

# LAKEVIEW MIDDLE SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY



### What is Title I?

Lakeview Middle is identified as a Title I school as part of the Elementary and Secondary Education Act of 1965 (ESEA). Title I is designed to support State and local school reform efforts tied to challenging State academic standards in order to reinforce and enhance efforts 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 **develop jointly** a written policy with all parents .

This is a plan that describes how LMS will provide opportunities to improve parent and family engagement to support student learning. LMS values the contributions and involvement of parents to establish an equal partnership for the common goal of improving student achievement. This plan describes the different ways that LMS will support parent and family engagement and how parents can help plan and participate in activities and events to promote student learning at home and school.



**Lakeview Middle School  
Parental and Family  
Engagement Policy  
School Year 2016-2017  
Revised April 12, 2016  
Principal Vince Phillips  
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Rossville, GA 30741  
706.866-1040  
[http://  
lms.catoosa.k12.ga.us](http://lms.catoosa.k12.ga.us)**



**We need  
your help!**

We need to hear from you about what we can do to improve your child’s education. Check below how we can do that best:

- I would like a conference with my child’s teacher.
- I need more information about what my child is learning this year.
- I want to know how Title I money is being spent on my child’s education.
- I would like to make the following suggestion regarding how Title I money is spent:

Other \_\_\_\_\_

My name is \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Return to your child’s teacher.

**This card seeks input from parents. It is distributed at every meeting and is available in the Family Resource Center.**

### Family Engagement Program and Activities

Lakeview Middle School will host events to build capacity for strong family involvement to support a partnership among the school, parents, and the community to improve student academic achievement. All meetings will be held at **flexible times** in order to offer all parents the opportunity to be involved. Flexible times include meetings occurring at morning, school day, and evening. Catoosa Transit offers low cost transportation, and the LMS PIC helps arrange car-pooling.

The families of students served by the Title I program at Lakeview Middle School are invited to an **Annual Title I Meeting** where they are given an explanation of the Title I program and their right to be involved in their children's education. Announcement of the Annual Meeting is done on the school marquee, spring newsletter and local media. The Annual Meeting is held prior to open house at the beginning of school. In an effort to keep families fully informed, the following handouts are distributed at the Annual Title I Meeting:

- \* Agenda
- \* Testing in Georgia
- \* Georgia Curriculum
- \* Components of Title I Schoolwide Programs
- \* System and School Family Engagement Policies

Parents are asked to **develop jointly** a family engagement **policy**, grade-specific **compacts**, and the Title I schoolwide **plan**. School principals are directly involved in developing and revising all policies and procedures related to federal programs in compliance with federal guidelines. Input is solicited throughout the year at every meeting, Title I event, and on the school website. LMS invites all parents to attend our Spring Parent Advisory Council to discuss, review, and revise this policy, as well as the school-wide plan for the upcoming school year. One exception is the compact that is crafted at the beginning of the school year. The family engagement **policy**, grade-specific **compacts**, and Title I schoolwide plan are available on the school website and Family Resource Center —and always distributed at every parent meeting. Documents can be mailed when necessary.

The grade-specific **compacts** stress the importance of communication between teachers and parents. Parents, students, and teachers sign compacts indicating the role each has in the education process.

Typically, parents give input into their role beginning at open house. Teachers are informed about their part in the document and subsequently pen how they will keep parents informed. Teachers work with students to guide them in writing their promises in achieving their best.

Grade-specific compacts are crafted, and parents review, adjust and approve them. Official compacts are approved at the fall meeting of the LMS Parent Advisory Council. Compacts are then distributed for signatures and returned by October 31. Compacts should be used at home and at school in parent or student conferences. Compacts include items such as:

- a. Monitoring attendance
- b. Attending parent meetings
- c. Supporting school activities
- d. Helping with homework

**Parent meetings** are offered throughout the school year on a variety of topics and at **various times** of the day to maximize family participation. Notification will be done through a variety of media including newsletters, text alerts, telephone calls, letters, home visits, marquee, etc. Attempts will be made to eliminate barriers to family engagement such as transportation and translation/interpretation needs. LMS provides **materials and training activities** to enable parents to work with their children to improve achievement.

