



Carver Road Middle School

Parent and Family Engagement Policy and Plan for Shared Student Success

2018–2019 School Year
Policy Revised 6/19/2018

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What is Title I?

Carver Road Middle School is identified as a Title I school under the Every Student Succeeds Act (ESSA). Title I is designed to support State and local school reform efforts tied to the challenging State academic standards. The goal is to improve teaching and learning for students. Title I programs must be based on effective means of improving student achievement and include strategies to support family engagement. All Title I schools must jointly develop with parents and family members a written Parent and Family Engagement Policy.



Jointly-Developed School Policy for Shared Student Achievement

What is it?

This is a policy that describes how Carver Road Middle School will provide opportunities to improve family engagement to support student learning. Carver Road Middle School values the contributions and engagement of parents and family members. The purpose is to establish an equal partnership for the common goal of improving student achievement. Carver Road Middle School, in meaningful consultation with parents, jointly developed with and agreed upon, a written policy that will include relevant activities and actions that support effective parent and family engagement and strengthen student achievement. This plan describes the school's expectations for parent and family engagement, ways that Carver Road Middle School will implement and support specific family engagement activities and how parents can help plan and participate in activities and events to promote student learning at school and at home.

How is it revised?

The policy is revised annually each spring. Carver Road Middle School involved parents in an organized, ongoing and timely manner in the planning, review and improvement of programs under Title I, Part A. Programs included the School Parent and Family Engagement Policy, the School Improvement Plan, the School-Parent Compact, and the family engagement budget. Regular meetings were held for parents to formulate suggestions, to participate in decisions relating to the education of their child and for staff to respond to any suggestions as soon as practicably possible. Parents were involved in the development of the policy by providing feedback through multiple stakeholder meetings held in the spring of each year at varying dates/times, discussions, online via feedback forms on the school's website and through the newsletter, notifying and inviting all stakeholders to review and revise the policy in multiple ways including: school system website, flyers, automated phone/email messaging system, social media, and newsletters and surveys.

Additionally, parent input and comments regarding this plan are welcome during the school year through an online form and at meetings. The plan is posted on the school website for parents to view and submit feedback throughout the year. All parent feedback received during the year will be used to revise the plan for the next school year. We also distribute an annual survey online and provide paper copies of the survey to ask parents for their suggestions on the plan and the use of funds for family engagement. Parents and family members can also give feedback during several parent meetings and activities. The School Parent and Family Engagement Policy is then updated and distributed to parents and the local community. If the school improvement plan is not satisfactory, Carver Road Middle School will submit any unsatisfactory parent comments on the plan upon submission to the district.

Who is it for?

All students participating in the Title I, Part A program, and their families are encouraged and invited to fully participate in the opportunities described in this plan. Carver Road Middle School will provide full opportunities and information, to the extent practicable in a language parents understand, for the participation of parents and family members with limited English proficiency, parents with disabilities, and parents of migratory children.

Where is it available?

At the beginning of the year, a copy of the plan is distributed to all parents at Open House. It is also distributed to parents and the local community at parent engagement events. A copy of the plan is provided in the new student orientation packet, at parent workshops and in the front office. Additionally, the plan is posted on the school website and via social media. Parents can also retrieve a copy of the plan in the Parent Resource Center which is located at 2185 Carver Road, Room 601.

School-Parent Compact

As part of the jointly developed plan, Carver Road Middle School and our families will jointly develop a School-Parent Compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. The compact will detail how a partnership will be built and developed to help children achieve the State's high standards. This was a collaborative effort achieved when the school:

