

## **Parent and Family Engagement Written Policy (Sec. 1116 (2))**

### **Sec. 1116(a)(2)(A))**

**A. Describe how the Local Education will involve parents and family members in jointly developing the local educational agency plan under section 1112, and the development of support and improvement plans under paragraphs (1) and (2) of section 1111(d).**

Each school within the district will have a Parent and Community Engagement Liaison. This person will work directly with the district to provide events and support that will address the needs of the children, families and stakeholders in the community. Each school will have a Title I Advisory Council which will include parents and other community leaders who will address all issues for the schools. Each school will meet with their committee to determine the needs of the school. Each school will submit a Parent and Community Engagement Plan for 17- 18. This plan will be incorporated into the district plan. Each school will hold individual events during the school year to address the needs listed in the assessment. Also, parents will be included in the Superintendent's Advisory Council. The Midfield City Board of Education will implement Board Policy for parental involvement activities. All Parents will be informed of their rights at the Annual Title I Parent's meeting as well as PTO meetings. Parents will be involved in the creation of each school's Continuous Improvement Plan and Home-School Compact.

### **Sec. 1116(a)(2)(B))**

**B. Describe how the Local Education Agency will provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the local educational agency in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.**

Midfield City Schools will hold quarterly events that will be designed to address the needs of students and parents based on fall surveys. Each school will hold a monthly event designed to assist parents with academic and community issues addressed in the needs assessment. Regularly scheduled parent seminars/literacy training and academic support will be offered monthly. Regularly scheduled Parent/Teacher Organization Meetings (PTO). Written notice to parents of upcoming events and activities through newsletters teachers memos, Tuesday Folders, emails, and at athletic events. Verbal notice to parents of upcoming events and activities through the call out, text and email system. Opportunities to assist in raising funds for schools. Parent will also receive Home to School Newsletters monthly with academic, social and behavior support strategies to help parents with student learning.

### **Sec. 1116(a)(2)(C))**

**C. Describe how the Local Education Agency will coordinate and integrate parent and family engagement strategies under this part with parent and family engagement strategies, to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs.**

Midfield City Schools will work with other area school district, agencies and community partners to provide needed services to families in this community. Currently, we partner with Fairfield City Schools for the Tri-City Pre-K program, JCCEO for the Head Start at Midfield Elementary School, the United Way, UAB Mental Health and Guidance Department, Gateway and others to support the needs of the students and families in the District. Our 21st Century program is partnering with The Jefferson County Department of Health to assist with nutrition and healthy eating habits. After-school Tutoring & Summer Academy @ - Midfield Elementary School and Midfield High School. Parent Newsletters. Distribution of Parent resource material and information at all three schools using wall and tabletop display holders for parent material with easy access for parents entering or leaving the schools.

**Sec. 1116(a)(2)(D))**

**D. Describe how the Local Education Agency will conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part, including identifying:**

(i) barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background)

Parents and community stakeholders will complete a fall and spring survey to identify areas of need and success within each school program. Paper surveys will be sent home to each student, however survey monkey links will be uploaded to district site, Facebook and Twitter for parent completion. Each school has a Parent and Community Engagement Room. A suggestion box will be placed in each room so that parents who use these rooms will have to opportunity to submit and concerns or suggestions immediately. All survey information, concerns and suggestions, will be complied and addressed at the quarterly Title I/Parent Advisory Council meetings. From this information the Local Plan will be updated. Currently the barriers that were identified deal with access to programs and transportation. We will continue to work with school administrators and transportation director to provide smooth access to building and teachers for the parents within the policy and procedures set forth by Midfield Board of Education. We will design a plan for using school busing to run routes to pick-up parents and return them hold when events are held during and after school. All events across the district will include an interpreter and information sent home in the language of the student. All event flyers or newsletters will be followed up with a phone call, email or twitter notification.

(ii) the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers

Survey information from each school will be used to address the identified needs of the parents and community. Each school will used all data to determine what events will be held within their school to engage and assist parents with learning related to student needs. Each school will hold parent teacher conferences related to assessments, report cards and behavior. Schools will also hold engaging activities designed to assist parents with homework, literacy across the content, reading and mathematics.

