

## **Parental Involvement**

The service of the Parent Involvement Coordinator has been a great asset to Harwood Middle School. During the past years, the coordinator has been involved in all aspects of the school: building links to students' homes, serving as a liaison between school and families by opening communication with families; as well as acting as an advocate and working with the 21<sup>st</sup> Century programs and the school social workers. Parent involvement is more than an invitation to volunteer in the classroom. Instead it is actively engaging parents to plan, to learn and to serve on a team for the school community (Pena, 1993).

### **A. Current Parental Involvement**

#### **1. Existing Programs under School Abstract**

Parental involvement has slowly been increasing over the years. The PTA has grown in numbers and in involvement. There have been many different programs that have evolved over the last few years that have increased parent involvement.

A foundation for parental involvement has been built and we will continue the efforts to develop this program to the next level.

#### **2. Responsibilities of Parent Involvement Coordinator**

The Parental Involvement Coordinator will monitor parent involvement, coordinate and plan involvement activities and meet with the principal, the School Wide Planning team, grade level teams and staff on a regular basis regarding the parent involvement program. The coordinator divides her time and duties in four major areas:

##### **a. Title I Responsibilities**

1. Morning attendance and tardies-call homes of students who are not in school and whose parents have not called in for them.
2. Monitor attendance of students throughout the school year. Send out attendance letters when student has missed 5 days.
3. Assist in the office when needed.
4. Assist in the classroom. Help teachers during class with students who need help.
5. Assist students with homework when needed.
6. Set up clothing bank visit for students.

**b. Involvement with Team**

1. Assist the four faculty teams with attendance of students.
2. On a monthly basis, solicit postcards from teachers about students and notify parents of positive statements.

**c. Parent/School Involvement**

1. Have a survey for parents to fill out at Open House that asks when they are available to help and what they would like to help with. This will encourage parent participation in activities in the school and assist their children with schoolwork at home. Make a file of these surveys to use throughout the school year.
2. Send flyers throughout the school year to remind parents about activities and the need for their help.
3. Work with the social worker to organize parent/student/faculty workshops related to issues concerning middle level students.
4. Continue use of compact with parents, students, teachers, and staff, and principal outlining the responsibilities of each partner in the education of the student. Have the principals signature already printed in the compact.
5. Establish parent/teacher conferences especially in the sixth grade to keep parents involved in their student's education.

**B. Strategies to Increase Parental Involvement**

If parents are in touch and comfortable with Harwood Middle School, they will be encouraged and in turn encourage and offer support to their children. Parent involvement at Harwood is still minimal, however, more and more parents are seen becoming involved. For our school wide plan, these strategies will be used to continually increase parent involvement in the years ahead.

**1. Establish lines of communication within our Harwood community**

**by:**

- a. Continue usage of Student Agenda for communication between parents and teachers pertaining to homework.
- b. Continue usage of Progress Reports sent home during the grading period pertaining to grades and missing homework.
- c. Initiate a communication project "We're In Touch, So You'll Be in Touch", that will mail Student Progress Reports and the Harwood Newsletter to homes as least seven times during the school year. Presently, these are sent home via the students.
- d. Continue the use of the parent/student/teacher/principal compacts that outline the responsibilities of each partner in education of the student.
- e. Increase the parent/school contact via phone, conferences and school, and home visits.
- f. Continue positive rapport with families by teachers notifying them by phone, in person or by mail that their student has performed well in a particular area.

**2. Increase the amount of parent involvement within the school building.**

- a. Continue promoting school activities such as the Good Conduct Breakfast, Family Math Night, Science Fair, and Festival of Learning.
- b. Solicit family participation in a Family/School Partnership. Families will be asked to volunteer for various activities.
- c. Sponsor an Honors Banquet for students and families of students that earn honor roll status.
- d. Organize parent/student/faculty and staff workshops related to issues concerning middle level students. Provide transportation and childcare for those who need it.