



School Parent and Family Engagement Policy
Telfair County Middle School
School Year 2021-2022
Revision Date - 10/22/2021

In support of strengthening student academic achievement, **Telfair County 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 **Telfair County 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 schoolwide 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 schoolwide 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

Telfair County 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.

All parents have two opportunities to provide input for the revision of the Parent and Family Engagement (PFE) Plan. In the spring of each school year, all parents receive the Title I Parent Survey. Questions on the survey focus on planning PFE activities, revising the PFE Plan, the PFE budget, building parent and staff capacity, and ways to improve the PFE program. All completed surveys are tallied, and a summary of results is created. At the end of each school year, the School PAC meets to review the survey results and to revise the Parent and Family Engagement Plan. All parents are invited to this input meeting and two methods of invitation are used. The plan is distributed and discussed during the annual Title I Parent Conference and a copy is posted on the school website prior to November 1st.

- *Title I Parent Conference*
- *PAC Meeting Quarterly*
- *Parent Surveys*
- *School Council Meetings*

ANNUAL TITLE I MEETING

Telfair 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 schoolwide plan, and the school-parent compact.

Each school year before November 1st (2021-2022 School Year), all parents are invited to the annual Title I Parent Conference. Flyer invitations are sent home to all parents, an invitation is posted on the website, an automated phone message is sent to all parents, and the meeting details are printed in the local newspaper. Childcare is available during the meeting for parents with small children. Community resource agencies are invited to display exhibits for the parents. Parents are also given the opportunity to visit the Parent Resource Center during the meeting. The Title I program, parents' rights to know, the District Parent Involvement Plan, the School Parent Involvement Plan, the School Compact, the Parent Involvement Budget, and the School Improvement/Title I School-

wide Plan are discussed with parents during the Title I Parent Conference. Spanish interpretation is available at the Title I Parent Conference so that EL parents can understand the Title I Program, the documents discussed, and their rights as parents.

COMMUNICATIONS

Telfair County 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:

The school will...

- *hold Parent Advisory Council (PAC) meetings at various times throughout the year.*
- *offer parent/ academic nights at a time when parents can attend.*
- *offer parent/curriculum night at a time parents can attend.*
- *offer child care during Title I Parent Conference.*
- *ask the district translator/interpreter to format announcements and other documents in Spanish.*
- *provide transportation as needed and appropriate.*
- *send informative flyers and invitations home with students.*
- *distribute parent surveys during PAC meetings, after parent activities, and in the spring of each year.*
- *hold School Council meetings.*
- *schedule parent teacher conferences when needed and as requested by parents.*
- *collaborate with Telfair County Preparatory School (TAPS) to hold Parent Advisory Council meetings and PFE activities.*
- *insure that the School Parent and Family Engagement Plan is made available to all parents. The plan will be posted on the website and distributed/discussed at the Title I Parent Conference. An interpreter will provide Spanish interpretation during the Title I Parent Conference when the plan is discussed.*
- *invite parents requesting regular meetings to formulate suggestions and participate in the decision-making process to attend the District PAC meetings, School PAC meetings, and School Council meetings. Other meetings will be arranged if necessary.*

- *discuss the Title I program, Parent & Family Engagement Plan, Parent & Family Engagement Budget, School Compact, and the School Improvement/Title I School-wide Plan with parents during the annual Title I Parent Conference.*

SCHOOL-PARENT COMPACT

Telfair County 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.

The school believes that improved academic achievement is the shared responsibility of the teachers/staff, the parents, and the students. In the spring of each year, teachers, students, and parents complete surveys to gather input for the School Compact revision. Survey results summaries are created for each stakeholder group. Revision input is also gathered during Parent Advisory Council (PAC) meetings and School Council meetings. This input is used to revise the School Compact each school year before the first day school. The compact is sent home in the first day of school packet. It is signed by the parent, the student, and a school representative. The compact is kept at home for reference and the signed cover sheets are on file in the front office at the school

RESERVATION OF FUNDS

If applicable, **Telfair County 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 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

Parents are given the opportunity to give input about how PFE funds are spent in two ways. The Title I Survey questions address the use of funds. Funding is also discussed at School PAC Meetings and parents are given the opportunity to provide written input on how the funds should be used. Information about Title I monies is shared by the Federal Programs Director during the annual Title I Parent Conference held prior to November 1st.

COORDINATION OF SERVICES

Telfair County 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:

The school will...

- *host an orientation for rising 6th grade students with a tour of the school*

- *offer support for rising 9th grade students as they begin registering for classes in the Spring of their 8th Grade year.*
- *collaborate with Telfair Alternative Preparation School (TAPS) to hold PAC meetings and PFE activities.*

BUILDING CAPACITY OF PARENTS

Telfair County 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 description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards; 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

The school will...

- *post links to Georgia Standards of Excellence documents on school webpage and Facebook.*
- *schedule Parent/Teacher/Student conferences.*
- *hold Curriculum Night.*
- *host Academic Nights with information on PowerSchool Parent, GMAS, and strategies parent can use to support their child's academic success.*
- *send Progress Reports and Report Cards home with the students.*
- *hold an annual Title I Parent Conference to discuss Title I, A requirements.*
- *provide copies of the Parent Institute Helping Students Learn newsletter to provide strategies parents can use to support their child's academic success.*
- *provide daily parenting tips on the Parent Institute web content for parents*
- *plan Lunch-n-Learn activities by grade.*
- *make sure parents are aware of PowerSchool Parent and that they have access to view their child's grades.*

BUILDING CAPACITY OF SCHOOL STAFF

Telfair County 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:

Twice each semester, teachers, administrators, and other staff will participate in professional development focused on engaging and communicating better with parents. At least one activity each semester will be an in-person or virtual PLC, and attendees will provide a sign-in sheet and feedback about the activity. The following topics will be the focus of the building staff capacity activities:

- *the value and utility of contributions of parents*
- *how to reach out to, communicate with, and work with parents as equal partners*
- *how to implement and coordinate parent programs and build ties between home and school*
- *how to provide information in a format, to the extent practicable, in a language the parents can understand*
- *how to respond to parent requests for parental involvement activities*

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

The school will...

- *keep parents informed in multiple ways. (i.e notes sent home, announcements on radio and in local newspaper, posted on school website and school Facebook page. Remind 101)*
- *offer flexible times during the day so that parents can participate.*
- *send home parent volunteer sheets of activities parents may be interested in volunteering.*

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.
- Pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.
- Train parents to enhance the engagement of other parents.
- To maximize parent and family engagement and participation in their child's education, arrange school meetings at a variety of times or conduct in-home conferences

with teachers or other educators who work directly with participating children and parents who are unable to attend conferences at school.

- Adopt and implement model approaches to improving parent and family engagement
- Establish a districtwide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs.
- Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities.

Explanation:

- Assist in providing refreshments and child care for the Annual Title I meeting
- Offer meetings and parent involvement activities at various times throughout the school day or evening
- Utilize the District PAC to provide advice on matters for Parent and Family Engagement