



School Parent and Family Engagement Policy
Caledonia Middle School
2018-20119
Revision Date 9-21-2018

In support of strengthening student academic achievement, **Caledonia 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 **Caledonia 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

Caledonia 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.

Developing the Policy:

Caledonia Middle School will provide opportunities for regular meetings to formulate suggestions, share experiences with other parents, and participate as appropriate in decisions relating to the education of their children, if such parents so desire.

- Caledonia Middle School will make the Parent and Family Engagement Policy available to parents and the local community by placing a copy of the policy on the school webpage.
- Caledonia Middle School will administer a Parent Needs Survey in the spring of each year which will provide input as to the effectiveness of the school-wide program; especially the Parental Involvement Policy.

- Caledonia Middle School will involve parents in the development of the School-Wide Plan and make it available to parents and community members. The school will send any unsatisfactory comments to Central Office for review.
- Caledonia Middle School will have 4 parent meetings year to provide opportunities for parents to discuss the policy.

ANNUAL TITLE I MEETING

Caledonia 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.

- Caledonia Middle School will hold an Annual Title I Meeting at the beginning of the school year to acquaint parents with the Parent and Family Engagement Policy, curriculum, classroom standards, homework policy, assessments, Title 1 programs, the school report card, and tools to help their child. Caledonia Middle School will also explain the forms of assessment, and proficiency levels that students are expected to meet.
- Caledonia Middle School will hold Annual Spring Planning Meetings, at various times, for all parents of participating children to inform them of their school's Parent and Family Engagement Policy and to explain its requirement and their right to be involved. An active parent coordinator will be designated to help implement and facilitate the policy.

COMMUNICATIONS

Caledonia 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:

Information about the Title I Program will be provided by way of:

- 9 Weeks Title I/Testing Newsletter
- 4 Parent and Family Engagement meetings at various times during the school year.
- Schoology
- Flyers
- Telephone Calls / School Messenger
- Email
- School website
- School calendar posted on website and/or in student handbooks

SCHOOL-PARENT COMPACT

Caledonia 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.

- Caledonia Middle School will develop and distribute a School-Parent Compact in a language parents can understand that will outline how administrators, school faculty, parents, and students will share the responsibility for improved student achievement.
- Caledonia Middle School will implement the district's School-Parent Compact as a component of its Parent and Family Engagement Policy. The school and parents will build a partnership to help student achieve the state's high academic standards. Compacts will be discussed with teachers prior to the first day of school. Teachers will discuss the compact with their homeroom students and obtain signatures from students. Students will take the compact home to discuss with their parent and obtain parent signatures. Students will return the compact to his/her homeroom teacher. Teachers and the administrator will sign the compact which will be kept in the classroom to be used during parent-teacher or student-teacher conferences. School-Parent Compacts will be revised annually as needed. Parents will be invited to attend revision meetings.

RESERVATION OF FUNDS

Caledonia 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:

- The Parent Advisory Committee will annually review and update the decisions regarding how funds reserved are allotted for parent and family engagement activities to meet the changing needs of parents and the school. If the school system receives more than \$500,000 Title I, part A allocation, and a percentage of the 1 percent of funds is allocated to the school.

COORDINATION OF SERVICES

Caledonia 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:

- Caledonia Middle School will ensure effective involvement of parents to support a partnership among the school, parents, and community members that enhances student achievement by:
 - a. Providing training opportunities for parents, faculty, and staff for improved student achievement.
 - i. Professional development for all faculty and staff
 - ii. Meetings for ESL parents with interpreters and materials available for check-out
 - b. Provide school report cards that show school progress toward meeting the state's challenging performance standards and provide individual student results and interpretation of results to parents.
 - i. The school will distribute assessment data in some of the following ways:
 1. Distribution of school-level and state-level report cards
 2. Individual parent-teacher conferences
 3. Small group meetings
 4. Annual Title I Meeting
 5. Spring Planning Meeting

ii. The school will, with the assistance of its district, provide assistance to parents of students served by the school in understanding topics such as the following:

1. State and District academic achievement standards, including alternate assessments.
2. The requirements of Title I
3. How to monitor their child's progress
4. How to work with teachers to ensure students' success.

BUILDING CAPACITY OF PARENTS

Caledonia 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

A. Implementing the following key strategies to increase meaningful Parent and Family Engagement that is designed that is designed to enhance home-school partnerships and improve student learning:

- i. Invite parents to an Open House at the beginning of school and give them an opportunity to interact with teachers to develop a parent-teacher relationship. This meeting will allow teachers to set the expectations and the tone for the year, relieve parent concerns, and establish a positive parent climate in their room.
- ii. Allow parents to access their child's attendance and grades online by accessing "Schoolology" on the district website.

- iii. Clearly communicate assessment goals and dates through newsletters.
- iv. Share the results of assessment with parents via school report cards.
- v. Provide regular events that showcase student's learning and invite parents to participate.
- vi. Provide Parent and Family Engagement workshops at least 4 times a year.
- vii. Meetings for ESL parents with interpreters and materials available for check-out

B. Caledonia Middle School will hold an Annual Meeting at the beginning of the school year to acquaint parents with the Parent and Family Engagement Policy, curriculum, classroom standards, homework policy, assessments, Title 1 programs, the school report card, and tools to help their child. Caledonia Middle School will also explain the forms of assessment, and proficiency levels that students are expected to meet.

Information about the Title I Program will be provided by way of:

- 9 Weeks Title I/Testing Newsletter
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- School calendar posted on website and/or in student handbooks

C. Caledonia Middle School will hold Annual Spring Planning Meetings, at various times, for all parents of participating children to inform them of their school's Parent and Family Engagement Policy and to explain its requirement and their right to be involved. An active parent coordinator will be designated to help implement and facilitate the policy.

BUILDING CAPACITY OF SCHOOL STAFF

Caledonia 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:

A. Caledonia Middle School, with the assistance of its district, will ensure effective involvement of parents to support a partnership among the school, parents, and community members that enhances student achievement by:

- Providing training opportunities for parents, faculty, and staff for improved student achievement.
- Professional development for all faculty and staff

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

- Hold parent meetings at set times throughout the year.
- Translate documents into any language needed by the parent.
- Arrange follow-up meetings accordingly.
- Meetings for ESL parents with interpreters and materials available for check-out

Parents' Right-to-Know

- Parents have the right to know the qualifications of their child's teacher. Notice of this right and of any person that does not meet the highly qualified criteria required by ESSA will be sent to parents each year.
- Parents have the right to know when a teacher will be in the classroom for more than four consecutive weeks and is not highly effective. A notification letter will be sent home to the parents of those children in the event that this occurs.
- Parents have the right to request opportunities to meet with staff to make suggestions.
- Parents have the right to participate in decisions relating to their child's education.
- Parents have the right to submit a written comment of dissatisfaction about the School-Wide Policy when the policy is made available to the district.