

Madison Academy Elementary/Middle School Parent Involvement Plan

In accordance with The No Child Left Behind Act of 2001

Parents, staff, and the building administrator have developed this Parent Involvement Plan in accordance with NCLB Section 1118 activities which are accomplished at **Madison Academy Elementary/Middle School** in the ways listed in each section.



"Raising the Standards of Education"

Convene an annual meeting: 1118 (c) (1)

Madison Academy will:

- An annual Title I Plan Review Meeting within the first trimester.
- Parents will be informed of their right to be involved in this process and encouraged to attend this meeting.
- An appeal will be made to all Madison Academy parents to review the Title I document via Google Docs, Madison website or request a copy of the plan from the office.
- Parents can then generate questions and concerns that will be addressed at the review meeting.
- Encouraging parental involvement will strengthen our school and community. A copy of the final plan will be available in the office by request and available on the Madison website.

Offer a flexible number of meetings & various times to support and encourage the involvement of parents 1118 (c) (2)

Meetings are offered at times convenient for parents and if needed, transportation, child care, and home visits can be arranged:

- The staff of Madison Academy will offer flexible meeting times for parent/teacher conferences and other important meetings.

- Parents may request further assistance or support for parental involvement at any time, including, but not limited to: requesting homework in advance, agendas for meetings, and additional conferences.
- Madison Academy may also provide transportation and/or childcare for services relating to parental involvement activities.
- Home visits may be made to families with no other means to attend functions related to parental involvement.
- Teachers are willing and able to hold phone conferences for parents unable to attend meetings.

Involve parents in an ongoing and timely way in the planning, reviewing, and improvement 1118 (c) (3)

Parents are involved in the development of the school improvement plan and Title I Program development in the following ways:

- Parent volunteers are involved in the design and implementation of the plan through email Google Doc response sessions.
- When reviewing the Title I plan, an appeal will be made to all Madison Academy parents to be involved in the evaluation of the plan through email Google Doc sessions or by requesting a copy of the plan to be reviewed at home.
- These sessions will be used to generate questions and concerns that will be addressed at the Annual Title I Meeting and Plan Review meeting.
- All parents will be invited to attend this meeting.

Provide parents of Title I children timely information 1118 (c) (4) (A).

Parents are provided information regarding the school programs in the following ways:

- Parents will receive parent guides for State Assessments test results as soon as they are available. Results will come from the office and teachers will be responsible to give each family the results with an explanation given in a language the parents can understand.
- Parents will receive notice of missing assignments, failed tests, or disciplinary steps in a timely manner.
- Parents will receive phone calls, emails, or newsletters in a timely manner as needed.
- Parents can access their child's grades and missing assignments through Parent Portal at any time they choose.

Provide parents of Title I children a description and explanation of the curriculum used at the school, the forms of academic assessment used to measure progress, and the proficiency levels students are expected to meet 1118 (c) (4) (B).

Parents are provided information about the school's curriculum, assessments, and proficiency level expectations in the following ways:

- Parents will receive a description and explanation of Madison's curriculum at parent orientation.
- Parents may receive a student handbook that contains class descriptions.

- Parents not attending the orientation may request a meeting with teachers.
- Proficiency levels that students are to meet and the forms of assessments used in the classroom will be posted on the class website. Parents may also request a meeting with the teacher to go over details.

Provide parents of participating Title I students opportunities for regular meetings to formulate suggestions, to participate in decision making as it relates to their child’s education, and to respond to any suggestions as soon as possible 1118 (c) (4) (C)

Parents have opportunities to share suggestions, participate in decision making, and respond to any suggestions in the following ways:

- Parents may request to meet with teachers to come up with suggestions and to participate in decisions to facilitate the education of the child. Teachers will respond to the suggestions in a reasonable amount of time.
- At conferences teachers discuss assessment results for Global Scholars testing.
- Parents are also encouraged at parent-teacher conferences to take a survey to express their satisfaction, and to give school personnel an opportunity to see areas in need of improvement.
- Parents may request a meeting with the principal, or any administrator, to discuss concerns or suggestions they may have.

Ensure that if the schoolwide program plan is not satisfactory to parents of participating students, submit any parent comments on the plan when the school makes the plan available to the Local Education Agency 1118 (c) (5)

If parents are not satisfied with the school improvement plan or programs, they have opportunities to make comments by:

- Madison Academy will ensure that if the school-wide program plan is not satisfactory to the parents of participating children, parent comments will be submitted on the plan when the school makes the plan available to the local education agency.
- Parents may make suggestions by meeting with Madison Academy’s Principal or Administration Team.
- Parents may make suggestions through an anonymous survey.

Jointly, with parents, develop a compact that outlines how the entire school staff, parents, and students will share the responsibility for improved student academic achievement 1118 (d) (1)

The Parent/School Compact was developed...

- During the existence of Madison Academy a parent/student/teacher compact has been devised and revised. The Parent compact was created in part with the parent, student and staff surveys, the authorizer, the board, and the staff. Input was garnered from emails, surveying, and committee work. It was developed in the period between April and September of 2013. All of the information was compiled into one document and recommended by our authorizer, Bay Mills.

