

# Munford High School

## Parent and Family Engagement Plan 2023-2024

(The following items are taken from the Continuous Improvement Plan of Munford High School. This plan and its distribution follows the guidelines and meets the requirements of Section 1112 as required by ESSA (the Every Student Succeeds Act of 2015)).

Munford High School holds an **annual meeting** for all parents grades 9-12. Parents are notified of this meeting through notices sent home by students, reminders on the monthly school-wide calendar, and through social networking sites and phone calls made through the automated phone system as well as email. Topics to be discussed at the meeting are:

- Title I Participation, Services, and Parent Rights
- 1% set aside
- LEA Title I and Parent and Family Engagement Plan
- Continuous Improvement Plan
- School Parental and Family Engagement Plan
- School-Parent Compacts
- Requesting qualifications of your child's teacher
- Annual evaluation of the parental and family involvement plan

Parents are **informed of school-wide subjects**, how to schedule a parent-teacher conference, how to help their students, and how to participate in decisions related to the education of their child. Parents are informed of classroom policies and procedures, content to be covered, and contact information for teachers through class syllabi, which are sent home with students the first week of school and are signed by a parent/guardian. Additionally, four parent representatives serve on our Title I committee and are active participants in the development of our plan. Parents are given the opportunity to review the plan and offer input. Parents are given surveys throughout the school year seeking their input on activities, training, and materials that the school should offer during the next school year. The results of these surveys are reviewed by the Title I committee and are used in determining needs. Funds for parental involvement are used to purchase materials for educational materials for parents. **Munford High School shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement;**

- Developing the local school parent resource centers based on suggestions from local parents (informal conversations, parent needs surveys, Parent Involvement Committee, etc.);
- Conducting parent academies that include family literacy, math, and testing events in schools;
- Offering alternative presentation formats using technology such as parent webinars or DVD training materials to parents who are unable to attend parent academies/trainings when possible;
- Providing digital devices and virtual learning support for families;
- Receiving assistance from school counselors in locating resources to address family needs.
- Parent workshops
- Training on technology and copyright information

**Munford High School shall 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;**

- Inviting representatives from local community agencies to serve as members of the Federal Programs Advisory Council;
- Conducting professional development with personnel in charge of registration and those who are first points of contact each year to eliminate barriers during the registration process;
- Informing schools when workshops and information is available on various subjects;
- Purchasing materials and providing training for a cross-section of school personnel on how to effectively work with parents, including building parental capacity to increase academic achievement;
- Distributing parenting materials to enhance the development of local schools' parent resource centers;
- Providing training for new teachers on the benefits of working closely with parents;
- Providing training for all teachers on virtual learning;
- Providing training for faculty/staff on ways to communicate and involve non-English speaking families and raise cultural awareness;
- Providing opportunities for collaboration on developing strong parent and family engagement;
- Providing training and support to Parent Involvement Coordinators at local schools;
- All faculty and staff of Title I schools will receive ongoing training on effective communication strategies to build parent capacity

**Munford High School shall, to the extent feasible and appropriate, coordinate and integrate parent involvement 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;**

- Provide information on school expectations and standards on effective parent communication;

# Munford High School

## Parent and Family Engagement Plan 2023-2024

(The following items are taken from the Continuous Improvement Plan of Munford High School. This plan and its distribution follows the guidelines and meets the requirements of Section 1112 as required by ESSA (the Every Student Succeeds Act of 2015)).

- Collaborate with various community agencies

Parents are **informed of their child's progress** through report cards, progress reports, and PowerSchool. Parents can also meet with teachers to discuss their child's academic progress and any concerns related to their achievement. **Munford High School shall provide assistance to parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children;**

- Distribute student academic assessment data to parents;
- Provide parent training and resource materials on interpreting test data, test preparation, how to provide practical homework assistance, effective communication with teachers, how to be involved at your child's school;
- Conduct Annual Title I Parent meetings to discuss requirements of Part A and inform parents of their rights;
- Develop parent resource centers at local schools
- Distribute resource materials to schools.
- Open house
- District website and other communication methods
- Provide a monthly calendar

Parents are **notified** of meetings and workshops through (1) notices sent home by students, (2) reminders on monthly school-wide calendars, (3) notices posted on the school website/social networking sites, (4) notices through the automated phone system (when applicable). To assist in providing an **opportunity for all parents to attend** meetings, meetings will be held at various times during the school day and after school when allowed. Until face-to-face meetings are allowed, meetings will be pre-recorded or virtual (**flexible scheduling**). **Munford High School shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand;**

- Send LEA and local school plans to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, translate in a language the parents can understand
- Translate communication and relative policies;
- Provide, to the extent practicable, parent resource materials in a language that parents can understand;
- Post the LEA Parent and Family Engagement Plan on the TCBOE website (to the extent practicable, in a language the parents can understand);
- Use additional translation services for written and oral communication. (TransAct));
- Provide, to the extent practicable, virtual parent meetings throughout the school year.
- Provide interpreter services at parent events if needed.

Our **School-Parent-Student Compact**, created in August 2022, was developed through the efforts of parents and teachers. The input was gathered from parents, teachers, and students in order to create pledges for each group that were grade-level specific. The compacts are distributed to all students at the beginning of the school year and are signed by all parties signifying a commitment to working in partnership to ensure that all students are successful in school. Teachers worked with the students in developing the responsibilities that were included in the compact. The compacts are kept in the front office for use during parent-teacher and/or student-teacher conferences, as well as, in the Leadership/Communication Notebook for easy parent reference. The compacts will be reviewed annually by teachers and parents and updated, as needed.

Annually, the Continuous Improvement Plan Committee meets to **review and evaluate** the plan. Parents serve on the committee to represent all of the parents in the school. A notice is sent home to make parents aware when the plan is under review. If, after the plan is finalized and approved, a parent finds the plan to be unsatisfactory, they have the **right to submit their concerns in writing**. We value our parents' input, concerns, and involvement in the process of educating their children.

Parent **surveys are used to assess the needs of parents**. From that, other workshops are developed to meet these needs using available resources.

Parents are **encouraged to visit** their child's school (Open House Day, scheduled visits through the classroom teacher, special programs, etc.) when allowed. MHS has an **open-door policy** for parents wishing to assist in a parent volunteer program. Parents must go through volunteer training in order to be part of the volunteer program. Areas available for parent assistance include, but are not limited to preparing teacher and/or student materials, reading with students, assisting in the library, field day, etc. **Munford High School shall provide such other reasonable support for parental involvement activities under this section as parents may request.**

## Munford High School

### Parent and Family Engagement Plan 2023-2024

(The following items are taken from the Continuous Improvement Plan of Munford High School. This plan and its distribution follows the guidelines and meets the requirements of Section 1112 as required by ESSA (the Every Student Succeeds Act of 2015)).

- Shall provide such other reasonable support for parental involvement activities
- Maintain open lines of communication with all parents and encourage them to voice their concerns and their needs as parents may request.
- Encourage parents to participate in Title I planning committees
- Encourage parents to participate in other LEA committees
- Parent's Right to Know Communication

Munford High School, to the extent practicable, provides opportunities for the participation of parents with **limited English proficiency and parents with disabilities**. Contact with Spanish-speaking resources has been established to assist parents of LEP students with specific needs. MHS is a handicapped-accessible building. Every effort is made to accommodate all parents.

Principal Signature \_\_\_\_\_