

Cowan Road Middle School

Parent and Family Engagement Policy and Plan for Shared Student Success

2022-2023 School Year
Policy Revised 05/18/2022



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What is Title I?

Cowan Road Middle School is identified as a Title I school under the Every Student Succeeds Act (ESSA). Title I is designed to support State and local school reform efforts tied to the challenging State academic standards. The goal is 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 jointly develop with parents and family members a written Parent and Family Engagement Policy.

Jointly-Developed School Policy for Shared Student Achievement

What is it?

This is a policy that describes how Cowan Road Middle School will provide opportunities to improve family engagement to support student learning. Cowan Road Middle School values the contributions and engagement of parents and family members. The purpose is to establish an equal partnership for the common goal of improving student achievement. Cowan Road Middle School, in meaningful consultation with parents, jointly developed with and agreed upon, a written policy that will include relevant activities and actions that support effective parent and family engagement and strengthen student achievement. This plan describes the school's expectations for parent and family engagement, ways that Cowan Road Middle School will implement and support specific family engagement activities and how parents can help plan and participate in activities and events to promote student learning at school and at home.

How is it revised?

The policy is revised annually each spring. Cowan Road Middle School involved parents in an organized, ongoing and timely manner in the planning, review and improvement of programs under Title I, Part A. Programs included the School Parent and Family Engagement Policy, the School Improvement Plan, the School-Parent Compact, and the family engagement budget. Regular in-person or online meetings were held for parents to formulate suggestions, to participate in decisions relating to the education of their child and for staff to respond to any suggestions as soon as practicably possible. Parents were involved in the development of the policy by providing feedback and input during in-person or online workshops, and multiple stakeholder meetings held in the spring of each year at varying dates/times, online via feedback from the school's website and through the newsletter and notifying and inviting all stakeholders to review and revise the policy in multiple ways including: school system website, flyers, automated phone/email messaging system, social media, and newsletters.

Additionally, parent input and comments regarding this plan are welcome during the school year through an online form and at in-person or online meetings. The plan is posted on the school website for parents to view and submit feedback throughout the year. All parent feedback received during the year will be used to revise the plan for the next school year. We also distribute an annual survey online and provide paper copies of the survey to ask parents for their suggestions on the plan and the use of funds for family engagement. Parents and family members can also give feedback during several in-person or online parent meetings and activities. The School Parent and Family Engagement Policy is then updated and distributed to parents and the local community. If the school improvement plan is not satisfactory, Cowan Road Middle School will submit any unsatisfactory parent comments on the plan upon submission to the district.

Who is it for?

All students participating in the Title I, Part A program, and their families are encouraged and invited to fully participate in the opportunities described in this plan. Cowan Road Middle School will provide full opportunities and information, to the extent practicable in a language parents understand, for the participation of parents and family members with limited English proficiency, parents with disabilities, and parents of migratory children.

Where is it available?

At the beginning of the year, a copy of the plan is distributed to all parents at Open House. It is also distributed to parents and the local community at parent engagement events. A copy of the plan is provided in the new student orientation packet, at in-person or online parent workshops and in the front office. Additionally, the plan is posted on the school website and via social media. Parents can also retrieve a copy of the plan in the Parent Resource Center which is located outside of the front office at Cowan Road Middle.

School-Parent Compact

As part of the jointly developed plan, Cowan Road Middle School our families will jointly develop a School-Parent Compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. The compact will detail how a partnership will be built and developed to help children achieve the State's high standards. This was a collaborative effort achieved when the school:

- Jointly developed a School-Parent Compact with parents through multiple in-person or online stakeholder meetings offered at two different times in which parents were able to give written and verbal feedback and suggestions, through online feedback forms on the website and in the school newsletter and notifying all parents of the invitation to participate and that the purpose of the in-person or online meeting is to review and revise the school-parent compact through the school system website, flyers, automated phone/email messaging system, social media, and newsletters.
- Created a compact that outlined how parents, the entire school staff, and students will share the responsibility for improved student academic achievement by using input from teachers on suggested learning strategies, parents on the type of support they need, and students on what would help them learn. Parents are encouraged to attend in-person or online annual revision meetings held in the spring each year to review the compact and make suggestions based on student needs and school improvement goals. Parents are also encouraged to participate in the annual Title I parent survey that is also used as a tool to collect parent feedback regarding the current Title I programs and the compact.
- Described how they will build and develop a partnership to help children achieve the challenging State academic standards by the school providing specific activities/strategies to families for at home learning, and to promote student growth on identified school/grade level academic achievement goals. The family will utilize strategies provided by the school to support student learning. Teachers and families will partner to set reasonable expectations for student academic growth. The students will share responsibility for their learning targets jointly established with their teachers and families.

Annual Title I Meeting

We encourage and invite all parents to an evening of information and learning about our Title I program. The in-person or online meetings will cover our school's Parent and Family Engagement Policy, the School Improvement Plan, the School-Parent Compact, and parents' requirements. Meeting information will be posted in the school newsletter, on the school website, via social media and through ParentLink. The in-person or online annual meetings will be held at a convenient time in August 2022 and will also be available to view online on the school website.