Planned activities for the 2016-17 school year are:

- \* Sixth Grade Orientation—Morning
- \* Annual Meeting—Evening
- \* Open House—Evening
- \* Volunteer Orientation—Morning
- \* Fall Parent Advisory Council—Morning
- \* 6th Grade Graduation Commitment Ceremony—Morning
  - \* Literacy Night—Evening
  - \* Math Night—Evening
- \* Georgia Milestones for Parents—Evening
- \* Spring Parent Advisory Council—Afternoon
- \* 6th Grade Parent Transition—Evening

### Family Engagement Program and Activities (continued) Timely information will be provided to par-

ents regarding:

**School programs** - Information is discussed throughout the school year. Teachers, administrators, and the academic coach remind parents of the various school programs available for their children through regular meetings and means listed below.

**Results of the annual school review (including school performance profiles)** School administrators are responsible for reporting this information to parents. This is done through the newspaper, website and status letter. Results of the spring Title I survey are shared with the spring Title I Parent Advisory Council and LMS School Council.

**Opportunities to volunteer in the school** – Parents are invited to volunteer at Lakeview Middle School. A short training is provided. Volunteers will be tapped based on their strengths, talents and availability.

**Pamphlets and brochures** are readily available at all parent meetings and the Family Resource Center. These include but are not limited to *How to Communicate with Your Child's Teacher, Testing in Georgia, Components of Schoolwide Programs, Georgia Curriculum., and Annual Meeting Agenda.*

**School Newsletter Information**— A monthly school newsletter is distributed to parents and posted on the website. Timely information is highlighted in the newsletter such as upcoming meetings, school calendar, assessments, etc.

The school marquee and text alerts serve as effective reminders.



**GOALS FOR  
STUDENT  
LEARNING**

**District Goal:**

- To improve the percentage of students scoring proficient (levels 3 and 4) in grades 3 through 8.
- To improve the percentage of students graduating from high school.

**School Goals:**

- To improve the Schoolwide Student Growth Percentile in Reading / Language Arts by 5%.
- To improve the Schoolwide Student Growth Percentile in Math by 5%.

***Note: The Student Growth Percentile describes the amount of growth students demonstrate relative to academically similar students.***

**School-Parent Compacts**

As part of this plan, Lakeview Middle and our families will develop a school-parent compact, which is an agreement that parents, teachers, and students will develop together that explains how parents and teachers will work together to make sure all our students reach grade-level standards. Compacts will be reviewed at all parent meetings and updated annually based on feedback from parents, students and community. Using this input, the School and Parent Advisory Councils will revise the compact. The LMS fall Parent Advisory Council approves grade-specific compacts after receiving input from teachers, students and parents. School-parent compacts are housed at home and at school.

**School Plan for Shared Student Achievement**

**What is it?** This is a plan that describes how Lakeview Middle will provide opportunities to improve parent and family engagement to support student learning. Lakeview Middle values the contributions and involvement of families in order to establish an equal partnership for the common goal of improving student achievement. This plan describes the different ways that Lakeview Middle will support parent and family engagement and how they can help plan and participate in activities and events to promote student learning at school and at home.

**How is it developed?** Lakeview Middle School welcomes parent input and comments at any time regarding the plan. All parent feedback will be used to revise the plan for next year. The plan is posted on our school website for parents to view and post feedback throughout the year. We also distribute an annual survey asking parents for their suggestions on the plan and the use of funds for parent and family engagement. Parents can also give feedback at any time at the Family Center, school office or any parent activity. See page one for sample input card.