- Jointly developed a School-Parent Compact with parents through multiple stakeholder meetings offered at two different times in which parents were able to give written and verbal feedback and suggestions, through online feedback forms on the website and in the school newsletter and notifying all parents of the invitation to participate and that the purpose of the meeting is to review and revise the school-parent compact through the school system website, flyers, automated phone/email messaging system, social media, and newsletters.
- Created a compact that outlined how parents, the entire school staff, and students will share the responsibility for improved student academic achievement by using input from teachers on suggested learning strategies, parents on the type of support they need, and students on what would help them learn. Parents are encouraged to attend annual revision meetings held in the spring each year to review the compact and make suggestions based on student needs and school improvement goals. Parents are also encouraged to participate in the annual Title I parent survey that is also used as a tool to collect parent feedback regarding the current Title I programs and the compact.
- Described how they will build and develop a partnership to help children achieve the challenging State academic standards by the school providing specific activities/strategies to families for at home learning, and to promote student growth on identified school/grade level academic achievement goals. The family will utilize strategies provided by the school to support student learning. Teachers and families will partner to set reasonable expectations for student academic growth. The students will share responsibility for their learning targets jointly established with their teachers and families.

Annual Title I Meeting

We encourage and invite all parents to an evening of information and learning about our Title I program. The meeting will cover our school's Parent and Family Engagement Policy, the School Improvement Plan, the School-Parent Compact, and parents' requirements. Meeting information will be posted in the school newsletter, on the school website, via social media and through ParentLink. This annual meeting will be held at a convenient time in August 2018 and will also be available to view online on the school website.

Communications

Carver Road Middle School (CAMS) will promote and support parents and family members as an important foundation of the school in order to strengthen the school and reach achievement goals. The school will take the following measures to provide parents of participating children information and supports by:

- Providing timely information about Title I programs through the Annual Title I Meeting, subsequent parent workshops, Title I Information Sheet in the student's agenda, curriculum night, and in the CAMS Parent Engagement Resource Room.
- Offering a flexible number of meetings in the morning, afternoon or evening by offering meetings before school, immediately after school, and in the evenings, and also offering meetings more than once when possible based on the data from the fall and spring parent surveys.
- Offering meetings in flexible formats by uploading meeting information and resources to the Carver Road Middle School website, hosting meetings in person, offering meetings at community establishments and creating a Google classroom to share parent information.
- Providing transportation to prevent barriers to parent and family engagement by inviting parents to RSVP to request transportation to attend school parent engagement events.
- Providing child care to prevent barriers to parent and family engagement by inviting parents to RSVP to request arrangements for childcare while they attend a parent engagement event.
- Addressing 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 through parent workshop evaluation forms, parent-teacher conferences, and Fall and Spring parent surveys.
- Providing information related to the school and parent programs in an understandable and uniform format, including alternative formats upon request and in a language parents can understand, by providing multi-language brochures at all parent workshops, in the school resource center, and during parent-teacher conferences. Additionally, a Spanish statement is provided on documents directing parents who to contact if translation is needed, translators are made available upon request and parent-friendly language void of acronyms and education lingo is used.
- Responding to parent requests through email, phone-calls, or in person within a 24 hours.
- Distributing the Parent and Family Engagement Policy to parents, family members and the community at Open House, in the new student orientation packet, on the school website, via social media, at the front office, at parent workshops and in the school Parent Resource Center.



Reservation of Funds

School districts that receive more than \$500,000 in Title I funds are required to reserve 1% of funds for parent and family engagement activities. Carver Road Middle School will take the following actions to engage parents in decisions about how Title I, Part A funds are spent by:

- Sharing the budget for parent and family engagement activities and programs with parents by requesting input at parent workshops, parent engagement events, stakeholder meetings, on fall and spring surveys, through newsletters, and on the school website.
- Involving parents in input opportunities for how the funds are used by notifying all stakeholders of the multiple meetings at varying dates/times to provide input through input feedback forms, through online surveys, and in-person discussions.

