



Title I

Parent and Family Engagement Policy

School James Martin Middle School

I. Parent and Family Engagement Policy

- A. List names and roles (teachers, administrators, parents, etc.) of persons involved in developing Parent and Family Engagement Policy.

Tonya M. Faison	Principal
Jabar Duncan	Assistant Principal
Gresha Thurmond	Academic Facilitator
LaVar Grant	Counselor
Nakita Dunn	Math MCL
Erin Williams	ELA MCL
O'Tisha Hinton	6 th Grade ELA Teacher
Vonicia Hayes	6 th Grade Social Studies Teacher
Miranda Bellamy	7 th grade Social Studies Teacher
Michelle Hudson	7 th Grade Science Teacher
Lakisha Lindsay	7 th Grade ELA Teacher
Sharieff McKay	8 th Grade Social Studies Teacher
Geneva Bell	8 th Grade Science Teacher
Kaitlyn Hipple	Spanish Teacher
Laura Gomez	ESL Teacher
Jose Carrion	Cafeteria Manager
Willie Jones	Custodian

- B. Briefly describe the process your school used to:

1. Select participants to develop the policy (school improvement team, parent/family committee)

We utilized our SLT to develop our policy.

2. develop policy (1-2 pages max) (policy should reflect Components II through XII taken from Parental Engagement Section 1116 of The Every Student Succeeds Act (ESSA))

As a team, we determined our greatest areas of growth as it relates to our parental involvement or lack thereof. We agree that we need to increase our parental presence and work to create a more welcoming environment.

3. implement policy

See Copy of Policy

II. Annual Information Meeting

- A. Describe your plan to conduct an annual meeting to inform parents of their school's participation in Title I Part A. Include strategies to inform English Learner parents.

Our Annual Title 1 Parent Night will be on September 24, 2019 at 5:30 held in conjunction with our school's curriculum night. To notify parents, we included the information on the school's marquee, disseminated letters to every student on campus in multiple languages, posted notification on the school's website, and sent Connect ED messages.

III. Flexible meeting times

- A. Describe your strategies to offer flexible times for parental and family engagement opportunities and meetings.

We provide before, during, and after school meeting times for parents. In addition we have made all teacher workdays following the end of a quarter required workdays for parent/teacher conferences. We have also worked to increase our on campus events for parents this year to include a Family Literacy Night to be held in the fall and a Math March Madness to be held in the spring.

IV. Title I Part A Planning

- A. What timeline and strategies will you use to involve parents and families in an organized, ongoing, and timely way, in the planning, review, and improvement of the Title I Part A Program?

We are continuing to work to build and sustain an effective PTSA.

V. Parent Information and Opportunities

- A. Describe how you will provide parents and families with the following:

1. Timely information about Title I Part A Programs

We informed parents at our Open House and we will remind them at our annual Title 1 Parent Night.

2. School performance profiles

School performance profiles are discussed in SLT, at the Title 1 Parent Night, Curriculum Nights, and various other events throughout the school year.

3. Assessment results of their child's performance

Teachers are required to make 5 calls home a week. We also have designated days for parent/teacher conferences at the end of the quarter as well as they can be requested at any time during the school year. Other means of communication include emails, Power School, progress reports, and curriculum night.

4. A description and explanation of the curriculum, assessment forms, and proficiency levels and state standards. Include strategies to inform parents with language barriers and/or disabilities

We will provide information through numerous sources including: curriculum night, parent/teacher conferences, parent/teacher communications by phone and/or email, and the school website. We will utilize bilingual test information to service our non-English speaking parents.

5. Opportunities for regular meetings to participate in decision making

Parents are invited to participate in our monthly SLT meetings.

6. Timely responses to suggestions and questions raised by parents

All staff members have been made aware that they have 48 hours to respond to a concern raised by a parent.

7. Reasonable access to staff, opportunities to volunteer and participate in child's class

Parents are welcome to volunteer and participate in the classroom at all times. We also make our staff available before, during, and after school for meetings with parents as needed.

