

Title I, Part A Parent and Family Engagement Policy
W.D Sugg Middle School - 0518
2020-2021

Each school served under Title I, Part A shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy.

Review of 2019-20 Parent and Family Engagement

Describe which parts of your 2019-20 PFEP were the most effective and how you feel it positively impacted family engagement and student learning. Be sure to include any barriers and how you will address these barriers in the 2019-20 PFEP. Using the stakeholder input (parent/teacher surveys, meeting notes, evaluations, etc.), identify and briefly discuss the needs you will address this year through your PFEP.

RESPONSE:

Our parents benefited greatly from our workshops. Over the course of several workshops, we covered how to use the parent portal, state testing, student progression plan, assist at home with homework and the importance of best practices such as attendance, healthy meals, and the proper amount of sleep. Facilitating access to Parent Portal allowed parents and their children to have dialogue about grades, assignments, and behaviors documented. We would like to be more effective with this endeavor for the upcoming year. Barriers include getting more parents to participate, we will work on this by communicating more often and in multiple ways. Of the feedback we received, parents tend to feel hurried during the week. We also will be adding a computer to our resource room for families to use.

Parent and Family Engagement Mission Statement

Enter your Parent and Family Engagement mission statement below. Describe how parent and family engagement will assist in providing high quality instruction for all learners. The mission statement should:

- Reflect the beliefs or values the school holds regarding the importance of family engagement;
- Explain the purpose of the parent and family engagement program;
- Be written in parent friendly language;
- Inspire stakeholders to be engaged and supportive of the program; and
- Be different from your school mission statement.

RESPONSE:

Our mission is to engage parents and families with enrichment programs, like parent workshops, meetings, SAC, and events that bring parents to our school. As a multicultural school, our goal is to achieve and maintain meaningful parent involvement. We recognize and respect the varied cultural perspectives of the communities we serve. Our students and parents come from a variety of backgrounds and we believe that meaningful parent involvement enhances positive student learning outcomes. Effective parent/educator communication, collaboration, and cooperation are critical components of meaningful parent engagement and positive student learning outcomes. Improving parent engagement is in the best interest of schools.

2020-2021 Involvement of Stakeholders (Parents, Families, School Personnel and Community)

Describe how the school will involve the parents and families in an organized, ongoing, and timely manner, in the planning, review and improvement of Title I programs, including involvement in decision making of how funds for Title I will be used. [ESEA Section 1116]

RESPONSE:

W.D. Sugg 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 involvement in the decisions regarding how funds for parental involvement will be used.

- Conduct an annual informational/involvement meeting for parents.
- Conduct an annual survey of parents regarding needs and concerns.
- Parents participate in the development/review of Title I funds through the School Advisory Council and Parent Meetings.

2020-2021 Coordination and Integration

- Describe how your school collaborates with other federal programs, district departments, business community, library systems, and governmental and non-governmental organizations to provide integrated parent and family engagement opportunities. Include how the school will coordinate and integrate parent and family activities that teach parents how to help their child(ren) at home. [ESEA Section 1116]

Count <i>(add or remove rows as needed)</i>	Program	Coordination
1	Bi-Annual Title I meeting in each semester	Increase the level of involvement of parents to become active in the decisions made at the school. Parents are provided information regarding school programs, Title I program, parent workshops, Parent Portal, school compact, and the opportunity to meet the teachers.
2	ESOL Parent Night	Parents are provided information regarding our ESOL program, school programs and extracurricular activities for ESOL Students.
3	Parent Workshops	For children to maximize their school experience, it's best if parents and teachers work closely together as a team. Our parent workshops are designed to provide tools that they can implement with their kids at home. Parents can give their input for School Improvement activities and expenditure of School Improvement funds.
4	SAC Meetings	SAC meets once a month with Principal and committee members to be informed about school activities. Parents are given the opportunity to provide input into the School Improvement activities and expenditure of School Improvement funds.

5	Parent Involvement and Engagement Opportunities	1-Communication between home and school is regular, two-way, and meaningful. 2-Parenting skills are promoted and supported. 3-Parents play an integral role in assisting student learning. 4 Parents are welcome in the school, and their support and assistance are sought. 5- Parents are full partners in the decisions that affect children and families. 6- Community resources are used to strengthen schools, families, and student learning.
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Annual Parent Meeting

Describe the specific steps the school will take to conduct an annual meeting designed to inform parents and families of participating children about the school's Title I program, the nature of the Title I program (schoolwide or targeted assistance), and the rights of parents. Include timeline, persons responsible, and evidence the school will use to demonstrate the effectiveness of the activity [Section 1118(c)(1)].