Coordination of Services

Carver Road Middle School will coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs. The school will also conduct other activities that encourage and support parents in more fully participating in the education of their children by the school:

- Coordinating and integrating parent and family engagement programs, activities, and strategies with English to Speakers of Other Languages (ESOL), the Special Education Department and/or Career, Technical and Agricultural Education (CTAE) programs by planning and holding events and activities to offer information and resources to parents.
- Translating important parent correspondence into a language that a significant percent of the students and families speak. Documents which are not translated will contain a statement for identified languages indicating who to contact for translation assistance.
- Coordinating with other organizations, businesses, and community partners to provide additional supports and resources to families by providing resources for families at events such as hosting a Career Day with community support to offer resources to parents, an International Study Life event, Black History Program, and other parent engagement activities.
- Making resources available through a Parent Resource Center that contains computers, printers, and other academic brochures and materials in multiple languages to support the compact goals.

Building Capacity of School Staff

Carver Road 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:

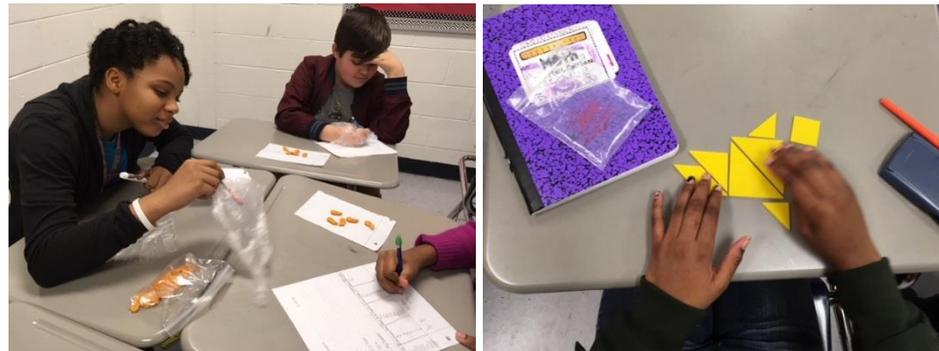
- Value and utility of contributions of parents.
- How to reach out to, communicate with and work with parents as equal partners.
- Implementing and coordinating parent programs.
- Building ties between home and school.

The school will train staff by:

- Providing in-person trainings at grade level/faculty meetings.
- Providing online avenues to build staff capacity.
- Emailing staff information to build parent capacity with reflection questions/input.
- Sharing information in a parent friendly language.

Carver Road Middle School will provide reasonable support for parent and family engagement activities as parents may request by:

- Providing monthly newsletters that feature tips, games, web resources, and other activities focusing on the identified school goals.
- Providing information through open house, curriculum night, Title I meeting, workshops, new student orientation packet, stakeholder meetings, a parent resource center, parent-teacher conferences, combined events with another program and community events.
- Using a variety of methods to support families including online videos, online feedback opportunities, transportation, childcare and translation/interpretation services.



Building Capacity for Family Engagement

Carver Road Middle School will provide the following activities that have been chosen, in meaningful consultation with our parents, to be undertaken to build parents' capacity for engagement in the school to support their children's academic achievement:

- Engaging parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training by providing parents the opportunity to give input and feedback on the possible training topics, and using a parent co-presenter at the training.
- Providing necessary literacy training for parents after the district has exhausted all other reasonable available sources of funding of such training by providing workshops on literacy strategies, sharing literacy information and resources on website and in monthly newsletters, and sharing information through parent-teacher conferences as needed.
- Paying reasonable and necessary expenses for activities, including transportation and child care costs, to enable parents to participate in school-related meetings and trainings by offering childcare and transportation.
- Training parents to enhance the engagement of other parents by offering information and resources at a parent workshop and providing opportunities for parents to meet, network and collaborate, and designing a role for co-presenters to speak at parent engagement events.
- Maximizing parent and family engagement and parent participation by arranging school meetings at a variety of times and providing online options by offering meetings before, during, and after school, and sharing information and resources on the Carver Road Middle School website, through the Parent Engagement Google classroom, recording workshops or a video summary of the workshop with contact information and posting it on the school website and/or social media, by providing events in the community and sending information via email to parents who request information from the workshop if they are not able to attend.
- Adopting and implementing model approaches to improving parent and family engagement by using social media to share information and resources, posting videos through YouTube, and through a Parent Engagement Google Classroom.
- Encouraging parent participation on the districtwide parent advisory council to provide advice on all matters related to parental engagement in Title I, Part A programs by reaching out to and submitting a list of engaged parents to participate on the District Parent Advisory Council (DPAC).
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations in engagement activities by planning and implementing events with other programs that allows them to share information and resources that encourage and support parents in more fully participating in the education of their children.