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(iii) strategies to support successful school and family interactions

Each school liaison with the support of the school principal will work with the families to meet the individual needs of each family. Again, survey information will be used but also family engagement liaison

will attend different trainings to identify strategies to use to meet the needs of urban high poverty area parents. Morning and/or After-school programs will be held to share these strategies with parents.

**Sec. 1116(a)(2)(E))**

E. Describe how the Local Education Agency will use the findings of such evaluation described in the section above (Sec. 1116(2)(D)) to design evidence-based strategies for more effective parental involvement, and to revise, if necessary the parent and family engagement policies described in this section.

Parents will serve on the Continuous Improvement Committees at each of the three schools and assist in the construction and implementation of each of the plans. Parents will be asked to complete a Survey of Needs for each school. Parents will be asked to offer suggestions for improvement of the academic and schools culture climate in each of the three schools. Parents will serve on the Home Compact development committee in each school. All parents will be invited to attend the Annual Title I Parent Meeting at each school. Within these committees and meetings, all areas of need, concerns and strengths will be reviewed and updated. Parent and community stakeholders input will be used to formulate procedures to meet all the needs of the schools and stakeholders.

**Sec. 1116(a)(2)(F))**

**Sec. 1116(a)(2)(F))**

F. Describe how the Local Education Agency will involve parents in the activities of the schools served under this part, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the local educational agency to adequately represent the needs of the population served by such agency for the purposes of developing, revising, and reviewing the parent and family engagement policy.

Again, parents are a part of the Superintendent's Advisory Council, the schools Title I/Parental Engagement Advisory Council, Career Technical Advisory Council and the PTO. Also with parents, community stakeholders, business and community partners are a part of these committees. Teachers, students and school administrators share ownership on these committees to address and manage the needs of each school, parents and community. All plans will be designed, edited and evaluated by these groups.

In order to build capacity for Parent and Family Engagement, the Local Education Agency will ensure effective involvement of parents and will support a partnership among the schools involved, the parents, and the community to improve student academic achievement, the LEA shall:

G. Describe how it will provide assistance to parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the challenging State academic standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children.

Academic Content Standards and Behavior Support will be discussed during parent meetings.

College and Career Ready Standards (COS) will be kept by all teachers for reference when conferencing through either hard copy or Internet. Academic achievement standards – progress reports will be furnished to parents, report cards will be furnished to parents at the end of grading periods. Parents will be invited to attend teacher conferences to have each of these explained and discussed in detail. Accountability results will be distributed to parents and forums for discussion will be held. Local academic standards are stated with Student Handbooks in each of the schools. Parents will be shown how to monitor student progress during parent conferences. Teachers will offer positive feedback to parents in addition to deficient reports in order to establish rapport and strengthen lines of parent/teacher communication. All of this will be tied together with the Parental and Community Engagement Liaison within each school. This person will work with school administrator, teachers, and district to identify school and parent needs and provide programs within the school that will support and address the needs of the parents.

H. Describe how it will provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement.

The district will work with each school to establish school and teacher internet websites. Establishing a Parent Resource Center at EACH SCHOOL. Parent will have access to these rooms all day. Within each room the school and district will provide materials to support academic, behavior, social and emotional issues for children. The school will also provide attendance and literacy information within these rooms. School Counselors and other mentors will offer students both college and career counseling and support in conjunction with parent conferencing at all schools. School administrators and staff will offered effective and appropriate resource materials to parents at each of the three schools and at the Central Office utilizing literature from the Parent Resource Institute. Informational brochures and helpful pamphlets are easily accessible with very visible school display holders in the public areas of the school buildings.

I. Describe how it will 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.

Establishing internet websites for communication of pertinent information. Establishing telephone communications using auto dialers for timely communication to parents from the schools. Offering future workshops and programs for additional parent information and feedback to the schools. Establish and annual Parent Forum/Town Hall Meeting. Implement Professional Development for Administrators, Teachers, and Staff on how to effectively communicate with Parents.

J. Describe how it will to the extent feasible and appropriate, coordinate and integrate parent involvement 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.

