

Holtville Middle School 2022-2023 Parent and Family Engagement Plan

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))

Holtville Middle School holds its Annual Meeting of Title I Parents in September. Parents are notified of the meeting through notices sent home with students and various media. Topics discussed at this year's meeting were -What it means to be a Title I school -The 1% Set-Aside for Parental Involvement -The LEA Title I Plan -The LEA Parental Involvement Plan -The ACIP -HMS's Parental Involvement Plan -School-Parent Compacts -Requesting teacher qualifications -Notifications of teachers who are not Highly Qualified -The Annual Evaluation of the Parental Involvement Plan -The process for how all Title I parents may have involvement in the 1% Set-Aside, the LEA Title I Plan, the ACIP, revising School-Parent Compacts, the LEA and HMS Parent and Family Engagement, and the Annual Evaluation of the LEA Parental Involvement Plan -Introduction of Parent Leaders/Contacts and requesting volunteers interested in becoming Parent Leaders/Contacts this school year.

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.

The faculty and staff of Holtville Middle School believe that parental involvement is a fundamental aspect of any educational program. Parent meetings will be held throughout the year on a flexible schedule, allowing all parents input into their child's education. Fifth Grade Orientation is held independently of Open House to allow administration to provide more in-depth explanations of HMS policies and procedures for students transitioning from elementary to middle school and includes a student-led school tour. Open House is held prior to the first day of school to allow more parents the opportunity to meet teachers and establish rapport. The Annual Meeting of Title I Parents informs parents of HMS's participation in Title I supplemental services. Parent Report Day was scheduled in September from 1 p.m. to 7 p.m. allowing working parents more opportunity to meet with teachers. Parental Involvement Committee meetings and Title I Advisory Committee meetings are scheduled after school and/or in the evenings to provide opportunity for higher attendance. Conferences are scheduled after school or during teacher's planning periods.

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).

Holtville Middle School believes that 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. The Annual Meeting of Title I Parents encourages parents to be actively involved in their child's education at school by volunteering to serve on the Title I Advisory Committee and/or the Parental Involvement Committee. The Title I Advisory Committee meets twice a year. The purpose of the Title I Advisory Meeting is to plan, review, and improve strategies to increase parental involvement. The Title I program, including the Federal Programs section of the Alabama Continuous Improvement Plan. All Title I parents have the opportunity for

involvement in how Parental Involvement funds will be spent by contacting representatives on the Parental Involvement Committee or by attending Parental Involvement Committee meetings. In addition, parents may voice concerns and opinions in the office, through email, or by phone. It is requested that parents fill out a Title I Parent Survey during second semester.

Survey results help evaluate the current Title I plan and guide development of the plan for next school year. The School Parent Compact is reviewed and revised during the Title I Advisory Meeting in the spring using survey data and input from all parents.

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

Funds are used to purchase assignment books for students in order to create a bridge for school-to-home communication.

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))

The Elmore County Code of Conduct and Student Handbook and the HMS Student Handbook Supplement are sent home to all parents at the beginning of each school year. The Handbook contains a description of the school's curriculum and student achievement expectations. Elmore County's website (www.elmoreco.com) has a description and explanation of research-based programs currently used throughout the county: Reading Renaissance, Alabama Math, Science, and Technology Initiative (AMSTI), STAR Reading and Math, Edgenuity, and E3 (LTF). Holtville Middle School presents information about its Title I programs, the curriculum, policies and procedures, school academic progress, and forms of assessment used during parent meetings held throughout the fall: Open House, Annual Meeting of Title I Parents, and Parent Report Day. Progress reports are sent home weekly in grades 5-6 and every two weeks in grades 7-8. Report cards are sent home 4 times a year. The PowerSchool parent portal is available to all parents to monitor student progress. School Messenger is utilized to notify parents by phone and/or email of important dates, activities, meetings, and information pertaining to their child's education.

Remind, class newsletters, Facebook, individual teacher blogs, and the school website provide updated information to help keep parents informed. Parents can communicate with the faculty through email, note, or phone. Conferences can be scheduled with teachers or through the office. An interpreter is provided to communicate with EL parents and documents are translated to the extent practicable in the language indicated on the Home Language survey

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))

Holtville Middle School's School-Parent Compact is developed through a coordinated effort by the Title I committee consisting of administrators, teachers, and parents. The School-Parent Compact reflects the

responsibility of the school, teacher, parent, and students in working toward student success. The School-Parent Compact is sent home the first day of school. The compact is updated through parent, student, and teacher conferences. The School-Parent Compact is reviewed and revised during the Title I Advisory Meeting in the spring using survey data and input from all parents.