**Who is it for?** All families are encouraged and invited to fully participate in the opportunities described in this plan. Lakeview Middle will provide full opportunity for the participation of parents with **limited English, parents with disabilities and parents of migratory children.**

**Where is it available?** The plan is available at **all** parent meetings and at [lms.catoosa.k12.ga.us](http://lms.catoosa.k12.ga.us). Parents can also get a copy of the plan in the Family Resource Center.



**Compact input from parent at open house**

**Family Resource  
Center**

**Available Daily During  
School Hours**

Come visit the Family Resource Center to check out books, study materials and to learn about the Parent Portal.



**LMS Math Night**





**Individual student assessment results and interpretation of those results** – The school is responsible for disseminating test information to parents. Individual conferences are scheduled as needed. Feel free to request a conference. Parents receive reports as soon as the state provides.

**A description and explanation of the school curriculum** – Lakeview Middle School provides each parent with a student handbook at the beginning of the school year. An explanation of the school curriculum is included. Workshops, letters, pamphlets, etc. are used to aid in understanding state standards —found in the Family Resource Center. Curriculum Nights (Math Night and Literacy Night) give parents a hands-on look at what the state curriculum means to their child.

**Assessments used to measure student progress and proficiency** – Teachers, the academic coach, and the school administration explain the school’s assessments and proficiency levels to parents and students at school and all parent meetings. Report cards and progress reports keep parents informed. Two way communications is solicited. Teachers and staff offer detailed explanations, when needed—just a text, phone call or note away. The faculty and staff provide assistance to parents as they monitor their children’s progress through parents’ preferred means. Student progress and proficiency is discussed at regular parent meetings listed on page two.

**Opportunities for parents to formulate suggestions, share experiences with other parents and participate, as appropriate, in decisions relating to the education of their children** – Opportunities are made available throughout the school year at the parent meetings and/or workshops. Parents are encouraged to share ideas and participate in discussions. Each month has opportunities for parent contact.

**Responses to parent suggestions:** Parents evaluate each parent workshop. Parents are encouraged to make suggestions for improvement. When necessary, immediate action is taken on certain suggestions after consulting with the Title I Coordinator and school administrators. Any unsatisfactory parent comments are collected and acted upon appropriately by the Title I Coordinator and school administrators.

**Ways to participate in decisions affecting their child** are explained to parents in an ongoing fashion. Parents are encouraged to become involved in their child’s education. Parent/teacher conferences, texting and phone calls are highly recommended.





### Parents should note:

- **State’s content standards and student performance standards** – The classroom teachers and staff explain the state’s content standards, benchmark tests, and Georgia Milestones.
  - Parents receive information on the student performance standards in report cards and through discussions with the classroom teachers.
  - A family engagement activity (Georgia Milestones) will be available before testing.
  - State and local assessments** are explained to parents throughout the year at every parent and family engagement meeting with accompanying brochures (also available in the Family Resource Center).
- **Take-home activities** written by system parent involvement coordinators correlate to state standards. Parents may request these through the LMS coordinator.
- The Catoosa County **Learning Center** offers literacy, technology and GED training free of charge to parents. Those interested should see the parent involvement coordinator for details.
- The Catoosa County **Collaborative** offers parenting skills classes to parents. (NOTE: Parents who request Online Parenting Classes on the Title I Annual Evaluation are given information for an online class sponsored by the County Collaborative.)
- **Requirements of Title I, Part A** are explained to parents at the Annual Meeting each school year. The Annual Meeting handout is distributed at every family engagement meeting and is available in the Family Resource Center.
- **Ways to monitor their child’s progress and suggestions on how to improve the academic performance** of their child will be ongoing for parents. Workshops/assistance will also be available to parents in how to best utilize the Parent Portal and homework websites. All curriculum nights focus on student achievement . Again, parents are encouraged to request conferences with teachers or administrators.

**Keep up to date with your child’s standing in each class by registering for the Parent Portal and monitoring it .**

