

**Lowndes Middle School**

2379 Copeland Road  
Valdosta, GA 31601

Phone (229) 245-2280



*Revised May 4, 2017*

# Title I

## Family & Community Engagement Policy



## Lowndes Middle School

Mr. Bill Haskin, Principal

2017-2018

Revised May 4, 2017

## Description of

### School Parent & Family Engagement Policy

*Lowndes Middle School shall abide by and support all rules and regulations pertaining to Title I: Improving the Academic Achievement of the Disadvantaged, Public Law 1007-110, and the Family & Community Engagement Policy of Lowndes County Public Schools.*

- ◆ Lowndes Middle School will solicit family & community participation in jointly developing a School Family and Community Engagement Policy, a District Family and Community Engagement Policy, and a School-Parent Compact. These will be revised/updated annually. A copy of the policies will be distributed to every family and copies will be made available to community members via the school website. Parents will sign and return a checklist verifying they received Title I documents. We will also seek parent input in the updating and revising of the CLIP (Continuous LEA Improvement Plan), the School-Wide Improvement Plan, and the One-Year Action Plan.
- ◆ Parent/family meetings will provide the opportunity for all parents/families to offer suggestions and to participate in discussions relating to the education of their child(ren). Additional opportunities for families and community members to be involved shall include volunteering in the school and/or classroom in addition to serving as part of the LMS School Council. This school-based organization of parents, educators, and citizens collaborates to set goals for improving student achievement and evaluate the progress in reaching these goals. In addition, parents are encouraged to attend grade level programs/meetings regarding their child's progress.

## Definition of Family and Community Engagement

Family and Community Engagement is the participation of LMS families and its community in regular, two-way, and meaningful communication involving academic learning and other school activities. It means ensuring that families and the community:

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

We would love to have you join our **Family & Community Engagement Team**. We meet 5 times a year to discuss, plan and evaluate family/community engagement for Lowndes Middle School. If you are interested in being a part of our team, please complete the form below or scan the QR code below to complete the form electronically and you will be contacted by a school representative.

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 Complete this interest form and return to your child's teacher or scan the QR code below to complete it electronically. We look forward to having you on our team!

Your Name \_\_\_\_\_

Your Phone: \_\_\_\_\_

Your Email: \_\_\_\_\_

Child's Name \_\_\_\_\_

Child's Grade \_\_\_\_\_

This is a QR code to the electronic form >>>



## Support

\*\* Lowndes Middle School invites all families, as well as local community members, to serve on the Family and Community Engagement Team. Participants will be updated on important school information as well as have an opportunity to be involved in planning meaningful family and community engagement activities at the school. Families & community members will be given opportunities to be involved in the decision regarding how funds reserved are allotted for family and community engagement activities. If you are interested in being a part of this team, please see the back cover for the QR Code to an electronic interest form or complete the interest form on the right and send to your child's teacher.

\*\* A Parent Information Resource Center (PIRC) is available to provide families and the community with information and resources regarding parenting and the education of their child.

## Title I Information

**Title I** is part of the Every Student Succeeds Act and is the foundation of the federal commitment to ensure that all children are provided with a high-quality education.

Schools such as LMS, with at least 40% of students receiving free or reduced-price meals, are eligible to operate a Title I program. LMS participates in the school-wide Title I program model, which provides benefits to all students and is not just limited to those students who are considered to be economically disadvantaged.

- ◆ Lowndes Middle School will survey its parent population annually to evaluate the effectiveness of our Family and Community Engagement program. As part of this evaluation, the Family and Community Engagement Team, as well as any other interested parents, community members, school administration, and staff shall meet to review and/or revise the school's Family and Community Engagement Policy, School-Parent Compact and the School-Wide Improvement Plan. The Title I office will provide technical assistance and/or advisement in the development of the local School Family and Community Engagement Policy, One-Year Action Plan, School-Parent Compacts, and family engagement workshop opportunities. All suggestions for improvement and identified barriers to parent & community engagement shall be noted.
- ◆ Our parents, families and local community join the Lowndes Middle School staff in developing and assessing school improvement strategies. Parents/families are encouraged to participate in decision making. We work collaboratively as a team to address issues, make plans, and implement those plans. Frequent reports are sent home about children's progress. In addition, our faculty will communicate about the children's progress through email, notes, and phone calls. Our faculty and staff embrace these ideas and provide access to classroom activities and encourage frequent communication.
- ◆ School personnel will receive information provided by the Family and Community Engagement Team to stress the value of family & community contributions, involvement & engagement. The Family and Community Engagement Team and the school will work jointly to reach all parents and to encourage the building of partnerships between home, school, and the community.

## Family and Community Engagement Program & Activities

- ◆ LMS will maintain an active Family and Community Engagement Team that will convene at least five times/year at the school.
- ◆ All parents, families & the community will be invited to an Annual Title I Meeting in the fall of each year. The purpose of the meeting will be to:
  - Inform parents/families/the community about the guidelines, purpose, goals, and expectations of the Title I Program and their right to be involved.
  - Inform parents/families/the community of their important role in their child’s success.
  - Encourage parents/families/the community to participate in school functions, particularly “Family Night” activities.
  - Provide parents/families/the community with a description and explanation of the school curriculum (Georgia Standards of Excellence).
  - Provide parents/families/the community with results of the annual school performance review (CCRPI report).
- ◆ We will offer a variety of parent meetings/workshops at flexible times, based on the needs identified in the parent survey. We are members of the National Network of Partnership Schools (NNPS), which uses the Epstein model of family/community engagement. We will base all of our meetings/workshops on their Six Types of Engagement and will use the Action Team approach. Family and Community Engagement Team meetings are scheduled throughout the school year and will have called meetings if there is a need. All parents/families/community members are invited and encouraged to attend. A printed agenda shall be presented, attendees shall acknowledge their presence by signing an attendance log, and meeting minutes will be recorded. A

parents/families and how they, along with the entire school staff, will share the responsibility for improving student academic achievement. The Compact is the means by which the school and parents/families will build and develop a partnership to help children achieve the state’s high standards. The compact will be sent home with all students during the fall of each school year and will be provided to new students upon entering LMS. Translations in other languages will be available as needed. The Compact will be revised annually. Parents/Families/Stakeholders/Community Members will be invited and encouraged to offer input on any revisions. We will strive to have a 100% return rate on signed Compact coversheets.