VI. School-Family Compact

- A. Discuss timeframe and strategies to present and explain compact to parents as it relates to the child's achievement. Include strategies to inform parents with language barriers and/or disabilities

The school compact was reviewed by the SLT and revised based on the recommendations of SLT. Our parents are invited to participate in SLT meetings. We disseminate the school compact to all students in English and Spanish for parents to review, discuss with their student, and sign.

VII. Building Parent and Family Engagement Capacity

- A. Briefly discuss how you will address the following:

1. Provide assistance to parents in understanding performance standards, assessment, Title I, monitoring their child's progress, and participating in decisions relating to the education of their child

We assist parents in understanding assessment data and student's performance data at our Open House, Curriculum Night, Title 1 Parent Night, through parent/teacher conferences year-round, parent/teacher communications by phone and/or email and PowerSchool.

2. Provide materials and training to help parents work with their children (literacy training, computer skills, homework assistance/workshops, family literacy nights, adult EL, GED etc.)

We are still working to build our parental development program to be able to offer parents classes or trainings.

3. Educate teachers and other staff to work with parents

Professional development on parental involvement and increasing the number of activities/events offered to allow for teachers and parents to make greater connections.

4. Coordinate and integrate parental involvement programs/activities

A parental involvement activities calendar was created at the beginning of the school year to increase the number of parental engagement activities by the school.

5. Develop appropriate roles for community-based organizations and businesses

We have worked to strengthen our partnership with various businesses and organizations to include TIAA, Girls on the Run, Firm Foundations, Let Me Run, and Fly Math Club.

6. Conduct other activities as appropriate and feasible that is designed to help parents become full partners in the education of their child

One of our SLT committees sole purpose is to improve parental and community involvement so they will meet to assess when additional activities are necessary.

7. Ensure that information related to parent involvement is sent home in the language used in the home

We will work to disseminate all notifications in at least English and Spanish.

VIII. English Learners and Disabled Parents and Families

- A. Provide full opportunities for the participation of English Learner parents or with disabilities

We make the same opportunities available to all of our parents including the parents of LEP students and parents of exceptional children.

IX. Parent/Family Requests

- A. Describe how you will provide reasonable support for activities requested by parent and families.

We will have meetings of the Parental and Community Engagement SLT committee as well as SLT and we are working to build an operational PTSA.

X. Annual Evaluation

- A. Discuss timeline and plan for involving parents and families in an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools.

We distribute a parent survey in the spring of each school year.

XI. Other Parent and Family Engagement Practices (School may include the following).

Only describe the ones you choose to implement

- A. Describe how your school addresses the following, **only** if practices are part of your schoolwide plan.

1. Involve parents/families in the development of training for teachers, principals and other educators

We will solicit parents, family members, and/or stakeholders to be involved in the development of training teachers, principals, and other educators to improve the effectiveness of the training by verbally making a request for resources/services.

2. Provide necessary literacy training

We are working to establish programs for parent education and other courses or training for parents (e.g. family literacy, college or training programs).

3. Pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and child care cost

We will use Title 1 Funding to pay reasonable and necessary expenses associated with local parental engagement activities to enable parents to participate in school-related meetings and training sessions.

4. Train parents and families to enhance the engagement of other parents

We will use the "Parent Train the Trainer Model", where parents learn a skill and simultaneously learn how to teach other parents that skill.

5. Arrange school meetings at a variety of times or conduct in-home conferences for those unable to attend in school activities

Some of our Parent Nights such as the TD Annual Parent Meeting is offered in the morning before school and in the evening after 5:30pm. We have also hold our SLT meetings at 7:45 on the 1st Friday of the month, and at 4:40 in the evenings on the 3rd Tuesday of the month.

6. Adopt and implement model approaches to improving parent and family engagement.

We are adopting and implementing the Dual Capacity-Building Framework for Family-School Partnerships Model.