



Title I

Parent and Family Engagement Policy

School Quail Hollow Middle School 2018-2019

I. Parent and Family Engagement Policy

A. Rachael Neill, Principal Deidra Nava, Assistant Principal Andre Plaisance, Assistant Principal Dwayne Simmons, Dean of Students Sharon Wilson, Multi-Classroom Leader Jaime McCaughna, Academic Facilitator QHMS SLT Members Rachael Neill Principal Chris Klapheke -Chair Deidra Nava Assistant Principal Andre Plaisance Assistant Principal Renee Meyrose Humanities Chair Kris Wawer LaShae Tietz Co-Math Chair Sharon Wilson Co-Math Chair Meredith Barton-Metzger Science Chair Jaime McCaughna Technology & Communications Freda Gray 8th Grade Representative Aketa Ogletree 7th Grade Representative Lisa Robinson Electives Representative Laura Case Parent Sylvia Colvin Parent Brittnay Know Parent Chris Klapheke Parent Jay McBride Parent Jason Moore Parent

B Members of the team are members of the Instructional Leadership Team as well as school-based School Leadership Team members are voted on by staff. Parent members of the SLT were voted on at Clubhouse meeting on 9/5/18. Grade level representatives were nominated and voted in opening back to school meetings. Policy created and edited during SLT meeting.

II. Annual Information Meeting

A variety of opportunities is available for parents to participate in the meeting.

- Open House August 24 (daytime and evening sessions available). Spanish interpreters available.
- Curriculum Night September 25, 2018, at 5:30 PM. Spanish Speaking Session held in Media Center Spanish interpreters available
- The PowerPoint presentation is also available on the school website.

III. Flexible meeting times

- Back to School Open House was held at two different times ..
- Handouts and presentations from events are posted to the school website.
- The Falcon Connection (school newsletter), recaps important events that occurred for families. Articles in the Falcon Connection also provide opportunity for follow-up or for more information. When the Falcon Connection is published, a Connect Ed message is sent to parents and the Falcon Connection is emailed to families that have an email address in PowerSchool. The Falcon Connection promoted on social media (Facebook, Instagram, and Twitter).
- Parents are also encouraged to participate in a variety of ways in school: volunteer opportunities before and after school, participation in the International Festival, joining the School Leadership Team, proctoring, PTSA, Booster Club, and other opportunities.
- SLT and PTSA meetings are held before school (7:30 AM) at parent request to accommodate parents who need to meet before going to work.

IV. Title I Part A Planning

- As necessary, the Title I Part A program will be discussed evaluated and improved during School Leadership Team Meetings. The SLT meets monthly. All meeting dates are posted publicly on the school website. V. Parent Information and Opportunities

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1. Timely information about Title I Part A Programs

- School website, Falcon Connection (school newsletter), Connect Ed messages (also translated) via email and phone, social media (Facebook, Instagram, Twitter), School Leadership Team Meetings (open to all families).

2. School performance profiles

- School performance data is included in the School Improvement Plan. The School Leadership Team develops the School Improvement Plan. The School Improvement Plan contains all pertinent data from the End of Year testing. Interim test data is reviewed quarterly in School Leadership Team meetings.
- Parents are notified by letter and ConnectEd message when NCDPI releases School Report Card data each school year.

3. Assessment results of their child's performance

- Progress reports are sent home mid-quarter and report cards are sent quarterly. In addition, parents have access to PowerSchool, which provides student attendance information as well as the most current grades for a student. Parents can access more detailed information about student mastery demonstrated on unit assessments and interim assessments by using Mastery Connect. The parent platform provides parents information about mastery by learning standard. Parents are also given student progress reports for the NWEA MAP (Measures of Academic Progress) assessment to monitor student growth over time.

4. A description and explanation of the curriculum, assessment forms, and proficiency levels and state standards. Include strategies to inform parents with language barriers and/or disabilities

- QHMS follows the NC Standard Course of Study for each grade. The curriculum can be accessed here: <http://www.dpi.state.nc.us/curriculum>. Student proficiency levels and state standards can be accessed here: <http://www.dpi.state.nc.us/accountability/reporting/>
- QHMS uses interpreters through the international center to assist in meeting the needs of families with language barriers

5. Opportunities for regular meetings to participate in decision-making

- The School Leadership Team meets every month and parents are encouraged to attend. There are positions on the School Leadership Team that are held by parents, but other parents that are not elected members are still invited to attend and participate. The only closed meetings are those in which the school safety plan is developed and/or discussed.

