**Austin Meehan MS**

**Parent and Family Engagement Policy**

**School Year 2018-2019**

**Revision Date: {03/02/2018}**

In support of strengthening student academic achievement, **Austin Meehan MS** 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 **Austin Meehan MS** 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 / annually 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 via our school website.
* 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**

**Section A: JOINTLY DEVELOPED**

**Austin Meehan MS** 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.

1. Back to School Night (enlightening event)/ Star Party September 19, 2018
2. Field / Educational Class Trips tied to Core Curriculum (TBA)
3. Meeting with our Home and School Representatives Once reestablished and School Advisory Council on an as needed basis.
4. Assembly Programs – Music, Awards, Talent Show, Recognition Assemblies, Music / Band Performances, Outside Partnership Presentation (Eat Right Now Workshops, Police Safety Presentations).
5. Planned parent information sessions (TBA).
6. Winter Title I Parent Meeting for Budget and Comprehensive Plan.
7. Spring Title I Parent Meeting for review/input on the Parent Family Engagement Policy and School Parent Compact.
8. All above activities have been posted on our school website 2 weeks prior to taking place. Parents have also been notified via parent link about back to school night and other school activities and functions.

**Section B: ANNUAL TITLE I MEETING**

**Austin Meehan MS** 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.

* Austin Meehan will hold an annual Title One meeting to meet with parents / guardians and discuss the Title One process, funding and goals. This will be done during the first 4 weeks of the academic school year and will be presented during our annual Back to School Night followed up by a separate meeting for all interested parents / guardians to provide feedback and further insight. An additional spring meeting will be held to discuss the major documents and make alterations as needed for the 2019-2020 academic school year.

**Section C: COMMUNICATIONS**

**Austin Meehan MS** will take the following actions to provide parents of participating children with (1) Timely information about the Title I programs, (2) Flexible number of meetings, such as meetings in the morning or evening, (3) transportation, child care or home visits, as such services relate to parent and family engagement and may use Title I funds and (4) 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.

1. A parental survey will be administered as part of the Title One Process. It will be conducted school-wide by Austin Meehan Middle School staff and administration. The survey will be administered during the mid-semester. Review of policy and compacts will take place with parents to ensure all planned goals are achieved. Review of plan will occur in December 2018 and spring 2019 (specific dates to be announced). Data will be reviewed by teachers to ensure parent concerns are met.

1. Hold counseling meetingto help understanding the high school process – Counselor Led (TBA), Fall 2018.
2. Use Parent Link and our school website as a means and method to reach parents and keep them informed about events and functions.
3. Offering parental workshops on new topics (as needed and scheduled) conducted by Title One school-based coordinator, school counselor or other staff in room 111 of Austin Meehan Middle School.
4. Teacher Tutoring / Extra Curricular Activities in math and literacy offered by school based teachers using Title One funding to provide additional educational services above and beyond that of the normal school day.
5. Monthly Website Messages (as needed, updated by Technology Leader).
6. The Parent Family Engagement Policy and School Parent Compact will be distributed to all parents during Back to School Night in the student agenda book.
7. Parent Link System messages sent as needed for school communication (Roster Chair).

**Section D: SCHOOL-PARENT COMPACT**

**Austin Meehan MS** 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.

* Administration lead meetings to discussion parental feedback and other school needs that may arise as the school year progresses.
* Counselor lead meeting to discuss topics including but not limited to high school selection, counseling resources for students, available district resources to meet student academic and individual needs.
* Teacher contact as needed to meet student academic and individual needs (as needed).
* A structured teaching environment created and established by every teacher to meet student academic needs.
* Up to date website to provide parents with the resources needed to stay informed about school functions and events as well as provide the ability to communicate with the school via email contact directly to administration.

**Section E: RESERVATION OF FUNDS**

**Austin Meehan MS** 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:

* Hold bi-yearly meeting to discuss Title One Funds use and allocations including parental resources and other Title One Purchases.
* Hold a Winter Title I Parent Meeting to discuss the budget and School Comprehensive Plan.

**Section F: COORDINATION OF SERVICES**

**Austin Meehan MS** 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:

* Austin Meehan Middle School website
* Student Code of Conduct – School District Website / student agendas
* Media (As Needed / warranted)
* Postings (in and out of school)
* Phone Link / Parent Messenger
* Phone Calls (both teacher and administrator placed)(as needed)
* Formal Notes Home (mail and student delivered)

If translation is needed, we call the translation center. Parents can receive messages at home in their native language via parent messenger as well.

**Section G: BUILDING CAPACITY OF PARENTS**

**Austin Meehan MS** 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:

1. 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
2. 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.
3. Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
   1. The challenging State’s academic standards
   2. The State and local academic assessments including alternate assessments
   3. The requirements of Title I, Part A
   4. How to monitor their child’s progress
   5. How to work with educators to improve the achievement of their child
   6. Back to School Night (enlightening event) September 19, 2018
   7. Report Card Conferences Dates Set By District Calendar (TBA)
   8. Updated school website (sharing Information on a as needed basis to all parents / guardians)
   9. School Advisory Council (decision makers)
   10. Literacy Night
   11. STAR Night
   12. Interim Report (informing parents / or guardians)
   13. Academy Teachers conferences/ teacher conferences with parents ongoing and as needed
   14. Parent Workshops (a learning experience for parents, funded by Title One / Grant Funding ((If Applicable) TBA)
   15. Parent workshop in spring using Parent Messenger and the school website to notify parents about meeting. Focus of the meeting will be to review data with parent and/or guardians and school-based personnel, review school budget for 2019-2020.

**Section H: BUILDING CAPACITY OF SCHOOL STAFF**

**Austin Meehan MS** 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:

* Through teacher in service workshops
* Through Professional growth plan developed by staff and implemented as part of their “PDP” year
* Through formal and informal administration observations in the classroom
* Staff will also participate in a district wide professional development where they will review the results of the Title I parent survey and incorporate that input into their curriculum and instruction.

**Austin Meehan MS** will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

* On Site Counseling for students followed but additional supports as needed I.E. SAP Process, help seeking additional outside supports.
* Various ways to contact the school and receive information from the school and school district via the web, mailing and in person parental visits to the school for activities and functions.
* Via School Website

**PARENT AND FAMILY ENGAGEMENT POLICY DISCRETIONARY COMPONENTS**

* Adopt and implement model approaches to improve parent and family engagement.
* Train parents to enhance the engagement of other parents through workshops and hands-on in school activities.
* Provide parental resources through the allocated 1% of our Title One funding.
* Provide feedback as needed to parents on specific and / or general issues, questions, functions or others activities that may arise throughout the academic school year.