



MARTIN LUTHER KING JR. MIDDLE SCHOOL **Parent and Family Engagement Policy**

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.

- Nermal Patel, Principal
- Schnelle PenaSoto, Assistant Principal
- Courtney Armstrong, Dean of Students
- Elliott Betrand, Master Teacher Leader
- Kathryn Claflin, Support Staff
- Ashlene Jones, Support Staff

B. Briefly describe the process your school used to:

1. select participants to develop the policy - School Improvement Team
2. develop policy (1-2 pages) (policy should reflect Components II through XII taken from Parental Involvement Section 1116 of Every Student Succeeds Act (ESSA))
3. implement 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.

Annual Title I meeting will be held during the first quarter for parents and staff to engage in. The powerpoint is available in [english](#) and spanish

III. Flexible meeting times

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

Quarterly Parent Empowerment meetings will be held. During the Parent Empowerment meetings, parents will be engaged in educational activities designed with purposeful intent of helping parents in the educational process of their children.

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.

MLK will have monthly School Leadership Team meetings and quarterly Parent Empowerment Academy. Parents will have the opportunity to share ideas and have input in the planning process for the School Improvement and the 90 day plan

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 Annual Title 1 Meeting
 - a. Monthly School Leadership Team Meetings
 - b. Parent Empowerment Academy Meetings via the Parent Advocate (vacant)
2. School performance profiles
 - a. Monthly School Leadership Team Meetings
 - b. Parent Empowerment Academy
3. Assessment results of their child's performance
 - a. Bi-Weekly Progress Reports
 - b. Report Cards
 - c. Data Reports
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.
 - a. Parent Empowerment Academy via Parent Advocate
 - b. Parent Teacher Conferences
 - c. Progress Reports
 - d. Report Cards
 - e. Data Reports
 - f. Translators
5. Opportunities for regular meetings to participate in decision making
 - a. Monthly School Leadership Team
 - b. Parent Surveys
 - c. Parent Empowerment Academy via Parent Advocate
 - d. PTA Meetings
6. Timely responses to suggestions and questions raised by parents 24 hour timely response to parents
7. Reasonable access to staff, opportunities to volunteer and participate in child's class
 - a. Communication via Connect Ed, email, phone calls, text messages.
 - b. Parent Teacher Conferences
 - c. Parent Empowerment Academy

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

1. Open House
2. Parent Empowerment Academy
3. Compact is in English and Spanish ([online form/pdf](#))

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
 - a. Parent Empowerment Academy
 - b. Progress Reports
 - c. Parent-Teacher Conferences
2. Provide materials and training to help parents work with their children (literacy training, computer skills, homework assistance/workshops, family literacy nights, adult ESL, GED etc.)
3. Educate teachers and other staff to work with parents
4. School Counselors
5. Social Worker
6. Coordinate and integrate parental involvement programs/activities
 - a. Communities in Schools
 - b. A Child's Place
 - c. Parent Advocate
 - d. Parent Advocate Partnerships
7. Develop appropriate roles for community-based organizations and businesses
 - a. Hendrick Motors
 - b. Mobile Food Pantry
 - c. Chick-fil-A
 - d. Parents become partners in the education of their child
 - e. Volunteer drive/monthly
8. Ensure that information related to parent involvement is sent home in the language used in the home
 - a. CMS Translation Services
 - b. Talking Points

VIII. English Learners and Disabled Parents and Families

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

1. CMS Translation Services
2. Saturday Academy Parent Learning Sessions -- Computer/Literacy Skills
3. EL Program Intervention

IX. Parent/Family Requests

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

1. Monthly School Leadership Team Meeting
2. Quarterly Review the School Improvement Plan
3. Quarterly Mobile Food Pantry
4. Parent Empowerment Academy

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.

1. Monthly School Leadership Team Meeting
2. Quarterly Review the School Improvement Plan

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
2. Provide necessary literacy training
3. Pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and child care cost
 - a. A Child's Place
4. Train parents and families to enhance the engagement of other parents
 - a. Parent Empowerment Academy
 - b. Family Advocate
5. Arrange school meetings at a variety of times or conduct in-home conferences for those unable to attend in school activities
 - a. School Counselors
 - b. School Social Worker
 - c. Communities in School
 - d. A Child's Place
6. Adopt and implement model approaches to improving parent and family engagement
 - a. Parent Advocate
 - b. School Counselors
 - c. School Social Worker
 - d. Parent Empowerment Academy

