



Parent and Family Engagement Policy 2022-2023

Quail Hollow Middle School

I. Parent and Family Engagement Policy

A.

Jamie McCaughna- Chair, Rachael Neill- Principal, Mrs. Culbreth- Bilingual Family Advocate, Jennifer Rose- Dean of Students, Renee Meyrose- MCL, Deidra Nave-MCL, Sharon Wilson-MCL, Tiffany Jasper-Parent, Maggie Guerrero-Parent, Sharon Arnold-Parent, Carrie Christian- Parent, Vickie Harmon-Parent,

B. Briefly describe the process your school used to:

1. select participants to develop the policy (school improvement team, parent/family committee)

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 a PTSA meeting on 9/5/22 at the school. Grade level representatives were nominated and voted in opening back to school meetings. Policy created and edited during SLT meeting. Implementation of the policy is reviewed and discussed during Lighthouse Action Team Meetings, ILT meetings, and quarterly SLT meetings.

2. develop policy (1-2 pages max) (policy should reflect Components II through XII taken from Parental Engagement Section 1116 of The Every Student Succeeds Act (ESSA)

3. implement policy

II. Annual Information Meeting

- Open House August 24 during the evening. Spanish interpreters available.
- The Title I Meeting September 26, 2022 . Spanish Interpreters available to assist parents.
- The PowerPoint presentation for the Title I meeting is also available on Parent Square. Parents are informed via Parent Square and on the school website.

III. Flexible meeting times

A. Describe your strategies to offer flexible times for parental and family engagement opportunities and meetings.

- Handouts and presentations from events are posted to the school website.
- Parent Square (Parent newsletter) sends important communication about events that occur for our school to families. Articles in the Parent Square also provide opportunity for follow-up or for more information. When Parent Square is published, an email message is sent to parents that have an email address in PowerSchool. Parent Square is promoted on social media (Facebook, and Instagram).
- 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,

joining a Leader In Me Action Team, proctoring, PTSA, Booster Club, and other opportunities.

- SLT and PTSA meetings are held via Zoom due to Covid to accommodate parents.

IV. Title I Part A Planning

A. What timeline and strategies will you use to involve parents and families in an organized, ongoing, and timely way, in the planning, review, and improvement of the Title I Part A Program.

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

A. Describe how you will provide parents and families with the following:

1. Timely information about Title I Part A Programs
2. School performance profiles
3. Assessment results of their child's performance
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
5. Opportunities for regular meetings to participate in decision making
6. Timely responses to suggestions and questions raised by parents
7. Reasonable access to staff, opportunities to volunteer and participate in child's class

1. **Timely information about Title I Part A Programs:** School website, Parent Square (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 standards. Sessions for how to use PowerSchool are conducted at Open House, The Leader In Me Night and at Report Card Pick Up Nights. Parents are also given student progress reports for the NWEA MAP (Measures of Academic Progress) assessment to monitor student growth over time.

VI. School-Family Compact

A. Discuss timeframe and strategies to present and explain compact to parents as it relates to the child's achievement. Include strategies to inform parents with language barriers and/or disabilities

- The Learning Compact was provided to all families on Parent Square (School Digital Newsletter) in English and Spanish. Paperwork was available for download from the school website and Parent Square. The Learning Compact was reviewed during the Annual Meeting. The Annual Meeting occurred on Zoom to be viewed at any time. 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

A. Briefly discuss how you will address the following:

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 EL, GED etc.)

- Information will also be provided during Parent/Teacher Conferences and other quarterly meetings held as necessary. 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 Parent Square, email, and social media.

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

- Pineville Church of the Nazarene, Salsarita's, 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 is designed to help parents become full partners in the education of their child

- Parents are invited to Open House, 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, an interpreter or a teacher. Parent Square messages are available in English and Spanish.

VIII. English Learners and Disabled Parents and Families

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

- Interpreters will be available at all evening events and at teacher conferences. Members of our Staff speak Spanish and are available to assist with urgent needs.

IX. Parent/Family Requests

A. Describe how you will provide reasonable support for activities requested by parent and Families.

- Parent conferences
- SLT/PTSA meetings
- Annual Title 1 meeting
- Report Card Pick Up Nights
- Phone conversations/emails
- General correspondence

X. Annual Evaluation

A. Discuss timeline and plan for involving parents and families in an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools.

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

{Please have this document translated into Spanish or other languages for your school}