6. Timely responses to suggestions and questions raised by parents

- Parents are able to contact the school by phone, email, or in-person.

7. Reasonable access to staff, opportunities to volunteer and participate in a child's class

- Parents are invited to participate in at least one conference during the first quarter as well as additional conferences beyond. Teachers' planning times are structured such that they are available for conferences on Tuesdays and Fridays. Teachers can meet with parents during the school day or in the morning before school and after school as schedules permit. Parents are encouraged to volunteer and opportunities are advertised in phone messages using Connect Ed, email, school newsletter, school website, social media sites, and through the CMS Volunteer site. Our Volunteer Coordinator works in the Front Office and is available to all families throughout the school day.

VI. School-Family Compact

- The Learning Compact was provided to all families with the Back to School Paperwork in English and Spanish. Paperwork was available for download from the school website before school began. Paperwork was also provided at Open House. The Learning Compact was reviewed during the Annual Meeting. The Annual Meeting occurred at the following times:
 - Open House August 24 (daytime and evening sessions). Spanish interpreters available.

- Curriculum Night September 25 , at 5:30. Spanish interpreters available.
- The PowerPoint is also available on the school website. B. The compact is available on the “Title I Funding” page of the school website and in the front office.

VII. Building Parent and Family Engagement Capacity

1. Provide assistance to parents in understanding performance standards, assessment, Title I, monitoring their child’s progress, and participating in decisions relating to the education of their child

- With each score report provided, QHMS will provide a letter providing information that is more general. Information will also be provided at Curriculum Night and other quarterly meetings held as necessary. Teachers will also review this information in parent conferences. Interpreters and translators will be available.

2. Provide materials and training to help parents work with their children (literacy training, computer skills, homework assistance/workshops, family literacy nights, adult ESL, GED etc.)

- Information will also be provided at Curriculum Night and other quarterly meetings held as necessary. Teachers will also review this information in parent conferences. Interpreters and translators will be available.

3. Educate teachers and other staff to work with parents

- The Beginning Teacher Support Program is differentiated to meet the needs of the individual teachers and coaching is provided on parent communication as necessary.

4. Coordinate and integrate parental involvement programs/activities

- The School Leadership Team and the Instructional Leadership Team will coordinate events based on the needs of the school community. Parents will be informed via email, phone messages, newsletter, and social media.

5. Develop appropriate roles for community-based organizations and businesses

- Forest Hill Church, Southminster Retirement Community, Rose Transportation, volunteers from South Mecklenburg High School, and others support QHMS in the community. These organizations provide time for school facilities beautification, volunteers for student support, and monetary contributions.

6. Conduct other activities as appropriate and feasible that are designed to help parents become full partners in the education of their child

- Parents are invited to Open House, Curriculum Night, Teacher Conferences, quarterly evening events, the annual International Festival, athletic events, performances, concerts, and volunteer opportunities.

7. Ensure that information related to parent involvement is sent home in the language used in the home

- Connect Ed messages are translated in the home language and letters are translated to Spanish by the International Center or a teacher.

VIII. LEP and Disabled Parents and Families

A. Provide full opportunities for the participation of parents with limited English proficiency or with disabilities

- Interpreters will be available at all evening events and at teacher conferences.
- Two members of the Front Office Team speak Spanish and are available to assist with urgent needs.

IX. Reservation of Funds: Not less than 1% of the LEA’s allocations SHALL be reserved to carry out parent and family engagement activities, including family literacy and parenting skills. (95% of this allotted to individuals Title I schools)

A. Possible expenditures to be approved by SLT:

- Consumable novels
- Resources for Math and Literacy Nights
- Funding for parent events (supplies and refreshments)

X. Parent/Family Requests

A. Describe how you will provide reasonable support for parental involvement activities requested by parents.

- Parent conferences
- SLT/PTSA meetings
- Annual Title 1 meeting at Back to School Night
- Curriculum Nights
- Phone conversations/emails
- General correspondence

XI. Annual Evaluation

A. Discuss timeline and plan for involving parents in an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools.

- August- Open House
- September – SLT/Clubhouse Parent Meeting
- October –Parent Night/Annual Title 1 Meeting
- Meetings for families will be held periodically throughout the year
- Monthly- SLT, PTSA Meetings