

HOUSTON MIDDLE SCHOOL

P.O. Box 520920
BIG LAKE, ALASKA 99652
PHONE: (907) 892-9500 FAX: (907) 892-9560
PRINCIPAL: BENJAMIN HOWARD / ASST. PRINCIPAL: ORIN WEAR /
ADMINISTRATIVE SECRETARY: SHELLEY AX



Houston Middle School Parent Involvement Policy 2016 - 2017

Houston Middle School Vision of Parent Involvement

Houston Middle School is committed to the goal of providing quality education for every child. To this end, Houston Middle School wants to establish partnerships with Houston Middle School Families, the community, and Houston Middle School. Everyone gains if Houston Middle School and Houston Middle School families work together to promote high achievement by our children; neither can do the job alone. Houston Middle School Families play an extremely important role as children's first teachers. Their support for their children and for Houston Middle School is critical to their children's success every step along the way.

Houston Middle School recognizes that some students may need the extra assistance available through the Title I program to reach the state's high academic standards. Houston Middle School intends to include Houston Middle School Families in all aspects of the school's Title I program. The goal is a school-home partnership that will help all students to succeed and shall be done through the following steps:

I. Houston Middle School will jointly develop/revise with Houston Middle School Families the school Parent Involvement Policy and distribute it to the families of participating children and make available the parent involvement plan to the local community.

A. Houston Middle School Families will be invited to the quarterly Parent Forum meetings. At our first discussion, on August 23, 2016, the Title I plan will be reviewed and revised with parental input. Houston Middle School Families will be invited to this meeting via the daily bulletin, monthly newsletter, social media, and a reminder Connect-Ed message prior to the meeting. A copy of the Title I plan will be made available on our website and feedback will also be encouraged through email and a brief online survey for those who cannot attend the actual meeting.

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II. Convene an annual meeting, inviting all Houston Middle School Families to attend, inform Houston Middle School Families of their school's participation under this part and to explain the requirements of this part, and the right of the Houston Middle School Families to be involved;

A. The annual meeting will be in held in conjunction with the annual Back to School Open House event; this year it was on August 10, 2016.

III. Offer multiple meeting dates and times to fit Houston Middle School Families' schedules

A. Through past surveys, Houston Middle School learned that evenings are the most convenient for the majority of families; however, attendance was still not at desired levels, which provided very little participation or input. Houston Middle School will use more electronic means to get more involvement from our families who have busy schedules and want to give feedback in that manner versus attending a meeting at Houston Middle School. Our Parent Coordinator will continue to inform families in a timely manner through social media, our website, monthly newsletters, connect-ed and usage of the electronic reader board of all meetings so families can plan accordingly.

IV. Involve Houston Middle School Families, in an organized, ongoing, and timely way, in the planning, review, improvement, and development of the Title I school plan.

A. Houston Middle School families are sent individual emails, daily electronic bulletins, monthly newsletters, and Connect-Ed messages in addition to fliers sent home with students to invite Houston Middle School Families to various meetings and forums regarding the evaluation or revision of the Title I school plan and other important information. Additionally, our Parent Coordinator will maintain updated information on various social media outlets and use that as a way to have 2-way communication with families who choose to take advantage of that method of providing feedback.

V. Involve Houston Middle School Families and school staff in the development of a School-Community Compact that explains ways the school staff, Houston Middle School Families, and students will work together to increase student achievement.

A. Compacts will be sent home with students within the first 30-days of the start of the school year. The newly designed compacts will also be accessible all year long at our reception desk, plus made available during every school and Title I event.

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- VI. Provide Houston Middle School Families timely information about –
 - A. The curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
 - 1. This is communicated through the monthly newsletter, individual teacher and school-wide website, individual student planner, teacher syllabi, and bi-weekly progress reports sent home with students.
 - B. If requested by Houston Middle School Families, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.
 - 1. Houston Middle School advocates a collaborative approach with families which encourage a phone call at any time with concerns or suggestions. This is communicated to Houston Middle School Families via the monthly newsletters, teacher websites & emails, and the Parent Forum meetings.
 - C. A description of the Title I program in the school
 - 1. Houston Middle School families are invited to have input in the Title I plan during the first Parent Forum meeting in August either in person or by electronic communications and surveys. A review of the entire plan is also offered during any of the quarterly Parent Forum meetings and during the Annual Title I meeting at the beginning of the new school year.

- VII. If the school-wide program plan is not satisfactory to the Houston Middle School Families, submit any parent comments on the plan when the school makes the plan available to the community.
 - A. Houston Middle School families are invited to respond to the Title I plan via email, phone call, or to come by personally at any time to discuss concerns. Input can also be solicited via email and through social media once set up.

- VIII. The staff of Houston Middle School and families of our students shall work together to share the responsibility for improved student academic achievement by:
 - A. Conducting parent/teacher conferences, annually (at a minimum),

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1. Mat-Su Borough School District guidelines are followed which plans conferences to take place twice per school year at staggered times to make it convenient for all families of Houston Middle School students to attend.
- B. The compact shall be discussed as the compact relates to the individual child's achievement;
 1. Teachers discuss the Compact with students during a daily scheduled Advisory class and make themselves available to Houston Middle School families and students via individual websites, emails, and telephone.
- C. Providing frequent reports to Houston Middle School Families on their children's progress; and
 1. Teachers print bi-weekly progress reports for students to monitor their academics
- D. Providing Houston Middle School Families with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.
 1. Houston Middle School families can access the staff via telephone, email or personal websites at any time. Volunteer opportunities are posted in the monthly newsletter, daily bulletins, and during special event notifications and planning processes. Families who want to observe classroom activities are encouraged to make arrangements using the above communication tools or to stop in personally.
- E. Providing Houston Middle School Families with regular meeting to make suggestions and participate in decisions relating to the education of their children.
 1. The Parent Forum meets quarterly to encourage family participation in Title I, programs, and other suggestions relating to their student's education.

To ensure effective involvement of Houston Middle School Families and to support a partnership among the school, Houston Middle School Families, and the community to improve student academic achievement, Houston Middle School -

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IX. Shall provide assistance to Houston Middle School Families in understanding topics such as the State's academic content standards, local academic assessments, all the requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children;

A. Houston Middle School provides links on its website to the state website for assessments and standards. The agenda of the quarterly Parent Forum meeting will include explanation of standards and assessments.

X. Shall provide materials and training to help Houston Middle School Families to work with their children to improve their children's achievement, such as literacy, math, and technology training, as appropriate, to foster parental involvement;

A. Although past training events have not historically been well attended, Houston Middle School will offer after school tutoring starting in the first quarter; this will focus on all academic areas.

XI. In carrying out the parental involvement requirements of this part, districts and schools, to the extent practicable, shall provide full opportunities for the participation of Houston Middle School Families with children with limited English proficiency, Houston Middle School Families with children with disabilities, and Houston Middle School Families of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such Houston Middle School Families can understand.

XII. This Houston Middle School Parental Involvement Policy has been developed/revised jointly with, and agreed on with, Houston Middle School Families of children participating in Title I program, as evidenced by meeting minutes. The Parent Involvement Policy was developed/revised by Houston Middle School on 11/23/2016 and will be in effect for the period of school year. The school will distribute this Parent Involvement Policy to all Houston Middle School Families and make it available to the community on or before 12/1/2016.



(Signature of Title I Authorized Representative)

11/23/2016
(Date)