



# School Parent and Family Engagement Plan

## *Salem High School*

**School Year: 2023 – 2024**

**Revision Date: April 20, 2023**

In support of strengthening student academic achievement, **Salem High School** receives Title I, Part A funds and therefore must jointly develop with, agree on with, and distribute to parents and family members of participating children a written Parent and Family Engagement Plan that contains information required by Section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The Plan establishes the school's expectations for parent and family engagement and describes how the school will implement a number of specific parent and family engagement activities, and it is incorporated into the school's Plan submitted to the local educational agency (LEA).

**Salem High School** agrees to implement the following requirements as outlined by Section 1116:

- Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under Title I, Part A, including the planning, review, and improvement of the School Parent and Family Engagement Plan and the joint development of the Schoolwide Title I Plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the School Parent and Family Engagement Plan periodically to meet the changing needs of parents and the school, distribute it to the parents of participating children, and make the Parent and Family Engagement Plan available to the local community.
- Provide full opportunities, to the extent practicable, for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESSA in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the Schoolwide Title I Plan under Section 1114(b) of the ESSA is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.
- Be governed by the following statutory definition of parent and family engagement and will carry out programs, activities, and procedures in accordance with this definition:

Parent and Family Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (A) Parents play an integral role in assisting their child’s learning
- (B) Parents are encouraged to be actively involved in their child’s education at school
- (C) 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
- (D) Other activities are carried out, such as those described in Section 1116 of the ESSA

**DESCRIPTION OF HOW THE SCHOOL WILL IMPLEMENT REQUIRED SCHOOL PARENT AND FAMILY ENGAGEMENT PLAN COMPONENTS**

**JOINTLY DEVELOPED**

**Salem High School** will take the following actions to involve parents in an organized, ongoing, and timely manner in the planning, review, and improvement of Title I programs, including opportunities for regular meetings, if requested by parents, to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their child and respond to any such suggestions as soon as practicably possible.

*Salem High School will hold an annual Revision Meeting in the spring of each year. All parents are invited and encouraged to participate. They will be given an opportunity to review and revise the SHS Parent and Family Engagement Plan, the Schoolwide Plan, School-Parent Compact and the CNA. Parents will be asked to provide input on programs and resources relating to the education of their children. In addition, parents are given the opportunity to provide input through the Annual Parent and Family Engagement Survey, distributed at the end of the 1<sup>st</sup> semester. Parents are encouraged to participate in the survey online (<https://shs.rockdaleschool.org>), or complete a hard copy of the survey available at the school.*

*Parents will be given an opportunity to review the school’s annual assessment results. The School Council and Strategic Planning Team will meet at least four (4) times per year and will review the Parent and Family Engagement Plan as needed to discuss effective ways to communicate and involve our parents and review any survey results. A copy of the school’s AdvancED report, the Title I Plans, and information about current test results will be available in the lobby area of the main office.*

## **ANNUAL TITLE I MEETING**

**Salem High School** will take the following actions to conduct a Title I Annual Meeting, at a convenient time, and encourage and invite all parents of participating children to attend to inform them about the school's Title I program, the nature of the Title I program, the parents' requirements, the School Parent and Family Engagement Plan and the School-Parent Compact.

*Salem High School will hold its Annual Title I meeting prior to October 31<sup>st</sup>. At the Annual Title I meeting, the Principal and/or Assistant Principal will inform the parents of the Title I School Parent and Family Engagement Plan, the School-Parent Compact, and the Schoolwide Title I Plan goals for the current year. Parents are supplied information concerning CCRPI, Georgia Milestones, student performance standards, credit requirements, curriculum, and school staff information. An explanation of school programs for meeting students' needs will be explained. The system and school goals, parent responsibilities, and the plans to meet the requirements of the Title I program and CCRPI information will also be shared.*

## **COMMUNICATIONS**

**Salem High School** will take the following actions to provide parents of participating children the following:

- Timely information about the Title I programs;
- Flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds, transportation, childcare or home visits, as such services relate to parent and family engagement; and
- Information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request and, to the extent practicable, in a language the parents can understand:

*Meetings/workshops for parents will be offered at flexible times to participate in the school's programs. Meetings/workshops will be offered in the mornings and early evenings throughout the school year. Childcare and refreshments may be provided to parents for in-person meetings.*

*Methods of communication to keep parents informed include periodic e-mails, a schoolwide automated notification calling system with messages from the Principal, messages on the outdoor marquis, flyers, informal communication, personal telephone calls, frequent parent-teacher conferences, Infinite Campus, the SHS school website and the SHS social media outlets.*

