

# Lott Middle School

## PARENT & FAMILY ENGAGEMENT PLAN

- During 1st Quarter, LMS holds an annual meeting for all Title I parents to discuss the aspects of the Title I Program. Parents are notified of the meeting through notices sent home by the students, school marquee, school messenger, social media accounts, and the website. We host one meeting in the morning virtually and one meeting in the evening face-to-face to provide the opportunity for parents to attend. Topics discussed at this year's meeting include the Title I Program, parents' rights, curriculum, the Continuous Improvement Plan (CIP), the Parent and Family Engagement Plan, School-Parent compacts, and parent surveys. 1% of the Title I budget is set aside to assist in addressing the effectiveness and content of the parental involvement plan. The amount is \$2,556.40 for the 2022-2023 school year.
- LMS offers parent involvement opportunities at various times to meet the needs of parents. LMS will make efforts to work with parents. This includes hosting virtual meetings as necessary to ensure that meetings accessible for parents. A parent survey is given to all parents to identify parent needs and to evaluate the effectiveness of parental involvement to improve the academic quality of LMS. Parents are encouraged to serve on the Parent Advisory Committee or to serve on the CIP Committee. The CIP committee uses data from the parent survey in the decision-making process. LMS involves parents in how 1% of the Title I funds are reserved for parental involvement. This money is allocated to ensure that parent needs and activities are met based on input from the parent survey and the Parent Advisory Committee.
- LMS will make every effort to work with parents in meeting their requests as related to their involvement and their child's education, including virtual meetings as necessary. A parent survey is given to all parents each school year to identify parent needs and to evaluate the effectiveness of parental involvement to improve the academic quality of LMS. Parents are encouraged to serve on the Parent Advisory Committee or to serve on the CIP Committee for their input. The CIP committee uses the data from the parent survey in the decision-making process.
- LMS involves the parents in how the one percent of Title I funds are reserved for parental involvement through our Title I parent meeting. This money is allocated to ensure that parent needs and activities are met based on input from the parent survey and the Parent Advisory Committee. For the 2022-2023 school year, the funds will be used to support parents through the purchase of the Family Engagement Library that is available online. In addition, they will be used to support parental involvement and student achievement along with postage to help inform parents of pertinent information via daily communication.
- To provide timely information in a uniform format, LMS publishes a monthly school newsletter that is posted on the school's website, posted in the school's office, posted on the school's Facebook page, sent to parents through email, and sent home with students. When needed and with support from Central Office, all documents can be translated into the language of the parent's request. During the annual Title I meeting, information will be presented about the school-wide Title I program, the middle school curriculum, the ACOS, and various types of assessments. Each quarter, LMS will offer times that parents may come into a conference about their student's report card, iReady, and ACAP results and other concerns with their child's academic progress. Our Parent Advisory Committee meets twice a year to review and make suggestions. In addition, Stakeholder Surveys are conducted each school year for input.
- As a component of the local school Parent and Family Engagement Policy, LMS and the parents of students participating in activities, services, and programs funded by Title I, work diligently to develop a school-parent compact. This school-parent compact is a working document and agreement that outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and how the school and parents will build a partnership that will help children achieve the State's standards. LMS has a goal of 100% of the school population with the School-Parent compact for the 2022-2023 school year. It is reviewed annually with the CIP committee in order to make changes based on parent input and surveys. All parents are given a copy of the new compact through their student or by mail. Teachers will review the compact with students. Once reviewed, the compact is signed by the parent and the student. One copy is given to the parents, one is kept in the classroom, and the third copy is kept with other the Title I documentation.

- After the plan is finalized and approved, any parent/guardian or other concerned individual or organization may file a complaint concerning the Title I program. This concern must be verbalized to the school. Once the school receives the complaint, the complaint is addressed at the MCPSS level. Upon receipt of the complaint, MCPSS will send to the complainant a copy of the Title I Complaint Procedure. MCPSS will attempt to make personal contact with the complainant to discuss the complaint steps and procedures.
- To ensure effective involvement of parents and to support a partnership amount the school, parents, and the community to improve student academic achievement, our school: 1. 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. Lott Middle School participates in a system-wide parenting activity that is held each year in October. As well as quarterly to discuss ways to assist parents with ways to help their children to improve their achievement. Topics to include but are not limited to, literacy and math. The CIP committee works diligently to ensure that all parent training and materials are closely aligned with the school's identified needs and results of the spring parent involvement survey. A computer with internet access is available to parents daily during normal school hours. Additionally, any parent who requests help in any form will receive the assistance needed. Homework tips are offered through the school website, monthly newsletters, and mailings. Much of this information is given out at the beginning of school at our Open House program for parents to have the opportunity to participate throughout the year.
- Lott Middle School will continue to work with its teachers to gain understanding in the importance of parent and family engagement and with parents as our partners. The Continuous Improvement Plan committee addressed the need to ensure a closer connection between our schools identified goals and our parent and family engagement activities. The principal will set the expectation that all faculty and staff work closely with our parents as partners in the educational needs of their children. Parents are informed and invited to Lott Middle School events using School Messenger, the school’s website, the marquee, our Facebook page, and handouts.
- Lott Middle School coordinates its parent and family engagement program for all parents through an active parent resource center that supports parent involvement. Lott Middle School also integrates activities from the MCPSS office of Parent and Family Engagement, when needed. Our parent representatives meet with the CIP committee to maximize the benefit of all offered activities and to ensure that all activities are aligned with our CIP goals.
- Parents of all participating children are informed about school and parent activities through diverse communications. The school website, newsletters, school marquee, and Facebook are all used to disseminate information to parents regarding all activities. At the present time, Lott Middle has ELL students enrolled. If needed, information is available to parents of these children in a language the parents understand. In addition, if additional students are enrolled at any time, an ESL resource teacher will provide all parent information in a language the parents can understand by use of the Language Support Division at the Central Office.
- Throughout the school year, if parents have any concerns or requests for additional support, Lott Middle School will attempt to meet those needs as necessary. Parent surveys are reviewed annually to adjust parental involvement activities.
- Lott Middle School supports parents with disabilities to enable them to engage in their child’s education. Lott Middle is accessible to all parents including those affected by disability or illness and those parents whose first language is not English. All information is available to the extent possible in a language that parents can understand.

