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MRA Parent-Notification Letter

Dear Parents/Guardians,

Our school is in its’ third year of *Leader in Me*, which teaches 21st-century leadership and life skills to students and creates a culture of student empowerment based on the idea that every child can be a leader. Starting **April 19, 2022** Charleston Middle School will be conducting surveys to learn more about key areas of strength and areas of needed growth in our school. The data from these surveys will also help us track the impacts of the *Leader in Me* process and implement key practices more fully. In order for us to have a holistic picture of what is going on in our school, we are asking all full-time staff members, parents/guardians, and students in Grade 4 and up to participate. Below is additional information about the process and content of the surveys.

Parent Participation

If you decide to participate, you will be asked to complete a survey (without sharing your name or other identifying information) that will be available through a Web link we will send out at the beginning of April. The survey is completely voluntary, but we do hope to get feedback from one member of every household. If you do not have access to the Internet or a computer, we will have computers available for you to use before and after school. The parent/guardian survey takes about 12 minutes to complete and will ask questions about your child and about his or her experience in our school. If you have more than one child attending the school, you will be asked

to think about the oldest child’s experiences as you answer questions related to his or her growth. A listing of all survey questions can be emailed upon request or can be viewed in the front office before or after school.

Student Participation (For students in grade 4 and above only.)

If your child is in Grade 4 or above and decides to participate, he or she will be asked to complete a 20-minute multiple-choice assessment (no identifying information will be requested or collected) that will be confidentially administered by a classroom teacher or counselor who has received clear guidelines on survey administration and confidentiality practices. Students will privately answer questions about their attitudes and behaviors on a computer at school. They will be able to skip questions and stop anytime they choose. Students who do not wish to participate in the survey or stop participating, or whose parents choose to deny permission for their participation, will be provided with an appropriate alternative activity (e.g. quiet reading) while the surveys are being administered.

Results will be summarized by grade level and available to the leadership of our school through a password-protected, data-encrypted website. Some group-level results from the MRA may be shared at public meetings like the monthly PTA meeting or with stakeholders like district administrators or community groups that support our school.

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If your child is in Grade 4 or higher and you DO NOT want him or her to participate in the survey, please complete the attached form, sign it, and return it to the school within two weeks, or notify the front office by **April 22, 2022** . Your decision to deny permission will not in any way influence your child’s grades or your relationship with any member of our school. If you have any questions about the surveys or wish to see a list of potential questions, please contact the school office at 217-639-6000.

Thank you for helping make Charleston Middle School a better school!

Robert Lynn, CMS Principal

**Measurable-Results Assessment (MRA) Parent Permission Denial Form**

If you are NOT willing to allow your child to complete the survey, please return this form with your signature to your child’s homeroom teacher (if applicable) or the front office.

I do not want my child to participate in the Measurable-Results Assessment.

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EPIC Teacher:­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_