

Traditional School Parent and Family Engagement Policy Template

NOTE TO SCHOOLS: Schools, in meaningful consultation with families, may use the sample template below as a framework for the information to be included in their school parent and family engagement plan/policy. Schools are not required to follow this sample template or framework, but if they establish the school's expectations for parent and family engagement and include all of the components listed under "Description of How The School Will Implement Required School Parent and Family Engagement Policy Components," they will have incorporated the information that Section 1116(b) and (c) of the Every Student Succeeds Act (ESSA) requires to be in the school parent and family engagement plan/policy. Schools, in meaningful consultation with families, are encouraged to include other relevant and agreed upon activities and actions, as well, that will support effective parent and family engagement and strengthen student academic achievement.



School Parent and Family Engagement Policy

Athens City Middle School

2018/2019

November 1, 2018

In support of strengthening student academic achievement, **Athens City 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 **Athens City Middle School** agrees to implement the following requirements as outlined by Section 1116:

- Involve families, 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 school improvement 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 families and the school, distribute it to the families 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 families with limited English proficiency, families with disabilities, and families 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 families understand.
- If the school improvement plan under Section 1114(b) of the ESSA is not satisfactory to the families of participating children, submit any family 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 families in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
 - (A) families play an integral role in assisting their child’s learning;
 - (B) families are encouraged to be actively involved in their child’s education at school;
 - (C) families 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; and
 - (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:

NOTE TO SCHOOLS: The school parent and family engagement policy must include a description of how the school will implement or accomplish each of the following components [Section 1116(b)(1) of ESSA]. This is a sample template, as there is no required format for these descriptions. However, regardless of the format the school chooses to use, a description of each of the following components below must be included to satisfy statutory requirements.

JOINTLY DEVELOPED

Athens City Middle School will take the following actions to involve families 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 families, 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.

Athens City Middle School will convene an annual meeting each school year to plan, review and update the Parent and Family Engagement policy. Policies will be reviewed on a consistent basis. All parents of participating students shall be invited and encouraged to attend school Family Engagement Committee meetings. Parents are notified of meeting dates in writing, posted on the system wide calendar of events, and by School Cast. Parents and stakeholders are asked to attend specific dates that are set throughout the school year. Yearly family engagement surveys will be sent home to all students for parents to complete and return to school.

ANNUAL TITLE I MEETING

Athens City Middle School will take the following actions to conduct an annual meeting, at a convenient time, and encourage and invite all families of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the families' requirements, the school parent and family engagement policy, the schoolwide plan, and the school-parent compact.

The Annual Title I meeting is conducted by the principal during the Open House family night. The meeting was held September 6, 2018. This Open House time is used to inform families of ACMS Title I status. This meeting is used to inform families of the requirements of Title I and the school's participation as well as the families' rights to be involved in their child's educational progress, including assessment results, building performance and overall district results. ACMS emphasizes the importance of education, parental involvement and community service. Parents are informed of the school-wide plan and school-parent compact. Acknowledgement form to be signed in student handbook discussed. School Board policies concerning the conduct code, student discrimination, harassment and bullying are discussed. Parents and families are encouraged to contact the school with any questions or concerns they may have.

COMMUNICATIONS

Athens City Middle School will take the following actions to provide families 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 families of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the families can understand:

System wide newsletters, meeting dates of PTO events and activities, student handbook, local community agency information, family engagement committee meeting dates, and family engagement surveys are available and/or distributed to all students/parents. Surveys are offered in English, Spanish, and Japanese. School Cast is utilized to communicate with parents/guardians as well.

SCHOOL-PARENT COMPACT

Athens City Middle School will take the following actions to jointly develop with families of participating children a school-parent compact that outlines how families, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and families will build and develop a partnership to help children achieve the state's high standards.

School Family compact is distributed within the student handbook in August for parent/guardian and student to sign. This compact outlines responsibility of parent, teacher and student and how each stakeholder will share the responsibility for improved student academic achievement. Family engagement committee will review the School-Parent Compact each spring to decide if changes, additions, etc. need to take place. Principal/Family Engagement Coordinator takes these changes and modifies the compact and presents at following family engagement meeting.

RESERVATION OF FUNDS

If applicable, Athens City Middle School will take the following actions to involve the families 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:

Athens City Middle School receives \$2230.00 reserved for parent and family engagement activities, supplies and materials. This budget will be discussed with the committee annually. Information will be gathered from committee at this meeting to gain input into how funds will be used.

COORDINATION OF SERVICES

Athens City 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 families in more fully participating in the education of their children by:

System-wide family engagement events are planned, coordinated, and scheduled for all parents to attend for all grades pre-K through 8. The topics that are addressed may include but are not limited to ADHD, Autism, Healthy Living, Homework help, Environmental Recycling, Holiday and Summer Survival Tips. ACMS will work with Kids Connection to plan and implement two Family nights this school year. ACMS will host/participate in two events-December 19th and January 15th. Athens City Middle School works with outside agencies-United Way, Keith Church, Hope Center, Centerstone, Coordinated Charities, TWU, AUB and other organizations to provide additional supports and resources to families. Information is offered during parent/teacher conferences and in the front office at any time. The principal and central office coordinates with these organizations, businesses and community partners.

BUILDING CAPACITY OF SCHOOL STAFF

Athens City Middle School will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of families, in the value and utility of contributions of families, and in how to reach out to, communicate with, and work with families as equal partners, implement and coordinate parent programs, and build ties between families and the school by:

ACMS staff have summit sessions in August they can attend-these sessions range from curriculum, special education, behavior supports, technology, school counselor training, ESL, camp, and family engagement. Three built in days of professional development are in the calendar to provide additional training for staff. Members have many opportunities to participate in training events including but not limited to the annual Title 1 conference in Gatlinburg, TN each December along with the TN DOE Family Engagement Conference in Nashville which occurs during the summer months. Systemwide family engagement sessions are scheduled throughout the year at convenient times and places for all stakeholders to attend. Families and staff work together as equal partners to provide the best educational experience for each child.

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

Flexible meetings both system-wide and school based are offered mornings, lunch and/or evenings. During Family Engagement meetings, parents are encouraged to brainstorm and share ideas for helping their students experience academic success. ACMS will work to offer all reasonable support requested by parents. Home visits are conducted to support families in various areas-attendance, resources, etc.

DISCRETIONARY SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY COMPONENT

NOTE TO SCHOOLS: The school parent and family engagement policy may include additional paragraphs listing and describing other discretionary activities that the school, in meaningful consultation with its families, chooses to undertake to build families' capacity for involvement in the school to support their children's academic achievement, such as the following discretionary activities listed under Section 1116(e) of the ESSA. Please indicate which of the following discretionary (optional) school parent and family engagement policy components the school will implement to improve family-school partnerships:

- Involve families in the development of training for teachers, principals, and other educators to improve the effectiveness of that training.
- Provide necessary literacy training for families 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 families to participate in school-related meetings and training sessions.
- Train families to enhance the engagement of other families.
- 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 families 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.

NOTE TO SCHOOLS: Describe how each discretionary item checked above will be implemented.