RESPONSE:

- Title I Annual Parent Meeting is held at Sugg to increase the knowledge of parents and families about Title I program. In our meeting, we inform parents the purpose of Title 1 funding, that "is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at minimum, proficiency on challenging state academic achievement standards and state academic assessments."
- Sugg will invite parents to become involved in their child's school by being a part of SAC meetings one per month, and attending Parent Workshops.
- Follow up communications and support to parents are given through parent conference, parent portal, parent conference, progress reports, ConnectEd, Family and Student access portal or by other appropriate means and school marquee.
- Bilingual staff available for meeting to translate as needed. Additional translation services (other languages, sign language) will be provided if requested and available.
- Sugg will provide all parents a copy of their School Compact on back to school night and at the Annual Parent Meeting and we will have it available at the front office all year.
- Information about the Title I program at Sugg Middle School will be disseminated to parents at the Annual Title I Meeting, both English and Spanish.
- Parents will also be provided with information of academic assessments, and state expectations of student proficiency at each grade level.

Count	Activities and Tasks	Person Responsible	Timeline	Evidence of Effectiveness
1	Develop agenda, handouts, and/or presentation materials that address the required components	Principal or designee	July/August 2020	Copies of documents uploaded to the online crate
2	Develop and disseminate invitations (flyers, ConnectEd calls, texts, newsletters, etc.)	Principal or designee	August 2020	Copies of invitations, call logs, and sign-in sheets uploaded to the online crate
3	Hold the Meeting	Principal or designee	August/September 2020	Agenda/Sign-in Sheet uploaded to the online crate

4	Evaluate the Meeting	Principal or designee	August/September 2020	Aggregated Evaluation Form/Notes uploaded to the online crate
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Parent Notifications

Describe how the school will provide each family with timely notice information regarding the following:

- the parent's right to request information on the professional qualifications of the student's classroom teachers and paraprofessionals
- how the school will provide each family with an individualized student report about the performance of their child(ren) on the State assessments
- how the school will notify each family, in a timely manner, when their child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who is out of field? [ESEA Section 1116]

RESPONSE:

- Parent Right to Know letter will be sent home with students early in the year.
- When Sugg receives State Assessment Results, school will release a ConnectEd to inform parents to pick up at the front office.
- 8th grade State Assessment Results will be sent to the student's high school.
- 6th and 7th grade results will be made available for parent pick up over the summer and school time.
- As mandated by law, parents will be notified in writing, a Certification Letter will be sent home if a Teacher does not meet certification, training requirements, or is out of field.
- Parents will be notified when their child has been taught for four or more consecutive weeks.

Flexible Parent Meetings

Describe how the school will offer a 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 related to parental involvement [ESEA Section 1116]

RESPONSE:

We will be proactive to ensure we conduct flexible meetings. We will utilize a variety of events at convenient times. We will encourage and invite all parents to attend. We will inform them about the school's Title I program, the nature of the Title I program, the parents' requirements and the school parental engagement policy, the school wide plan, and the school-parent compact.

- Invitations are sent via flyers, website, Facebook, and posted in the office
- Meeting is presented in both Spanish and English
- Opportunity to submit responses
- Meetings in the morning or evening
- Home visits
- School Parent Compact

Building Capacity

Describe how the school will implement activities that will build the capacity for meaningful parent/family engagement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement. Describe the actions the school will take to provide materials and training to help

parents/families work with their child(ren) to improve academic achievement. Include information on how the school will provide other reasonable support for parental involvement activities under Section 1116.

RESPONSE:

With each event, we will provide items with instructions on how to continue the engagement at home. We want our parents to work to recreate the workshop or event at the home. We will also work towards obtaining more meaningful feedback from parents and attendees.

Count	Type of Activity	Person Responsible	Anticipated Impact on Student Achievement	Timeline	Evidence of Effectiveness
1	Parent Resource Center Orientation	Parent Liaison Assistant Principal	Collaboration/effort of school personnel in helping to create a school culture that is conducive to parental partnership and participation in their children's education.	August 2020 to May 2021	Sign in sheets, feedback sheets
2	Sponsor Workshops	Parent Liaison and School Administration	Increased parents and teachers participation, input, and involvement in the education of children.	August 2020 to May 2021	Sign in sheets and any document related to workshops
3	Parent Liaison Support Meetings to provide follow-up and support. Parent/Teachers create a better partnership	Parent Liaison and School Administration	Focuses on helping teachers build positive parent communications and provide parent involvement opportunities	August 2020 to May 2021	Sign in sheets, emails and/or document related. "Refer to calendar email for parent conference schedule".