Communications

Cowan Road Middle School will promote and support parents and family members as an important foundation of the school in order to strengthen the school and reach achievement goals. The school will take the following measures to provide parents of participating children information and supports by:

- Providing timely information about Title I programs through various methods including at the in-person or online Annual Title I meetings, through the Title I Information Sheet in the student's agenda, at Student Showcase Night, posting on school webpage, placing in the parent resource center and at ongoing in-person or online workshops.
- Offering a flexible number of in-person or online meetings in the morning, afternoon or evening by offering meetings at flexible times according to parent input from the fall and spring parent surveys.
- Offering in-person or online meetings in flexible formats by posting information from in-person or online workshops on the school webpage, and YouTube channel. Parents may also email the parent liaison for any missed meetings or meeting information. Meetings are also offered at community establishments.
- Providing transportation to prevent barriers to parent and family engagement by offering transportation to attend school parent engagement events based on parent feedback.
- Providing childcare to prevent barriers to parent and family engagement by offering childcare while the parents attend parent engagement events based on parent feedback.
- Addressing opportunities for in-person or online regular meetings if requested by parents by offering resources and information from meetings and the Parent and Community Engagement Liaison will respond to parent requests for Title I programs/in-person or online meetings within 1-2 business days.
- Providing information related to the school and parent programs in an understandable and uniform format, including alternative formats upon request and in a language parents can understand, by providing a Spanish statement on documents directing parents who to contact if translation is needed, making translators available upon request and by using parent-friendly language void of acronyms and education lingo.
- Responding to parent requests by following a communication plan that the Parent and Community Engagement Liaison will respond to parent requests for Title I services within 1-2 business days through a phone call, email, note or in-person contact.
- Distributing the Parent and Family Engagement Policy to parents, family members and the community at open house, in the new student orientation packet, on the school website, via social media, in the front office, at in-person or online parent workshops and in the school Parent Resource Center.



Reservation of Funds

School districts that receive more than \$500,000 in Title I funds are required to reserve 1% of funds for parent and family engagement activities. Cowan Road Middle School will take the following actions to engage parents in decisions about how Title I, Part A funds are spent by:

- Sharing the budget for parent and family engagement activities and programs with parents by presenting at workshops, sharing the newsletter and on school webpage, and presenting information at school in-person or online stakeholder meetings to determine how Title I funds should be spent.
- Involving parents in input opportunities for how the funds are used by discussion at in-person or online workshops, notifying all stakeholders of the multiple in-person or online meetings at varying dates/times to provide input on the 1 percent reservation of parent engagement funds and through multiple forms on the website, and through feedback on surveys and in-person or online meeting feedback forms.



Coordination of Services

Cowan Road Middle School will coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local programs. The school will also conduct other activities that encourage and support parents in more fully participating in the education of their children by the school:

- Coordinating and integrating parent and family engagement programs, activities, and strategies with Special Education, or English to Speakers of Other Languages (ESOL), and college and career ready resources or organizations by partnering on informational sessions and events for parents.
- Translating important parent correspondence into a language that a significant percent of the students and families speak. Documents which are not translated will contain a statement for identified languages indicating who to contact for translation assistance.
- Coordinating with other organizations, businesses, and community partners to provide additional supports and resources to families by providing literacy resources for families.
- Making resources available to parents to utilize and check out through a Parent Resource Center that contains resources on math, ELA, Social Studies, Science, transition to middle school, the Family and Parent Engagement Policy, School-Parent Compact, academic brochures and flyers, testing resources and other resources. Many materials will be available in identified languages.

Building Capacity of School Staff

Cowan Road Middle School will provide in-person or online 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.
- How to reach out to, communicate with and work with parents as equal partners.
- Implementing and coordinating parent programs.
- Building ties between home and school.

The school will train staff by:

- Providing in-person or online trainings at grade level/faculty meetings.
- Providing online avenues to build staff capacity.
- Emailing staff information to build parent capacity with reflection questions/input.
- Sharing information in a parent friendly language.

Cowan Road Middle School will provide reasonable support for parent and family engagement activities as parents may request by:

- Following a communication plan for responding and building relationships with families.
- Providing reasonable supports such as providing monthly newsletters that feature tips, games, web resources, and other activities focusing on the identified school goals.
- Providing information at open house, Student Showcase Night, in-person or online Title I meetings, workshops, and at stakeholder meetings, and in the new student orientation packet.
- Providing a parent resource center, offering parent-teacher conferences, combining events with another program and community events to provide information.
- Using a variety of methods to support families including through online videos, online feedback opportunities, transportation, childcare, and translation/interpretation services.

The school will also take the following actions to provide other reasonable support for parent and family engagement activities including having in-person or online flexible meeting days and times and providing parents with helpful resources.