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

Holtville Middle School recognizes parents as partners in the planning process for continuous improvement. HMS's Continuous Improvement Plan is a living document, which is evaluated and revised throughout the school year. The Leadership Team committee, which consists of administrators, teachers, parents, and students, reviews, evaluates, and revises the plan. Committee parents represent the entire school. Parents are informed at the Annual Meeting of Title I Parents of their rights to give input regarding the revision of the plan. Letters of Discontent are available in the office for parents to make and submit comments if they disagree with any aspect or component of the ACIP. Parents also have the ability to submit comments in person or in writing. The LT committee reviews suggestions and concerns monthly and addresses concerns as needed.

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.

Holtville Middle School will accomplish this through its required Annual Meeting of Title I Parents and Parent Report Day scheduled in September. The Annual Meeting of Title I Parents will provide information on Title I requirements and funding, an overview of the school's current status, and information on how to monitor their child's progress using iNow, assignment books, and progress reports. Parents are provided an overview of the district's Parental Involvement Plans. In addition, parents will be encouraged to participate in parent involvement activities throughout the school year. During Parent Report Day, teachers will go over the School-Parent Compact and Progress Reports with parents. Teachers utilize Remind and/or Class Dojo throughout the year to keep parents informed.

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.

HMS's Leadership Team and Title I Committee work diligently to ensure that all parent materials and training is closely aligned with our school's identified goals. HMS's Parent Resource Center contains information (in English and Spanish) on various parenting topics related to helping middle school age students, as well as two parent computers. The media center offers school supplies, a student maker-space, and extended hours after school for students to complete projects and computer-based assignments.

**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 importance of parent involvement will continue to be stressed thorough in-services, faculty meetings, and grade-level meetings. Parent Involvement information is discussed during Elmore County Counselor and Title I Meetings. Information on agencies offering family assistance is shared during these meetings. HMS's Problem Solving Team also meets to discuss ways to involve parents in their child's education.

**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.

Holtville Middle School coordinates its parent involvement program for all parents including parents of Special Education students, Title I students, and EL students. The school system's translator, as needed, translates notices for parent meetings. The translator is available to translate during parent meetings and parent/teacher conferences and for written communications requested. All parents are encouraged to attend the Annual Meeting of Title I Parents and PTSO meetings. In addition, HMS currently has a 21st CCLC Program, which offers parental involvement activities.

Parents are encouraged to volunteer at our school in various ways, including assisting with our

morning snack duties, chaperoning after school activities and field trips, volunteering to assist with school picture day, book fairs, and other classroom activities. The AT&T Language Line service and a county bilingual translator are utilized to build capacity for parental involvement. Elmore County's Handbook/Code of Conduct, HMS's Supplemental Handbook, and other important documents are translated in the language indicated on the Home Language Survey. Information provided to parents about meetings, programs, and activities is sent home in a language parents can understand, to the extent possible. The Elmore County website and HMS website have forms and information in numerous languages. Transact is also available for document translation.

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.

Holtville Middle School coordinates its parent involvement program for all parents including parents of Special Education students, Title I students, and EL students. The school system's translator, as needed, translates notices for parent meetings. The translator is available to translate during parent meetings and parent/teacher conferences and for written communications requested. All parents are encouraged to attend the Annual Meeting of Title I Parents and PTSSO meetings. In addition, HMS currently has a 21st CCLC Program, which offers parental involvement activities.

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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))

Holtville Middle School, to the extent practicable, provides opportunities for the participation of parents with limited English proficiency and parents with disabilities. Parent notifications are sent home in the preferred language indicated on the home language survey. A translator is available to assist in verbal and written communication with parents. Transact is used to translate documents

and AT&T Language Line, and over-the-phone interpretation service, is available for the faculty to use. At this time, Holtville Middle has no migrant students. Every effort is made to accommodate parents with disabilities. Holtville Middle School is a handicapped- accessible building.