## **SCHOOL-PARENT COMPACT**

**Salem High School** will take the following actions to jointly develop with parents of participating children a School-Parent Compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

*Annual Title I Revision meetings will be held in the spring of each school year, to gather input from parents and stakeholders on developing a School-Parent Compact. All parents are encouraged to attend to discuss techniques that the school can work with parents to improve the academic achievement of their children, review system and school goals, parent responsibilities, and the plans to meet the requirements of the Title I program. These meetings will provide an opportunity for parents to share with other parents and to participate in decisions related to the education of their student(s).*

## **RESERVATION OF FUNDS**

**Salem High School** will take the following actions to involve parents in decisions on how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

*SHS will conduct parent surveys at each meeting and workshop, to determine what projects are most important to parents to meet the needs of their students. Input on spending the 1 percent parent and family engagement funds will also be collected through the Annual Title I Parent and Family Engagement Survey. Parents are also notified by postings on the Salem website Parents' Page and through social media postings. Parent suggestions will be reviewed in a timely manner by the school's administration and other committees as appropriate. These suggestions will be reviewed, discussed, and addressed by administration, the school's Leadership Team, the Title I Team, and School Council.*

## **COORDINATION OF SERVICES**

**Salem High School** will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with other Federal, State, and local 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 by:

*Area businesses and community members will be invited to participate in school events to provide information on resources made available to parents. Sponsors will be used in supporting PTSA events. Community members' services will also be included in conducting parent training sessions. A Parent Resource Center is available for parents to visit, and parents are also encouraged to visit their child's classroom and receive information from the classroom teacher on skills needing to be reinforced. A copy of the school's Title I Parent and Family Engagement Plan will be made available in the Parent Resource Center. Within the resource center materials will be made available on topics including child development, behavior, academics, and assessments.*

## **BUILDING CAPACITY OF PARENTS**

**Salem High School** will build the parents' capacity for strong parent and family engagement to ensure effective involvement of parents and to support a partnership among the school and the community to improve student academic achievement through the following:

- Providing parents with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the challenging State academic standards
- Providing materials and training to help parents work with their child to improve their child's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate, to foster parent and family engagement
- Providing assistance to parents in understanding topics such as the following:
  - The challenging State's academic standards
  - The State and local academic assessments including alternate assessments
  - The requirements of Title I, Part A
  - How to monitor their child's progress
  - How to work with educators to improve the achievement of their child

*During the 2023-2024 school year, Salem will host a minimum of four (4) workshops for parents and community members. Topics for these workshops will be based on student and parent needs. Part of these workshops/trainings will include strategies that parents can use at home to reinforce test-taking skills, including technology. The workshops will be offered free of charge. Parents will be strongly encouraged to attend at least two (2) workshops during the school year.*

*At parent-teacher conferences, parents will be informed of their student's progress on informal testing and classroom performance, as well as the expected proficiency level(s). Parent-teacher conferences will be held throughout the school year. Parents will have an opportunity to review their child's testing information with a teacher, counselor, or administrator.*

*System curriculum objectives and State GSE/GPS curriculum content will be presented and explained to each parent at the Annual Title I Meeting held at the beginning of the school year. Various types of assessments will be used to measure student progress and the proficiency levels that students are expected to meet. This information will also be shared with parents during parent-teacher conferences. Parents will be educated on understanding the assessment tools such as: Milestones, Advanced Placement, Benchmark tests (CUAs), PSAT, PSAT/NMSQT, ACCUPLACER, STAR and teacher informal assessments. Parents will be given an opportunity to ask questions and share suggestions and concerns.*

## **BUILDING CAPACITY OF SCHOOL STAFF**

**Salem High School** will provide training to educate teachers, specialized instructional support personnel, principals, and other school leaders, and other 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 by:

*Salem High School will provide staff development trainings for best practices to encourage personnel to use a variety of strategies in order to better communicate and work with parents as equal partners. During staff development sessions, held at least twice per semester, all teachers and school staff will participate in informational training sessions in which the importance of parent engagement is emphasized.*

**Salem High School** will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by:

*The Parent Resource Center has valuable resources available with information that can help parents learn how to work with their student(s) and how to help them be successful in achieving their goals. A School Counselor is assigned to each student throughout their high school years and will assist both student and parents by giving direction and guidance on their student's progress and class selections to achieve the goal of graduation and college enrollment. Teachers and Counselors will organize and conduct meetings for the students and their families. The Principal, Administrators, and Counselors will be available to speak one-on-one with parents and answer any questions they have may during any of these meetings as appropriate.*