Staff Development

Describe the professional development activities the school will provide, with the assistance of parents/families, to educate the teachers, specialized instructional support personnel, school leaders, and other staff in the following:

- the value and utility of contributions of parents/families
- how to reach out to, communicate with, and work with parents/families as equal partners, and
- implementing and coordinating parent/family programs, and in building ties between parents/families and the school. [ESEA Section 1116]

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4	Book Study, The Restorative Practices Handbook	Principal	By implementing Restorative Practices, we will see less student missing school due to suspensions.	August 2020 to May 2021	Less Suspensions resulting in increased student productivity.

Other Activities

Describe the other activities, such as parent resource centers, the school will conduct to encourage and support parents in more meaningful engagement in the education of their child(ren). [ESEA Section 1116].

RESPONSE:

Sugg Middle School provides a parent resource center that is available before school, after school, and during school hours. Parents have access to computers with the ability to print and access the internet. There are also resources books, a children's play area, and translation services.

Communication

Describe how the school will provide parents and families of participating children the following [ESEA Section 1116]:

- Timely information about the Title I programs
- Description and explanation of the curriculum at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to obtain.
- If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.
- If the schoolwide program plan under is not satisfactory to the parents of participating children, the school will include submit the parents' comments with the plan that will be made available to the local education agency.

RESPONSE:

Title I Annual Parent Meetings are held at Sugg to increase the knowledge of parents and families on ways that they may become involved in their child's school, SAC meeting one per month, follow up communications and support to parents are given through parent conference, parent portal, progress reports, ConnectEd, or by other appropriate means and school marquee. Bilingual staff available for Parent Trainings, Workshops, and Meetings to translate as needed. Additional translation services (other languages, sign language) will be provided if requested and available. Information about the Title I program at Sugg Middle School will be disseminated to parents at the Annual Title I meeting. Parents will also be provided information about curriculum, academic assessments, and state expectations of student proficiency at each grade level during the meeting. Progress reports will be available in Focus parents will have a Focus form on back to school night and they can get assistant/training in our Parent Center opening their account. Parent Liaison will hold workshops for parents to learn how to use Parent Portal Focus. Parents will have the opportunity to ask questions and provide input in their child's course schedule at any time requests.

Accessibility

Describe how the school will provide full opportunities for participation in parent/family engagement activities for all parents/families (including parents with limited English proficiency, disabilities, and migratory children). Include how the school plans to share information related to school and parent programs, meetings, school reports, and other activities in an understandable and uniform format and to the extent practical, in a language parents can understand [ESEA Section 1116]:

RESPONSE:

- Parent Resource Center accessibility offers help in English/Spanish
- Blackboard call out system in English/Spanish
- School Billboard updated regularly
- Flyers sent home in English/Spanish for activities

Discretionary Activities

Describe any activities that are not required, but will be paid for through Title I, Part A funding [for example, home visits by school staff (including GETs and Home School Liaisons), transportation for meetings, activities related to parent/family engagement, etc.]

RESPONSE:

School workshops are offered at various times and multiple dates to enable more parents/families to attend. Meals and/or refreshments are served so parents will not need to plan meals for the time period of a particular training. Also, paying reasonable and necessary expenses associated with parental involvement activities, including, Home Visits to enable parents to participate in school-related meetings and training sessions.

Uploads

Please prepare evidences below. Refer to your Beginning of the Year Timeline and Title I Crate for resources and sample documents.

2019-20 Title I Crate

- Evidence of parent input in the development of the school SIP/Title I Plan and Title I Budget (Invitation meeting agenda, minutes, sign-in sheets and written suggestions/comments from parents)
- Evidence of parent input in the development of the school Parent and Family Engagement Policy (PFEP) (Invitation meeting agenda, minutes, sign-in sheets and written suggestions/comments from parents)
- Evidence of Parent Involvement in the Development of the Parent-School Compact (Invitation, meeting agenda, minutes, sign-in sheets and written suggestions/comments from parents)

2020-21 Title I Crate

- Copy of the school SIP or Title I Plan (charter)
- Copy of the Parent and Family Engagement Policy (PFEP) (parent-friendly version)
- Copy of the Parent-School Compact (Final in all languages)