

# Mary Putnam Henck Intermediate

Mrs. Jennifer Whiteside, Principal

Mr. Reed Mikkelson, Assistant Principal



## MPH Parent Engagement Policy

Mary Putnam Henck Intermediate School is dedicated to the academic success of ALL students. As such, a true partnership with each of our parents and guardians is a key component of the programs at MPH.

Mary Putnam Henck Intermediate School is developing a written Parental Involvement Policy with input from parents, including SSC, and PTA, by collecting their feedback and determining the following policy. MPH has distributed the proposed policy to parents via an all call and at collaborative meetings. A copy of the policy will also be available in the MPH Office for view.


This policy:

- Will be produced in a parent-friendly format and is distributed to parents to the extent practicable, and in a language the parents can understand.
- Will be on file and available for public use in the school office. Updated each year with input from parents.
- Includes the Student/Parent/Teacher Compact
- Provides equal access and the ability for parent to participate in their child's learning process. (Translation services are available as needed.)

### **PART I: Involvement of Parent**

In order to engage all of MPH parents in their children's education, MPH does the following:

1. Will convene an annual Title I meetings In August/September and May to inform parents of Title I requirements and their rights to be involved in the Title I program. The meeting will be held during Back to School Night and Open House to best accommodate schedules. Parents, Guardians, Families and Students are notified of the meeting via the All call system.
  - At the annual Title I meeting the Principal will:
    - Review and discuss yearly test results (CAASPP) and how this data can be used to identify those students in need of additional instructional support.
    - Outline the components and implementation of the Title I program at MPH.
    - Provide resources information that parents may use at home to help their student success academically.
  - Provide a description and an explanation of the standards-based curriculum.
  - Provide information on academic assessment and proficiency levels.
  - Informs parents of opportunities for regular parent involvement and engagement meetings in PTA, SSC and ELAC.
  - Informs parents of our school-wide Title I status.

- 
- Through SSC, ELAC, and PTA meetings, the principal overviews at the beginning of each school year the Parental Involvement Policy. During the spring regular meetings of these groups, feedback is collected to amend the current policy and plan for the following year.

2. Offers flexible number of meetings.
  - Title I parent meetings are offered during Back to School Night and Open House
    - Parents are surveyed at least once a year to gauge best meeting times and change as necessary based upon recommendations.
  - MPH follows a consistent schedule of designated meeting days so parents can plan in advance to join regular meetings as follows.
    - ELAC: Meets monthly at 5:30 PM in B-25
    - SSC: Meets monthly on Wednesday or Friday Morning at 8:00 AM
    - PTA: fourth Tuesday of each month at 6:30 PM
  - Translation services are provided as needed for parent meetings.
3. Involves parents of ALL students in an organized, ongoing, and timely way in the planning, review, and improvement of its Title I programs and the Parental Involvement Policy, and to work collaboratively with parents to determine the most effective ways to improve student learning. This is done through the Title I, ELAC, SSC, and PTA meetings.
4. Provides ALL parents, including those of Title I students, with explanations of the curriculum, assessments, and proficiency levels students are expected to meet.
  - School performance through the School Accountability report Card (SARC).
  - School performance and assessments through the Single Plan for Student Achievement (SPSA).
  - District-mailed test information of individual student assessment results and what the results mean.
  - Teacher/Parent Conferences.
  - Description and explanation of the curriculum, assessment to measure student progress and expectation for student performance is presented at Back-To-School Night.
  - Parent meetings will offer opportunities at regular meetings for parents to formulate suggestions and participate in decisions relating to the education of their children (Title I, ELAC, SSC, and PTA meetings).
5. Provides ALL parents as requested, with opportunities for regular meetings to participate in decisions relating to the education of their children.
  - Yearly meeting with a counselor.
  - Community liaison facilities meetings with teachers as needed.
6. Provides parents with timely information about Title I programs. Updates are presented at regular parent meetings such as ELAC, SSC, and PTA.

## **PART II: School-Parent Compact**

### Student/Parent Compact

#### **STUDENT RESPONSIBILITIES**

Students are expected to learn and model MPH Student Behavioral Expectations, follow all school and classroom rules and demonstrate appropriate social skills when interacting with both adults and peers. When behavioral expectations are not met, the student is expected to work to improve behavior.

##### 1. BE SAFE

- I am responsible, like everyone else, for maintaining safety at school.
- I engage in activities that are safe and report any known safety hazards
- I help maintain a clean and safe campus that is free of graffiti, weapons, and drugs.
- I report any bullying or harassment.
- I avoid conflicts and physical or verbal violence.

##### 2. BE RESPECTFUL

- I treat others the way I want to be treated.
- I respect laws, rules, and school authority.
- I treat people fairly and respect their rights.
- I respect private and public property.
- I am honest with myself and others.
- I avoid spreading rumors or gossip.
- I respect each person's right to be different and I look for the good in others.