Include a schedule for Parent/Teacher Conferences, at least annually, during which the Compact will be discussed with parents as it relates to the individual child's achievement. 1118 (d) (2) (A)

- The Parent/School Compact will be shared annually at Parent/Teacher Conferences each fall. This is an opportunity for the parents and the teacher to share ways in which they can jointly support the child's learning at home and school.
- A schedule of parent/teacher conferences are given to parents at parent orientation in August before the school year begins and is posted on the Madison website.
- The parent/student/teacher compact is shared, along with the parent/student handbook, with Madison families at the parent orientation at the beginning of the school year. Signatures are required within the first week of school.
- Compact reinforcements will be shared with parents and students at parent/teacher conferences throughout the year, with special emphasis made to points relating to student achievement. The parent/student/teacher compact is in the appendix of this plan.

Provide frequent reports to parents on their child's progress 1118 (d) (2) (B)

Student progress is reported to parents in several different ways at a variety of time throughout the school year including:

- Frequent progress reports will be given to parents about the child's progress.
- Progress reports are generally given on week 6 of each trimester.
- At risk students will receive weekly progress reports until they are performing at an acceptable level.
- Parents will have access to student grades at any time by accessing Parent Portal, Madison's online progress report and grade tracking system.

Afford parents of children receiving Title I services, reasonable access to staff, opportunities to volunteer, and participate in their child's class, and observation of classroom activities 1118 (d) (2) (C)

School staff ensure parents have access to communicate with them about their child's education in a variety of ways including:

- Madison staff will provide opportunities for parents to volunteer and participate in their child's classroom activities.
- Parents may also schedule times to observe the child's classroom activities.
- Parents will have reasonable access to the staff through phone calls, email, and scheduled meetings.

Shall provide assistance to parents served by the school in understanding the State's academic content standards, the State and Local assessments, and how to monitor their child's progress 1118 (e) (1)

School staff annually shares the State's content expectations with parents, the state's annual assessment (M-Step or equivalent) with parents, and how to monitor their child's progress.

- Madison's staff assists parents in the understanding of the State's content standards and assessments, and the school's local assessments with web links to Michigan Department of Education and parent/teacher conferences to discuss student achievement results.
- Parents will have access to Parent Portal (Madison's online progress report and grading system), so they can monitor student progress.
- Parents will also be made aware of upcoming test dates and assignment due dates and have access to teaching staff through email, phone calls and face-to-face conferences.
- Staff will work with parents to improve the child's achievement.
- The Madison Academy staff presents student academic assessment results to parents and students at parent-teacher conferences and at monthly Board Meetings.

Shall provide materials and training to help parents work with their children at home to improve their children's achievement 1118 (e) (2)

Staff will provide parents with appropriate materials and offer training in our school to enable them to support their child's academic progress. These include:

- Parents will be provided with materials to aid in the achievement of learning objectives that are student assessed needs.
- Parents will be provided with training and teacher tips for working with their child.
- Madison will host parent activities targeted toward parental involvement in their child's education.

Shall educate staff in the value and utility of parents' contributions. Staff shall receive guidance in ways to reach out to parents, to communicate with parents, to coordinate and implement parent involvement programs, and to build relationships between the parents and the school 1118 (e) (3)

Madison Academy's staff will build relationships by:

- On-going professional development for staff on effective ways to increase parent involvement occurs annually.
- The staff of Madison will attend professional development to be trained in how to build effective parent involvement in the school.
- The staff will be required to attend parent involvement activities.
- Madison will coordinate with the Parent Teacher Organization (PTO) and the community to provide programs and activities for parental involvement.
- The staff will accept parental contributions as valuable information to strength the ties between the parents and the school.

Shall coordinate and integrate parent involvement programs and activities with other programs that encourage and support parents in more fully participating in the education of their children 1118 (e) (4)

Coordination with other programs for parent involvement includes:

- Madison organizes a PTO (Parent-Teacher Organization) in which staff and parents meet to discuss the success of students.
- Madison will create an Athletic Boosters Club to involve parents in the ongoing sports programs offered at Madison.

Shall ensure information is shared with parents in a language and format they can understand 1118 (e) (5)

Madison Academy:

- Madison Academy will ensure that all communication and information given to parents will be presented in a language they can understand for any parents requesting information provided in a language other than English.

Shall provide other reasonable support for parental involvement activities as parents may request 1118 (e) (14)

Parents are provided with other reasonable support such as:

- Madison Academy staff will provide any reasonable support for parental involvement activities that parent's request.
- Transportation
- Child Care
- Convenient time and location

Shall provide full opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children 1118 (f)

Staff provide opportunities for full parent participation:

- Madison Academy will provide full opportunities for participation of parents with Limited English Proficiency or with disabilities and for parents of migratory children.
- Information will be provided in a language that such parents understand, including school reports and curriculum information.
- Madison Academy expects to evaluate parental involvement through parent interest and needs surveys annually. Madison Academy will use the results from parent surveys to promote workshops relevant to parental needs and strengthen communication between parents and the school.