Building Capacity for Family Engagement

Cowan Road Middle School will provide the following activities that have been chosen, in meaningful consultation with our parents, to be undertaken to build parents' capacity for engagement in the school to support their children's academic achievement:

- Engaging parents in the development of in-person or online training for teachers, principals, and other educators to improve the effectiveness of that training by using parent feedback on input forms, through surveys and in-person or online workshops on topics for staff training, and using a parent co-presenter at the training.
- Providing necessary in-person or online literacy training for parents after the district has exhausted all other reasonable available sources of funding of such training by hosting in-person or online parent workshops for literacy, having resources available to enhance literacy through newsletter tips and providing parent resources.
- Paying reasonable and necessary expenses for activities, including transportation and child care costs, to enable parents to participate in school-related in-person or online meetings and trainings by utilizing childcare and transportation services as needed for family members to attend school functions.
- Training parents to enhance the engagement of other parents by offering a variety of methods of communication as well as offering in-person or online workshops in partnership with other events at the school and designing a role for co-presenters to speak at parent engagement events.
- Maximizing parent and family engagement and parent participation by arranging in-person or online school meetings at a variety of times and providing online options by in-person or online posting workshop information on the school webpage and school YouTube channel, hosting in-person or online meetings at different times of day and on different days of the week, sharing information for those parents who could not attend by recording workshops or a video summary of the workshop with contact information and posting it on the school website and/or social media, by providing events in the community and sending information via email to parents who request information.
- Adopting and implementing model approaches to improving parent and family engagement by providing online opportunities for families to be engaged, implementing various in-person or online meeting times and methods, communicating and advertising events and information at the school with notice, and personally engaging with parents and families often.
- Encouraging parent participation on the districtwide parent advisory council to provide advice on all matters related to parental engagement in Title I, Part A programs by reaching out to and submitting a list of engaged parents to participate on the District Parent Advisory Council (DPAC).
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations in engagement activities by clearly defining the roles for each participant and supporting in-person or online parent meetings/events.



Parent and Family Engagement

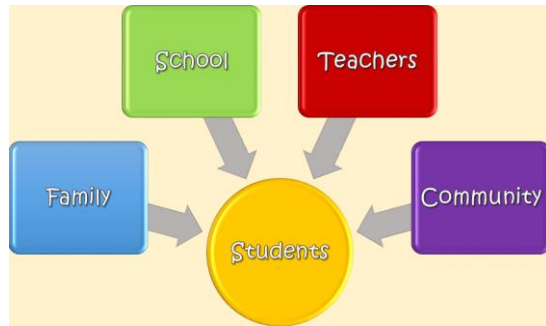
To Cowan Road Middle School parent and family engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring that:

- Parents play an integral role in assisting their child's learning
- Parents are encouraged to be actively involved in their child's education at school
- 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

School Parent Resource Center

Come visit the school Parent Resource Center located outside the front office at CRMS to check out pamphlets, study materials, and activities to use at home with your child.

Hours: Monday-Friday, 8:00am-4:00pm



District Parent Resource Center

Books, DVDs, pamphlets in identified languages, and computer access are available at the District Parent Resource Center located in Room 121 on 234 E. Taylor Street. The center is open Monday-Friday from 8:00am-4:00pm and after hours by appointment.

Mrs. Barbara Alston

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Building Capacity of Parents

Cowan Road Middle School is committed to building parents' capacity for strong parent and family engagement to ensure effective engagement of parents and to support a partnership among the school and the community to improve student academic achievement. The school will:

- Provide materials and in-person or online training to help parents work with their children 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 by providing information and resources at in-person or online workshops, on social media and school webpage, at parent-teacher conferences, resources in packets from the Parent and Community Engagement Liaison and through parent resource center materials.
- Provide assistance to parents in understanding topics such as:
 - Description and explanation of the curriculum in use at the school by providing resources at in-person or online parent workshops, Student Showcase Night, open house and parent-teacher conferences.
 - Challenging State academic standards and achievement levels of standards by providing resources at Student Showcase Night, in-person or online workshops, tips and helpful websites in the monthly newsletter, and parent-teacher conferences.
 - State and local academic assessments including alternate assessments and a description and explanation of the assessments used to measure student progress by presenting resources at in-person or online workshops, Student Showcase Night, parent-teacher conferences and on the monthly school newsletter.
 - Requirements of Title I, Part A by offering the in-person or online Annual Title I meetings and providing the Title I Information Sheet in your child's agenda.
 - How to monitor their child's progress through parent-teacher conferences, in-person or online workshops, sending home progress reports and report card, offering Student Showcase Night, and online resources on your child's teacher's website.
 - How to work with educators to improve the achievement of their child by offering parent-teacher conferences throughout the school year and by parent request, contacting parents regularly, and offering in-person or online parent workshops.
 - Strategies parents can use to support their child's academic progress by providing parent workshops about various academic tips and strategies, the monthly school newsletter for strategies and tips, accessing information online at the school's website, YouTube channel, or Facebook page.
 - Partnering with teachers to support their child's academic achievement by providing materials and resources to help parents work with their child to improve their child's achievement through regularly communicating, sharing Infinite Campus resources, and offering parent-teacher meetings and in-person or online parent workshops.
- Provide parents individual student academic assessment results and interpretation of those results by hosting in-person or online workshops about the Georgia Milestones Assessment and providing online resources for the Georgia Milestones Assessment (GMA).