##### 3. BE RESPONSIBLE

- I take responsibility for my actions.
- I choose how I respond to others.
- I return what I borrow to the same person, in the same condition.
- I give my best in everything I do.
- I come to school regularly and on time, ready to learn.
- I help to create a positive school environment.

Students will follow all distance learning student expectations.

#### **PARENT/CAREGIVER RESPONSIBILITIES**

Parents/Caregivers will take an active role in supporting the school's efforts to maintain a welcoming school climate.

1. Support the implementation of the school's PBIS Plan.
  2. Be familiar with and review the MPH Student Behavioral Expectations and school rules with their children.
  3. Reinforce positive behavior and acknowledge their children for demonstrating appropriate conduct.
  4. If misconduct escalates, parent/caregivers will cooperate with the school as a collaborative partner to address student's needs.
  5. Send the student to school prepared for work--with books, pencil, homework, and appropriate dress.
  6. Ensure that the student attends school regularly and is on time.
  7. Provide a home environment that encourages respect for the school and the learning process; provide a healthy environment with adequate nutrition, and rest.
  8. Take corrective action when requested by the teacher or administration.
- Parents will support students following all distance learning student expectations and will follow distance learning parent expectations.

Signing below is evidence that parents and students have or will read and understand the contents of this Reminder Binder. Please sign, date, and return this form to your 1<sup>st</sup> Period Teacher by August 16, 2019.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name of Student: \_\_\_\_\_ Grade of Student: \_\_\_\_\_

### **PART III: Building Capacity for Involvement**

Mary Putnam Henck Intermediate School engages ALL parents in meaningful interactions with the school. MPH supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school does the following:

1. Assists parents of ALL students in understanding academic content standards, assessments, and how to monitor and improve the achievement of their children.
  - Discussions held at Title I, SSC, ELAC, and PTA meetings regarding how to create an effective learning environment, encourage good study habits, monitoring of grades and assignments through the AERIES (ABI) program, monitoring homework completion, and parent/student, administration, counselor and teacher outreach evenings – Steps to Success.
  - Workshops held per suggestions received.
  - Informational fliers distributed to students on Mondays via their Social Studies classes.
2. Provide materials and information to help parents with student academic achievement.
  - Parent workshops based upon suggestions received.
  - Informational fliers available at the main office front counter, and distributed through social studies classes on Mondays.
  - Information bulletin board outside of the main office front counter and in the counseling office.
3. Educates staff and parents on the value of parent contribution and how to work together as partners in student education and academic achievement.
  - Grade level and departmental meetings meet regularly to discuss student improvement, and to improve their outreach and partnership with families to.
  - Multicultural and multi-levels of economics sensitivity.
  - The value, benefits, and purpose of contributions of parents.
  - Communication, reaching out and working with parents as partners.
  - Building ties between home and school.
  - Implementing and coordinating AERIES Parent Portal.
  - Initiate communication with students and their parents/guardians/families regarding student achievement and improvement as needed.
  - Invite parents to one-on-one meeting to discuss issues of concern with their student.
4. Coordinates and integrates ALL parental involvement programs, including Title I parental involvement programs, with other programs, and conducts

other activities, such as the parent resource center, that encourage and support parents in more fully participating in the education of their children.

Parent Resources are improved based on ongoing parent suggestions, and need identified collected at parent meetings

- Improvement activities include:
  - PTA meetings.
  - Parent-Teacher conferences at least once a year or as requested, or by phone.
  - Back to School Night.
  - Open House.
  - Regular MPH Updates via the All Call system to all parents, guardians, families, students, and staff.
- 5. Distribute to ALL parents, information related to school and parent programs, meetings, and other activities in a form and language that the parents understand.
  - All communication is available in English and Spanish; fliers are distributed with both English and Spanish translation, phone messages are in both English and Spanish, letters are in both English and Spanish, and translator is available at meetings as necessary.
- 6. Provide support for ALL parental involvement activities requested by parents.
  - Community liaisons, counselors, and administration are available to support and facilitate parent involvement.

#### **PART IV: Accessibility**

Mary Putnam Henck intermediate School provides opportunities for ALL parents, including those of Title students, parents with limited English proficiency, parents with disabilities. and parents of migratory students. This includes providing information and school reports in a form and language parents understand.

- Meetings are translated as needed by a community liaison or bilingual faculty.
- Notices and information are issued in both English and Spanish.
- Translation is available as need ad for parents when they need to communicate with English- only speaking faculty or staff.

#### **PART V:**

This policy will be adopted by the Mary Putnam Henck intermediate School on February 2<sup>nd</sup>, 2021 by the MPH School Site Council and will be in effect for the remainder of the 2020 - 2021 school year.

MPH will distribute this policy via the Parent Square district communication platform. It will also be available on the school website and in the MPH office as requested.

