of Conduct. Parents wishing to request the professional qualifications of their child's classroom teacher(s) and paraprofessional(s), must complete the "Parent's Right to Know Notice" form and forward to the Asst. Superintendent for Curriculum and Instruction, Tuscaloosa County School System. These forms are available upon request through our school office or may be accessed through the school system website.

"The No Child Left Behind Act" also requires timely notice when a student has been assigned to, or has been taught for four or more consecutive weeks by a teacher who is not "highly qualified." This includes the use of extended substitutes whose qualifications are not deemed "highly qualified." Notification to the parent shall be made in writing and will be delivered by United States mail or hand delivery.