

## DeKalb County School System Parent Involvement Plan - DeKalb Middle School

REQUIREMENTS	ACTIVITIES AND STRATEGIES	PARTICIPANTS	TIME & DATE	EVIDENCE OF COMPLIANCE
Conduct an Open House.	♦Open House for parents to meet the principal and teachers and to tour the school.	All Schools	Fall	♦Copies of notice of meetings ♦Sign-in sheets
Frequent reports to parents on performance and progress of their child.	♦Send mid nine weeks reports home. ♦Send report cards home every nine weeks. ♦TCAP and/or Gateway data and interpretation of scores home. ♦Write parents a note or letter if child is not performing to expectations so parents will have the opportunity to intervene. ♦Alert parents of performance of child's school.	Teachers Parents Students	♦Mid nine weeks ♦Every nine weeks ♦At scheduled meetings ♦District Report Card	♦Copies of reports sent home ♦Report Cards
Provide school websites.	♦Provide school contact information. ♦Current Events ♦Important Information	All	Ongoing	<a href="http://www.dekalbschools.com">www.dekalbschools.com</a> or <a href="http://web.dekalb.k12tn.net">http://web.dekalb.k12tn.net</a>
Conduct parent-teacher conferences as scheduled by the district.	♦Discuss student progress and performance. ♦Offer additional parent meetings as needed. ♦Discuss skills/curriculum needed for success. ♦Offer suggestions, materials, and information on homework, attendance, subject content, behavior, etc.	Principals Teachers Parents Students	♦Fall and Spring ♦Flexible Schedules	♦School Calendar ♦Copies of invitations ♦Sign-in sheets
Annual Title I School Meetings	♦Meeting for parents to inform them of Title I requirements.	Title I Schools	Fall Spring	♦Sign-in sheets ♦Invitation Letter ♦Agenda
School Newsletter/Calendars	♦Provide current and timely information to parents.	All Schools	Monthly	♦Samples of Newsletters ♦Samples of Calendars
Freshman Orientation	♦Help incoming freshman transition into high school.	8th Grade Parents 8th Grade Students Counselors Principal	Spring Fall	♦Invitation Letter ♦Sign-in sheets
Middle School Orientation for DeKalb Middle School	♦Help incoming sixth grade students transition into middle school.	DeKalb Middle School	Spring	♦Invitation Letter
Family Surveys	♦Parent satisfaction of district and school.	Parents English and Spanish	Spring	♦Surveys
TCAP Gateway	♦Annual measure of school, teacher and child progress.	All Schools	Timely	♦District Report Card ♦TVAAS ♦School Report Card

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Public School Choice	♦Public school choice offers children who are enrolled in a school that does not meet targets for improving achievement the option to enroll in another school that is meeting the targets.	High Priority Schools	In a timely manner	♦High Priority List
School Handbook	♦Provides parents with information about schools policies, homework, etc.	All Schools	♦Beginning of school year ♦New Students	♦Copy of Handbooks
Parent Advisory Committee	♦Include parents in district and school decisions, developing parent leaders.	District All Schools	Timely	♦Committee Members list ♦Sign-in sheets
School Breakfast and Lunch Menus	♦Provide parents with breakfast and lunch menus.	All Schools	♦Monthly ♦Printed weekly in the Smithville Review and DeKalb Times newspapers	♦Sample Menu
Safe and Drug Free Programs	♦Provide students and parents with violence and drug prevention programs.	All Schools SDFS Coordinator School Counselor	♦Red Ribbon Week ♦Character Counts ♦Life Skills (where applicable) ♦Second Step ♦D.A.R.E. ♦No Bullying ♦Peace Builders ♦Cyberbullying	♦Flyers ♦Newsletters ♦Sign-in sheets
Assist families by providing programs, activities, and training.	♦Provide training sessions and/or materials related to homework assistance, discipline, etc.	All Schools District Office Personnel	Ongoing	♦Home/School Connection ♦Middle Years ♦Newsletters ♦Samples of materials provided ♦Sign-in sheets for sessions
Encourage participation by parents from special populations (i.e., ELL, migrant, etc.).	♦Distribute information in a format understandable to families.	All Schools (Use the forms available from TransAct Library)	Ongoing	♦Sign-in sheets ♦Invitations ♦Notices
School Clubs	♦Teachers and students provide service to the community.	Teachers Students Parents	Timely	♦Pictures ♦Sign-up sheets ♦Notes

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Determine barriers to family involvement activities.	♦Survey families to determine barriers that prevent participation.	Representative sampling from each school	Annually	♦Survey Forms
Adult Education Night Classes	♦GED Readiness ♦Low Level Adult Learners Class ♦Computer Class	Public	5 hours a week	♦Sign-in sheets ♦Testing Procedures
School-Parent-Student Compact	♦To show shared responsibility for student progress.	Title I Schools Title I Parents Title Students	Sign Annually	♦Sample Compact
Offer flexible number of meetings at different times so every parent has the opportunity to attend.	♦Hold meetings in the AM as well as the PM as much as feasible.	Administration Staff Teachers Parents	Ongoing throughout school year	♦Sign-in sheets ♦Agenda ♦Handouts
Involve parents in an organized, ongoing and timely way in the planning and improvement.	♦Allow parents to become members of the planning team. ♦Ask parents to evaluate parent involvement activities.	Administrators Teachers Parents	Timely	♦Planning Team Members ♦Evaluations ♦Surveys ♦Recommendations
Ensure, to the extent possible, that information about schools and parent programs, meetings, etc., are sent home in an appropriate language.	♦Respond on a case by case basis to school requests for translations, where feasible, for non-English speaking parents.	District Staff Administrators Teachers Parents	Timely	♦Copies of translated materials
Education Celebration	♦Distribute school supplies to students. ♦Provide parents access to community resources.	All Schools	Annually	♦Pictures ♦Roster of students who attend ♦Advertisement