



***Warren G. Harding Middle School***  
**Parent and Family Engagement Policy**

***School year 2020-2021***  
***Revision Date: May 25th, 2020***

In support of strengthening student academic achievement, Warren G. Harding 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 Warren G. Harding Middle School agrees to implement the following requirements as outlined by Section 1116:

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

### **Section A: JOINTLY DEVELOPED**

**Warren G. Harding 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 opportunities for regular meetings, if requested by parents, 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.

- **Winter and Spring Title I Parental Input Meetings. A meeting was held Virtually on May 18 and May 25th where parents were invited to give input into the development of the parent and family engagement policy and school parent compact.**
- **SAC Meetings- are held with our school's partners monthly**
- **Parent Surveys- 2 types A Capacity building survey at the school level and the District wide survey online.**
- **Teachers and administrators available upon request**

### **Section B: ANNUAL TITLE I MEETING**

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

- **The meeting will be held on Back to School Night in September 2020. This will include a presentation by administration on the requirements of Title I part A, parent rights under the law, the state academic content standards and assessments, ways to work with educators and how to monitor student progress.**

### **Section C: COMMUNICATIONS**

**Warren G. Harding Middle School** will take the following actions to provide parents of participating children with (1) Timely information about the Title I programs, (2) Flexible number of meetings, such as meetings in the morning or evening, (3) transportation, child care or home visits, as such services relate to parent and family engagement and may use Title I funds and (4) Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand.

- **Information will be available on website and social media and updated no less than twice a month.**
- **Copies of the parent and family engagement policy as well as information about all school and parent programs, meetings, and other activities will be sent home with students**
- **Information about all upcoming parent and family engagement activities will be available in each dean's office on report card conference days. It will also be posted around the school.**
- **Information about all upcoming parent and family engagement activities will be available in the main office at all times.**
- **All communication from the school will be distributed in parent-friendly language and translations into many languages are available through partnership with the district's Family and Engagement Office.**

## **Section D: SCHOOL-PARENT COMPACT**

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

- **Information will be gathered from parent surveys**
- **Discussions about ways to improve academic achievement and continue to develop partnerships will happen at all parent workshops and curriculum nights**
- **SAC and Community Engagement Meetings will allow parents to express their opinions and make suggestions directly to school administration**
- **Winter title I meeting Parent (input into budget planning) and Spring Title I Parental Input Meetings. A meeting was held on May 18th and May 25th, 2020. Where parents were invited to give input into the development of the parent and family engagement policy and school parent compact.**

## **Section E: RESERVATION OF FUNDS**

**Warren G. Harding Middle School** will take the following actions to involve the parents 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:

- **Gaining feedback from the Winter Title I Parental Input meeting. At this meeting, there is a specific agenda item to discuss the use of Title I funds, including the use of the 1% parent engagement set aside.**
- **Hosting Family Engagement Curriculum Nights**
- **Purchasing Parent Homework Dictionaries**
- **Ensuring a parent resource center is developed with access to technology**

## **Section F: COORDINATION OF SERVICES**

**Warren G. Harding 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 parents in more fully participating in the education of their children by:

- **Events organized by City Year**
- **After-school programming offered by Education Works**
- **Community Partner and Parent Meetings(Monthly)**
- **parent workshops and training with family engagement liaison**

## **Section G: BUILDING CAPACITY OF PARENTS**

**Warren G. Harding Middle School** will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

1. **Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards; and**

2. Materials and training to help parents to work with their child 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
3. Providing assistance to parents of participating children, as appropriate, in understanding topics such as the following:
  - a) **The challenging State's academic standards**
  - b) **The State and local academic assessments including alternate assessments**
  - c) **The requirements of Title I, Part A**
  - d) **How to monitor their child's progress<sup>9</sup> parent portal)**
  - e) **How to work with educators to improve the achievement of their child**
  - f) **Informative curriculum nights**
  - g) **Parent-teacher conferences**
  - h) **SAC Meetings are held with our community partners monthly**
  - i) **School events such as the Talent Show, school play, and athletic games/meets**
  - j) **The Title I annual parent meeting will be held on Back to School Night. This will include a presentation by administration on the requirements of Title I part A, parent rights under the law, the state academic content standards and assessments, ways to work with educators and how to monitor student progress.**

#### **Section H: BUILDING CAPACITY OF SCHOOL STAFF**

**Warren G. Harding Middle School** will provide 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, 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 by:

- **Parent workshops facilitated and run by teachers**
- **Initiatives developed by the FACE department and supported by the school organization**
- **Family involvement events organized through community partners**
- **Parent-teacher conferences and open house**
- **A professional development will be held on a district PD day in the fall or winter where staff will be trained on effective methods of parent engagement and communication. Results of the parent surveys will be shared with staff during this PD.**

**Warren G. Harding Middle School** will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

- **Parents receive child's progress/Interim reports (Oct 6-8)(Dec 15-17)(March 2-4)(May4-6)**
- **Parent-teacher conferences(Nov11-20)( Feb 3-5)(April 14-16)**
- **Parent surveys 2- a school level and a district level survey**
- **providing parents with teacher email addresses in the parent portal.**
- **Direct contact via the school website or social media accounts**
- **Contacting the school directly**

## **PARENT AND FAMILY ENGAGEMENT POLICY DISCRETIONARY COMPONENTS**

- Pay reasonable and necessary expenses associated with local parent and family engagement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions.
- Train parents to enhance the engagement of other parents
- 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 parents who are unable to attend conferences at school.
- Adopt and implement model approaches to improving parent and family engagement.
- Develop appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities.

\_\_Mary J. Sanchez\_\_\_\_\_  
Principal Signature

\_\_\_\_9/14/2020\_\_\_\_\_  
Date