Parent and Family Engagement

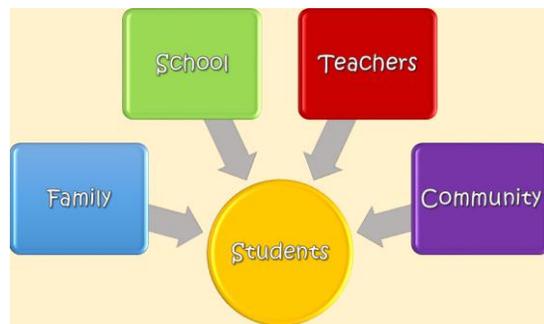
To Carver Road Middle School, parent and family engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that:

- Parents play an integral role in assisting their child's learning
- Parents are encouraged to be actively involved in their child's education at school
- 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

School Parent Resource Center

Come visit the school Parent Resource Center at 2185 Carver Road Room 601 to check out books, pamphlets, study materials, and activities to use at home with your child.

Hours: Monday-Friday, 8:00am-4:00pm



District Parent Resource Center

Books, DVDs, pamphlets in identified languages, and computer access are available at the District Parent Resource Center located in Room B112 on 234 E. Taylor Street. The center is open Monday-Friday from 8:00am-4:00pm and after hours by appointment.

Melinda Owens

District Family and Community Engagement Specialist

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770-229-3710 ext. 10363

Building Capacity of Parents

Carver Road Middle School is committed to building parents' capacity for strong parent and family engagement to ensure effective engagement of parents and to support a partnership among the school and the community to improve student academic achievement. The school will:

- Provide materials and training to help parents work with their children 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 through workshops resources shared on website, parent-teacher conferences and parent resource center.
- Provide assistance to parents in understanding topics such as:
 - Description and explanation of the curriculum in use at the school through curriculum night, open house, parent-teacher conferences and during various parent workshops throughout the school year.
 - Challenging State academic standards and achievement levels of standards by sharing the achievement level descriptors and proficiency scales through parent workshop, curriculum night, parent-teacher conferences, online resources, tips and helpful websites in the monthly newsletter.
 - State and local academic assessments including alternate assessments and a description and explanation of the assessments used to measure student progress through parent workshop, curriculum night, student led conferences, online resources and monthly newsletter, and parent-teacher conferences.
 - Requirements of Title I, Part A will be discussed with parents at the Annual Title I Meeting, and parents will be provided with a copy of the Title I information sheet via their student's agenda and at various parent workshops.
 - How to monitor their child's progress through all parent-teacher conferences, workshops, sending home progress reports and report cards, offering curriculum night and information on how to utilize Infinite Campus, Mastery Connect, and Google Classroom will be shared frequently throughout the school year.
 - How to work with educators to improve the achievement of their child by scheduling parent-teacher conferences, communicating regularly, and workshops with handouts and tips included in monthly newsletters.
 - Strategies parents can use to support their child's academic progress by providing parent workshops, information and resources shared online, monthly newsletters, and parent-teacher conferences.
 - Partnering with teachers to support their child's academic achievement through parent-teacher conferences, monthly newsletters, timely communication and student-led conferences.
- Provide parents individual student academic assessment results and interpretation of those results hosting workshops about the Georgia Milestones Assessment, and online resources for the Georgia Milestones Assessment (GMA).