Head Start– Midfield Elementary School. Parent Resource Material– All three Schools. Parent Resource Center– All three Schools. Parent Telephone Contact for all three schools. Monthly

Newsletters are sent home to parents from the district and schools. Quarterly events are held from the district and monthly events in the schools.

K. Describe how it will ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.

Conduct Home Language Surveys. Recognize that student families that may be Limited English Proficient and provide appropriate communication. Establish telephone communication through interpreters for families that do not speak English. Send written notices of activities and events. Establish school newsletters with clear and understandable messages. Encourage individual teacher newsletters to be sent home regularly. Encourage administrators, teacher, and staff to use Transact to translate any information that may need to go home in another language.

L. Describe how it will ensure provide such other reasonable support for parental involvement activities under this section as parents may request.

Districts and schools will immediately address any request from parents through the school parental and community engagement liaisons. (case by case)

M. Describe how the LEA may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.

All Advisory Council members include parents. A part of the Superintendent's advisory Council, Title I Advisory Council and Career Technical Advisory Council involves the spending of funds and how funds are spent. Discussion are held concerning teacher training, certification and professional development.

N. Describe how the LEA may provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training.

Midfield will use local, state and federal funds to address literacy training for all stakeholders across the district. Parental Engagement funds have been set aside for school liaison, support and materials. Specific events will be planned to address literacy across the board using the ARI team, the school leadership teams and district support staff. Funds will be used to bring in community support and others to train parents in key areas.

O. Describe how the LEA may pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.

Funds have been set aside to address communication issues with all parents in the district. We are currently working with the transportation director to provide transportation to all events held after school for parents and family members of students. Currently, no request for child care have come into the school or the district. The district utilizes the 21st Century Community Learning Center program for all other events held after-school and for all Early Dismissal Days.

P. Describe how the LEA may train parents to enhance the involvement of other parents.

The primary goal for the Parental Engagement team is to offer training for our parents in key areas related to literacy, mathematics, reading, and behavior intervention and job readiness. A goal was set to offer more training directly to the parents in these key areas. The needs assessment addressed access and transportation, we will also address these areas.

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Q. Describe how the LEA may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation.

District administrators, school administrators and family engagement liaisons will work together to design a plan where all activities offered will be offered twice, one during school hours and one after school hours to accommodate all parents within the district. A survey is being planned for all parents to determine if there is a need for in-home conferences. The district along with the 21st Century Community Learning Center is planning to support a bus route for all after school activities based on parental engagement and student assessment. The goal is to remove the barriers for those parents who can't come because of transportation and to provide the program during the day for those parents who work nights.

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R. Describe how the LEA may adopt and implement model approaches to improving parental involvement.

LEA Parental Engagement Liaison will review and design programs to meet the needs of the families in Midfield. All programs will be approved by the Midfield City Board of education prior to implementation within the district.

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S. Describe how the LEA may establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section.

Each school now has a parental & community engagement liaison. This person works with the district representative to prepare school and district wide events. Each school has a Title I Advisory Council who also serves as a part of the Parental Engagement Council. Superintendent and Title I Advisory Council also addresses all Parental Engagement Issues.

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T. Describe how the LEA may develop appropriate roles for community-based organizations and businesses in parent involvement activities.

This area is handled through the Learning Supports team. Learning Support is a committee made up of district, school and community members. This group addresses Management, Instruction and Program/Financial issues across the district. This group also works with community-based and faith-based groups to identify and solve needs and issues across the district. This group also works on policy and procedures for community-based agencies may assist within the school district. Midfield City Schools has a community-based/Faith-based team that works with companies, vendors and churches who want to provide services and materials to the district. This team will be used in conjunction with the family and community engagement liaisons to support events and activities within the district.

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## **Sec. 1116(f)**

U. Describe how the Local Education Agency will use the findings of such evaluation described in the section above (Sec. 1116(2)(D)) to design evidence-based strategies for more effective

parental involvement, and to revise, if necessary the parent and family engagement policies described in this section.

Monthly meetings with Family and Community Engagement Liaison, quarterly meetings with Learning Supports, Semi-Annual meetings with Advisory Councils, and weekly meetings with school administrators will be the opportunity to evaluate process, review needs assessments and determine program updates.

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