

*FAMILY/COMMUNITY ENGAGEMENT PLAN for
WHITWELL MIDDLE SCHOOL*

Under the Federal Projects Director, with the assistance of the Family/Community Engagement Coordinators, the school system shall plan, design, and implement the Title I program which includes the following:

- Parent input into the planning, design and implementation of the Title I program;
- Meaningful consultation of parents in planning, design and implementation of the Title I program;
- Activities and procedures for the involvement of parents that are of sufficient size, scope and quality to give reasonable promise of substantial progress toward achieving the required goals.

To ensure that parents have an adequate opportunity to participate in the planning, designing, and implementing of the Title I program, the Whitwell Middle School shall:

- I. Convene an annual meeting, to which all parents are invited and encouraged to attend, to inform parents about the following:
 - Parents will be a part of the Family/Community Advisory Council. WMS invites parents, teachers, and community leaders to become members of the Family/Community Advisory Council. This council meets at least once in the fall and at least once in the spring to determine what action needs to be taken, if any, to increase parental and community participation.
 - Parents and community members will be included on the School Improvement Planning Committee.
 - Parents will be surveyed in the fall to give input into the school year's family/community workshops.
 - Whitwell Middle School's Open House/Parent Orientation will be planned at the beginning of the school year where parents will be informed of policies, procedures, and parent activities being planned for the school year. This event takes place in the form of a Back to School Block Party. An additional orientation is held for 5th graders.
 - Whitwell Middle School has a Family/Community Coordinator who plans programs, activities, and procedures with consultation with parents.
- II. Offer a flexible number of meetings:
 - A parent survey will be sent in the fall pertaining to parent workshops. This survey will also ask the parents for the best possible or convenient times for meetings.
- III. Involve parents in an organized, ongoing and timely way in the planning and improvement of the Title I program and school level parent involvement plan.
 - Parents will be invited to attend meetings to offer suggestions and planning of the school year.
 - Parents will be asked to evaluate family involvement activities.
 - Parents will be part of the Advisory Committee.
 - Parents will evaluate the program in the spring.
 - At the conclusion of each workshop, parents will be given the opportunity to evaluate the workshop and make comments for improvement.
 - A Partnership Promise will be developed jointly with parents during the Family/Community Advisory Council meetings in the fall and spring.

- The Family/Community Engagement Plan will be developed jointly with parents during the Family/Community Advisory Council meetings in the fall and spring.
- IV. Provide parents with timely information about the program:
- The WMS Family/Community Coordinator will send flyers by each student to the home concerning upcoming parent workshops and events.
 - The WMS Family/Community Coordinator will send information of parent workshops and upcoming events via text message, social media, and information will also be posted on the school website.
 - General information for the parent and community will be posted to the Whitwell Middle School (www.whitwellmiddleschool.org) website, i.e. school schedules, sports schedules, etc.
- A. School Performance:
- Whitwell Middle School's report card will be posted on the Marion County Schools' website in the fall when it becomes available.
- B. Individual Assessment:
- Each student's achievement scores will be sent home along with a booklet that shows the parent how to read these scores.
 - Mid-Nine Weeks Progress Reports will be sent home in addition to the regular report cards sent home at the end of every nine weeks.
 - Benchmark reports are available.
 - WMS report cards will show the student's attendance report every nine weeks.
 - Parents also have access to their child's progress via ParentVue of the gradebook program.
- Opportunities for regular meetings to make suggestions, share experiences, and participate in decisions relating to the education of their children.
- C. Timely responses to parents' suggestions:
- Parent comments will be submitted with the school plan to the State Department of Education.
 - Whitwell Middle School shall submit any unsatisfactory parent comments, if any, when the school submits the ePlan (School Improvement Plan) to the State Department of Education.
 - Whitwell Middle School will provide a copy of the ePlan in the office for parents to view and make comments.
- V. Provide parent-teacher conferences at the middle schools, at least annually during which the compact is discussed as it relates to the individual child's performance.
- WMS teachers will have conferences by appointment with parents concerning the student's progress immediately before or after school or during the teacher's planning time in order to be more flexible to the parents' work schedules. Two scheduled conferences are built into the school calendar that provides a time from 3:15 P.M. until 6:15 P.M. to accommodate parents. The Partnership Promise can be used as a guide for the student, teacher, and parent during these conferences.
- VI. Provide frequent reports to parents on their child's progress.
- Mid-Nine Weeks Progress Reports will be sent home in addition to the regular report cards sent home at the end of every nine weeks.

