



## **School Parent and Family Engagement Policy**

*Memorial Middle School*

*School Year 2019-2020*

*Revision Date 08/29/2019*

In support of strengthening student academic achievement, **Memorial Middle School** receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written Parent and Family Engagement Policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The Policy establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's plan submitted to the local educational agency (LEA).

The **Memorial Middle School** agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the school Parent and Family Engagement Policy and the joint development of the school-wide program plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school Parent and Family Engagement Policy periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the Parent and Family Engagement Policy available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the school-wide program plan under Section 1114(b) of the ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

Parent and Family Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) Parents play an integral role in assisting their child's learning
- (B) Parents are encouraged to be actively involved in their child's education at school
- (C) Parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child
- (D) Other activities are carried out, such as those described in Section 1116 of the ESSA

**DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL  
PARENT AND FAMILY ENGAGEMENT POLICY COMPONENTS**

**JOINTLY DEVELOPED**

**Memorial Middle School** will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

*Parents can participate in our Principal's Corner, Annual Plan & Budget Revision Meetings. Opportunities for input include the annual Title I parent survey and workshop surveys.*

**ANNUAL TITLE I MEETING**

**Memorial Middle School** will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the school Parent and Family Engagement Policy, the school-wide plan, and the School-Parent Compact.

*The Annual Title I Meeting will be held at the beginning of the school year. All parents are invited through flyers, calling post, and school marquee, and are encouraged to attend. This meeting is to inform parents of the requirements of Title I and the school's participation, as well as the parents' rights to be involved.*

**COMMUNICATIONS**

**Memorial Middle School** will take the following actions to provide parents of participating children the following:

- Timely information about the Title I programs
- Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, child care or home visits, as such services relate to parent and family engagement.
- Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand:

*MMS provides several workshops & meetings throughout the year at flexible times. The Parent and Family Engagement Policy will be provided to parents via Annual Title I Meeting, Principal's Corner, school's website, front office and email. Any communication with parents related to school and parent programs, meetings, and other activities will also be provided by calling post, flyers, school's website, email, and front office. All information provided to parents will be in a language and format that the parents can understand.*

## **SCHOOL-PARENT COMPACT**

**Memorial Middle School** will take the following actions to jointly develop with parents of participating children a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

*MMS will collaborate with parents in the Spring during the revision meeting to gain insightful parent input. Parents are also surveyed throughout the year, during workshops and meetings, and input is collected and used when revising plans.*

## **RESERVATION OF FUNDS**

If applicable, **Memorial Middle School** will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1% of Title I, Part A funds reserved for parent and family engagement is spent by:

*Title I allocation reserves 1% for parent and family engagement activities. During the Annual Title I Meeting, our Principal will share with parents the budget for parent and family engagement activities and programs, and how parents will be involved in providing input into how the funds are used. Parents are encouraged to provide input online to the Parent Liaison on the use of the parent engagement set-aside funds. Surveys given during the year also provide an opportunity for suggestions on these funds.*

## **COORDINATION OF SERVICES**

**Memorial Middle School** will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children by:

*MMS will participate in the district-wide Parent Academy, and also work with community businesses in school volunteer programs. MMS will participate with PTSA programs and events, host Lunch-n-Learn, and organize Spirit Nights with local restaurants and community partners to provide additional supports and resources to families.*

## **BUILDING CAPACITY OF PARENTS**

**Memorial Middle School** will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Providing parents with a Curriculum Night is held in the fall of each year, in which parents are provided information on the curriculum used, state academic standards and state and local assessments; and
- Materials and training to help parents to work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement
- Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
  - The challenging State's academic standards
  - The State and local academic assessments including alternate assessments
  - The requirements of Title I, Part A
  - How to monitor their child's progress
  - How to work with educators to improve the achievement of their child

*Various workshops for parents are offered during the year, such as Technology Night, Math challenges and Literary training in which parents are given tools and resources to help their children improve their academic achievement.*

## **BUILDING CAPACITY OF SCHOOL STAFF**

**Memorial Middle School** will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school by:

*Title I workshops, Parent Academy trainings, PTSA meetings, online resources, and academic Parent-Teacher team meetings that will be used with school staff to build their capacity to work with parents as equal partners. Parents also provide valuable input on the School Council in collaboration with the Principal, teachers and staff.*

**Memorial Middle School** will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

*Provide a suggestion box in the parent resource center for parents to voice their needs and concerns.*

## **DISCRETIONARY SCHOOL PARENT AND FAMILY ENGAGEMENT**

### **POLICY COMPONENTS**

- Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.
- Provide necessary literacy training for parents from Title I, Part A funds if the school has exhausted all other reasonably available sources of funding for that training.
- Train parents to enhance the engagement of other parents.
- Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities.
  
- ❖ Our School Council will play an integral part in development of training for teachers, Principals, and other educators to improve the effectiveness of that training.
- ❖ Literacy training will be offered through our school's Title I workshops.
- ❖ Our school's PTSA will train parents to enhance the engagement of other parents.
- ❖ Community-based organizations and business will play a vital role in our school's mentoring program.