- ◆ Our school shall communicate regularly with parents/families through a variety of media/methods, including but not limited to: parent/family meetings, parent/family-teacher conferences, school and district website, parent/family workshops, “Remind” text messages, “Family Night”, newsletters, information sent home via students, and recommended websites that provide ideas for working with children at home. Translators will be provided to the extent practicable.
- ◆ Assessments used to measure student’s progress and the proficiency levels the students are expected to meet will be explained to parents/families. Information to be shared will include how teachers use classroom performance, grades, portfolios, standardized and teacher-constructed tests, self-assessment, questionnaires, and professional judgment in determining student progress toward meeting the Georgia Standards of Excellence .
- ◆ An explanation of the GA Milestones Assessment will be provided. Parents will be made aware that this test assesses a student’s knowledge of the local and state curriculum.

## School Measures to Provide Required Assistance

- ◆ Family and Community Engagement at school activities is documented through sign-in sheets and evaluation forms. Also, at each Family and Community Engagement Team meeting, a printed agenda is presented and each attendee acknowledges their presence by signing an attendance log. To maximize safety, during “Drive-Thru” Family and Community Engagement events, the sign in procedure will be checking student’s name off a printed school roster. The Family and Community Engagement Team chairperson will work with the school district’s Title I Family and Community Engagement Coordinator to support the Family and Community Engagement Team members and the school faculty & staff in their efforts to increase Family and Community Engagement and improve student achievement.
- ◆ Our school will coordinate and integrate family and community engagement programs and activities with programs such as Special Education, ESOL, and “transitioning” (from elementary to middle school and from middle school to high school), as well as other programs to the extent feasible and appropriate.
- ◆ Lowndes Middle School will sponsor a Parent/Family Information Resource Center (PIRC) to further involve parents in their children’s education by providing them with resources, information and materials to address areas of concern for parents/families and students, such as local, state, and national academic content standards and standardized testing.
- ◆ A School-Parent Compact for all students will be jointly developed with parents. Each parent will receive a copy and will be asked to read it with their child. Compact cover-sheets will be signed and dated by parent/guardian, student, and teacher. The Compact is used to guide

printed flier will be sent home informing all families of the meeting dates, time, and location. In addition, we will advertise meetings on the school website and school marquee.

- ◆ Our faculty & staff will foster a family-friendly environment and provide parents & families with strategies/materials to monitor progress at home and support academic achievement. “Family Night” activities are held throughout the year with childcare, translators, or home visits, when feasible and funded under Title I. Evaluations are conducted at the conclusion of each activity. When appropriate, timely response will be made to parent suggestions. All unsatisfactory parents comments will be turned in to the district Title I office.
- ◆ Lowndes Middle School shall ensure that all families have access to information related to services provided by community agencies, parent programs, and school reports in a format and to the extent practicable, in a language such families can understand, including those with limited English proficiency, with disabilities, that are homeless, and migrant families. Local businesses and agencies will be encouraged to join in partnership with Lowndes Middle School through our “Community Partners in Education” program (CPIE).
- ◆ Open communication between our faculty/staff and families will be addressed through parent-teacher conferences (at least annually), school handbooks, newsletters, school and teacher web pages, Title I literature, progress reports, report cards, individual and mass phone calls, text messages and email. Parents are also encouraged to participate in the Infinite Campus Parent Portal where, via the internet, they can regularly view their child’s grades on assignments, current averages in every class and attendance.

**Building Capacity  
To Increase Family and Community  
Engagement**

*LMS will educate teachers, pupil services personnel, principal, and other staff, with the assistance of parents/families/the community, in the value and utility of contributions of parents/families/the community, and in how to reach out to, communicate with, and work with parents/families/the community as equal partners, implement and coordinate parents/families/the community programs, and build ties between home, school and the community. These opportunities will be made available through Power Point presentations and electronic handouts.*

**School-Parent Compacts**

**The “School-Parent Compact for Achievement” is an agreement that parents, teachers, and students develop together. It explains how parents, teachers, and students will work together to make sure all academic goals are met or exceeded. The Compact coversheet is signed and dated by parents, teachers, and students. The actual Compact is kept at home and the signed/dated coversheet is kept on file at LMS. The Compact is discussed at all parent/family meetings and is updated/revised annually.**

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<http://lms.lowndes.k12.ga.us/>

Policy Revision Date: May 4, 2017

**National Network of Partnership Schools - NNPS**

**Lowndes Middle School follows the NNPS model  
of “Keys to Successful Partnerships”**

**Parenting** – Assist families with parenting skills and setting home conditions to support children as students.

**Communicating** – Conduct effective communications from school-to-home and from home-to-school about school programs and student progress.

**Volunteering** – Organize volunteers and audiences to support the school and students.

**Learning at Home** – Involve families with their children on homework and other curriculum-related activities and decisions.

**Decision Making** – Include families as participants in decisions and develop parent leaders and representatives.

**Collaborating with the Community** – Coordinate resources and services from the community for families, students, and the school and provide services to the community.