- Accelerated Reader Progress Reports are available upon request each nine weeks.
 - WMS report cards will show the student's attendance report every nine weeks.
- VII. Provide to parents reasonable access to staff and opportunities to volunteer at extra-curricular activities.
- The WMS Family/Community Coordinator will send flyers home asking for parent volunteers.
- VIII. Provide to parents, who so desire, assistance in understanding such areas as, National Education Goals, state content standards, state and local assessments, and how to monitor a child's progress.
- The skills and objectives for each subject area for each nine weeks are available upon request by the parent.
 - The Tennessee State Standards are available on the WMS website (www.whitwellmiddleschool.org)
 - Each student's achievement scores will be sent home along with a booklet that shows the parent how to read these scores.
- IX. Provide help to parents in working with educators to improve the performance of their children.
- Tutoring may be provided to students through grants, pending acceptance and funding.
 - Each WMS student will receive and use a student planner/agenda to help organize homework assignments.
 - Teachers will use the student planner/agenda to communicate with the parent daily and/or weekly.
- X. Provide help to parents in learning how to participate in decisions relating to the education of their children.
- WMS will provide meetings with incoming fifth graders and parents to make the transition from Whitwell Elementary School to Whitwell Middle School much easier for both parent and child. Whitwell Middle School will plan other activities for the student to ease this transition.
 - High school programs of study and graduation requirements will be reviewed by the WHS and WMS counselor and staff for eighth grade students in order to prepare them for their transition to Whitwell High School.
- XI. Provide materials and training for parents.
- Whitwell Middle School will conduct at least four Family/Community Workshops per year with input from parents and family through surveys. Flyers will be sent home with the student to the parent informing the family when these workshops are available. The information will also be sent via text message, posted on the school website, and on social media.
 - WMS will provide access to the Tennessee Electronic Library on the school website (www.whitwellmiddleschool.org) to find information in magazines and newspapers if they or their child needs to do research.
 - The information that a parent has the right to access their children's official records is available in each student's Whitwell Middle School student/parent handbook.
- XII. Develop appropriate roles and encourage the formation of partnership for the local businesses and schools.
- WMS invites community leaders and businesses to attend the Parent/Community Advisory Council in order to help make decisions.

- XIII. Conduct other activities, as appropriate and feasible, such as parent resource centers and opportunities for parents to learn about child development and child rearing issues that are designed to help parents become full partners in the education of their children.
- Whitwell Middle School will conduct at least four Family/Community Workshops per year with input from parents and family through surveys. Flyers will be sent home with the student to the parent informing the family when these workshops are available. The information will also be sent via text message, posted on the school website, and on social media.
- XIV. Ensure, to the extent possible, that information to school and parent programs, meetings, and other activities is sent in a language parents can understand.
- Whitwell Middle School uses Google Translate that translates any information needed when communicating with parents with limited English proficiency.
 - Whitwell Middle School will work with the Marion County ELL Coordinator to provide services for ELL students.
 - Parents can be sent pertinent updates and reminders by signing up for Remind, a free text messaging service. Simply send a text to (484) 893-4172 with the message @6c4gbb9864 in the subject line.
- XV. The school will work with the LEA to ensure requirements are met for homeless students and that homeless students receive the educational services to which they are entitled.
- The principal and staff will work with the district's Homeless Liaison to identify homeless students.
 - The school will adhere to the Marion County Schools' policy on homeless students.
- XVI. The school will work with LEA to ensure the requirements are met for migrant students and the migrant students receive the educational services to which they are entitled.
- The principal and staff will work with the district's Migrant Liaison to identify migrant students.
 - The school will adhere to the Marion County Schools' policy on migrant students.