

## Parent and Family Engagement

1. Describe how the school will convene an annual meeting to inform parents of the school's participation in Title I and explain Title I requirements, including the 1% set-aside, and the right of parents involved. (Sec. 1116(c)(1))

Each fall the SJHS hosts two meetings to inform parents of our Title I participation and the requirements of our Title I. Parents are notified in a variety of ways for when the meeting will take place - the school parent newsletter, Schoolcast message from the principal, the school Facebook page and the exterior school sign. The information is presented in two meetings - one in the morning and one in the evening. During the meeting the administrator reviews a presentation of all the requirements of a Title I school, parent/family rights and responsibilities, and services available as a Title I school. In addition the administration reviews the school data and informs parents of where we have been and the goals we wish to achieve. Parents are encouraged to provide input for improvement and to be involved. The School-Parent Compact is reviewed and parents are provided additional copies.

2a. Describe how there will be a flexible number and format of parent meetings offered, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement.

For all types of parent meetings, whenever possible, alternate times are scheduled. For our conference dates, evening and morning appointment times are available for parents. The Annual Title I meeting is scheduled for morning and evening opportunities.

2b. Describe how parents will be involved in the planning, review and improvement of the Title I Program (Note: State the school's process for how all Title I parents have the opportunity for involvement in decision-making).

We have meetings at the beginning and middle of the year when all parents are invited and given important school data and school improvement information. At these meetings the administration reviews the data utilized, as it is available, for the comprehensive needs assessment. Parents are encouraged to provide input to the school improvement plan. At the beginning of the school year, parents are encouraged to participate in the planning process. Meetings are held specifically to provide information and gain parent input to the creation of the plan.

2c. Describe how funds allocated for parent involvement are being used in the school. (Sec. 1116(c)(2)(3)).

A parent involvement coordinator is funded to assist the school with parent involvement.

3. Describe how the school provides parents of participating children timely information in a uniform format and, to the extent practicable in a language they can understand, about programs under Title I, a description and explanation of the curriculum in use, forms of academic assessments, and achievement expectations used, and, if requested by parents, opportunities for regular meetings to formulate suggestions and participate as appropriate in decisions related to the education of their children. (Sec. 1116(c)(4)(A)(B)(C))

Progress reports and report cards are sent home at mid-term and end of term, respectively. Parents are provided information on how to access grades, discipline, and attendance on INow. State testing reports are sent home with explanations of results when available. When information is sent home with students for parents, parents are notified to expect the information through Schoolcast. Whenever possible tutors are available to translate at meetings and registration events.

4. Describe how parents, the school staff, and students share responsibility for improved student academic achievement for participating students (How the School-Parent Compact is jointly developed with Title I parents; how it is used, reviewed, and updated). (Sec. 1116(d))

Parents, stakeholders, faculty, and staff participate in meetings to discuss and develop the School-Parent Compact. It is used to ensure that all members of the school community recognize their roles and responsibilities within the school community. It is reviewed annually and published in the school handbook.

5. Describe procedures to allow parents to submit comments of dissatisfaction with the Continuous Improvement Plan. (Sec. 1116(c)(5))

Parents can either provide comments in writing or through a conference with school leadership if their exists dissatisfaction with the Continuous Improvement Plan.

6a. Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children. (See ESSA Sec. 1116, requirements for building capacity and parental and family engagement).

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:

Shall 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, as appropriate, to foster parental involvement.

The school creates and provides programs and resources to allow parents to be equal partners in the education of their children. Once a month, a parent focused event is planned. Parents are provided resources and programs to help their children be successful in school. These programs include but are not limited to: how to utilize school technology resources; attendance awareness; how to read and understand state test scores; cell phone safety; parents invited to special programs/Thanksgiving Dinner/Awards. Parents are contacted regularly by concerning achievement and completion of assignments.

6b. Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children. (See ESSA Sec. 1116, requirements for building capacity and parental and family engagement).

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:

Shall educate teachers, office personnel, and other school 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.

The administration provides resources to the faculty on how to communicate and build ties between the parent and the school. Teachers are encouraged to utilize parents as partners and make contact throughout the year. Teachers are provided postcards to communicate with parents. Teachers maintain a monthly contact log of communications.

6c. Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children. (See ESSA Sec. 1116, requirements for building capacity and parental and family engagement).

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:

Shall to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities

with other federal 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.

The school has a parent resource room with all types of resources and the parents are allowed to utilize the computer lab to participate in the education of their children. Parents are invited to lunch with student in the cafeteria on special occasions. The extended day program has special events to include and educate parents.

6d. Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children. (See ESSA Sec. 1116, requirements for building capacity and parental and family engagement).

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:

Shall 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.

Sheffield Junior High School uses the Schoolcast communication system to send emails, phone calls, and text messages home to parents based on the information parents provide during registration. Schoolcast has the capability to translate the school communications in the language spoken at home. SJHS also sends home, via email, a newsletter that provides parents tips and strategies for helping their students with attendance and/or instruction, the school calendar, and information concerning the events/instruction currently happening in the school. Parent

6e. Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children. (See ESSA Sec. 1116, requirements for building capacity and parental and family engagement).

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:

Shall provide such other reasonable support for parental involvement activities as parents may request.

When parents request specific activities the school leadership seeks ways to support the initiative.

7. Describe how the school will ensure the provision for participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand. (See ESSA Sec. 1117(f))

The school provides parent communication in a variety of mediums to reach as many families as possible. The SJHS Parent Newsletter is sent home regularly to communicate and include parents in our activities and to inform them of how they can participate in specific events as well as their child's learning experience. Schoolcast phone calls, emails, and text messages are utilized and can be translated to a language the parents can understand. Hard copy flyers and letters are also utilized in involve/include our parents and are, whenever possible, translated to a language the parents understand.