

# School-Level Parent Involvement Plan

## (Family Engagement Plan)

### Margaret Chase Smith School Sanford, Maine

*This school-family plan is in effect during school year 2012-2013*

#### **The Margaret Chase Smith School will:**

- 1. Provide high-quality instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

*MCS Title 1 staff work with selected students in small group settings to provide supplemental help in literacy. This extra help is designed to enhance and support the regular classroom instruction. The Title 1 math program meets after school at MCS on Mondays and Thursdays to provide extra support in math instruction. Parents will be notified by letter if their child is referred for Title 1 services in either reading or math.*

*MCS also holds summer programs for both math and literacy four days a week for four weeks and transportation is provided. Information on these programs is sent home at the end of the school year.*

- 2. Hold parent-teacher conferences (at least annually in elementary schools) to discuss each individual child's achievement:**

*Every fall MCS holds parent-teacher conferences and encourages parents to attend to discuss their child's progress. Title 1 teachers will also sit in on these conferences to discuss the student's progress in the Title 1 program and how they support the learning taking place in the regular classroom.*

- 3. Provide parents with frequent communication and reports on their children's progress:**

*MCS will keep parents informed of when their child is identified for Title 1 services and of when they may no longer need the services. In addition, a written narrative of each child's progress in Title 1 will be included on the report card at the end of each trimester. Surveys are sent home to parents each spring to provide feedback about the Title 1 teachers and programming. These results are used to improve the Title 1 program and to make any changes as needed.*

- 4. Provide parents reasonable access to staff:**

*Specifically, staff will be available for consultation with parents as follows: MCS staff is open to any communication, questions or concerns from parents. Staff is available by e-mail, phone calls, hand-written notes or by setting up a meeting to speak with them. Title 1 teachers encourage participation from families and are willing to provide ideas and strategies of ways to support children's learning at home.*

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- 5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities:**

*Every April MCS invites parents to sit in on a Title 1 lesson with their child. Invitations go home ahead of time to sign-up for a specific day and time to come in and observe a lesson. If parents cannot make it during that time frame, Title 1 staff will work with parents to set up an alternative date. Parents are welcome to call or email the staff at any time if they have specific questions or concerns.*

- 6. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs:**

*Each September there is a meeting at MCS for parents of children receiving Title 1 services. This meeting will explain exactly what Title 1 is and how it will help your child in either literacy or math. Title 1 teachers will be available to answer any questions or concerns from parents and to give parents an opportunity to meet the staff.*

*Every June there is an annual meeting for all Title 1 parents and staff held at the Goodall Library in Sanford. We will discuss the Title 1 budget, activities from throughout the year, the literacy and math summer programs and any upcoming changes. We encourage all families to attend this meeting and to provide us with valuable input and suggestions for our Title 1 programming.*