

Surgoinville Middle School Family Engagement Plan
August 30, 2010

Each Title I school is required to establish a Family and Community Engagement Committee. To the extent possible, the Family and Community Engagement Committee will be a demographic representation of the school. The school-level Family and Community Engagement Committee will be responsible for:

- Developing, implementing, and assessing the school-level Family Engagement Policy.
- Determining what action needs to be taken, if any, to plan and increase participation in family engagement activities.
- Identifying barriers to participation in family engagement activities.
- When applicable, integrating parent involvement activities with existing community agencies such as Tennessee Early Intervention Services, HeadStart, preschools (public and private), etc.
- The Family Engagement Coordinator for Surgoinville Middle School is Angelia Jennings. She can be contacted at jenningsa@hck12.net. The Title I Coordinator is Julie McAmis, and she can be contacted at mcamisj@hck12.net. The Parent Engagement Committee will meet at least three times this school year to discuss issues and make decisions.

Additionally, each school will:

- Annually distribute the Home-School Compact to families at the beginning of each school year. Discuss the Home-School Compact with parents and students at parent-teacher conferences. The compact will also be posted online on the county and school-level websites.
- Convene an annual parent meeting following State and Federal Guidelines
- Address the importance of communication between teachers and parents
 - provide at least two parent-teacher conference dates to address student progress
 - provide frequent child progress reports for parents
 - provide parents with reasonable access to staff through phone numbers, emails and scheduled meetings
 - opportunities to volunteer and participate in their child's class
 - opportunities to observe classroom activities following school procedures
- Provide parents with materials to help parents work with their children to improve academic achievement
 - make the Parent Lending Library easily accessible to parents
 - promote the use of the Lending Library through newsletters, websites, and classroom communication.
- Provide at least two parent training and activities designed to increase parents' capacity to help with learning at home.
 - Focus on strategies to improve homework, attendance, and discipline.
 - Convene at varying times to accommodate family schedules.
 - Invite all families to attend activities through written and verbal notice.
 - To the extent practicable, the school will provide full opportunities for participation of parents with limited English proficiency, parents with disabilities and parents of migratory child.
- SMS hosted their Open House on Tuesday, August 10, 2010. Parents entered the commons area and were allowed to meet with teachers as well as representatives from local organizations. Teachers provided parents with information such as supply lists, calendars, immunization requirements, article from the Kingsport Times News regarding upcoming TCAP results written by Gov. Bredesen. Furthermore, local organizations such as American Red Cross, TENNderCare, Hawkins County Health Department, Rural Health Consortium, and Hawkins

County Adult Education had information on display and representatives were on hand to have discussions with parents. Parents were invited into the gym and Mr. Ailshie explained Title I and parental involvement, academic and extracurricular activities and recognition of administration, special guests, and outside agencies. Judge Jay Taylor also spoke during this time. Parents were then invited to tour the school and visit with teachers individually.

STANDARDS MET:

Standard 1: Welcoming all families into the school community- Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class and school.

Standard 2: Communicating effectively – Families and school staff engage in regular, meaningful communication about student learning.

Standard 3: Supporting student success - Families and school staff continuously work together to support students' learning and healthy development both at home and at school and have regular opportunities to strengthen their knowledge and skills to do so effectively.

Standard 4: Speaking up for every child – Families are informed and enabled to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.

- During the Open House on August 10, parents were asked by the American Red Cross to sign up for a blood-drive for the community. All parents attending the open house were given information about the importance of blood donation and statistical data to encourage participation. This blood drive took place in the school parking lot on August 24, 2010. The results were 25 adults presenting to donate and 20 productive donations.

STANDARD MET:

Standard 6: Collaborating with community – Families and school staff work together with community members to connect students, families and staff to expand learning opportunities, community services and civic participation.

- SMS hosted the Miss Surgoinsville Middle School Pageant on Saturday, September 18 at 6:00 in the school gymnasium. Community participation included girls from the ages of 0 to 8th grade.

STANDARD MET:

Standard 6: Collaborating with community – Families and school staff work together with community members to connect students, families and staff to expand learning opportunities, community services and civic participation.

- SMS held the 3rd annual Surgoinsville's Got Talent on September 24, 2010. Community members as well as students and faculty of SMS are

invited to show their talents during this event. Participants include VHS/CHS students as well as pre-middle school students either attending SES or preschool age. There were also organizations and churches who provided acts such as the Tennessee Hoedowners, White Glove Drama teach, and the Volunteer Jazz Band. As the community arrived at the school, they were provided a copy of The Eagle Eye newsletter which outlined the Race to the Top competition, changes to personnel at SMS, Parental Involvement Standards from the TN Department of Education, and a calendar of important upcoming dates and events

STANDARDS MET:

Standard 6: Collaborating with community – Families and school staff work together with community members to connect students, families and staff to expand learning opportunities, community services and civic participation.

- On Tuesday, September 29, 2010 SMS will be hosting Parent/Teacher Conferences from 1:00 pm to 6:15 pm. Parents and teachers will be meeting one-on-one to review the Hawkins County School compact and the important aspects of that agreement. Furthermore, teachers will be providing the TCAP results to the parent and discussing the changes made to the curriculum through use of the talking points provided by Hawkins County Schools and the Tennessee Department of Education.

STANDARDS MET:

Standard 5: Sharing power – Families and school staff are equal partners with equal representation in decisions that affect students and families and together inform, influence and create policies, practices and programs.

- SMS is planning a musical program in the spring. At that time students will perform for parents as well as community members. During this time in which parents and community members are present, Mr. Ailshie will be providing information through written and verbal communication.

STANDARDS MET:

Standard 1: Welcoming all families into the school community- Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class and school.

Standard 2: Communicating effectively – Families and school staff engage in regular, meaningful communication about student learning.

- On Monday, March 7, 2011 SMS will be hosting Parent/Teacher Conferences from 1:00 pm to 6:15 pm. Parents and teachers will be meeting one-on-one to review the Hawkins County School compact and the important aspects of that agreement. Furthermore, teachers will be providing the TCAP results to the parent and discussing the changes made to the curriculum through use of the talking points provided by Hawkins County Schools and the Tennessee Department

of Education.

STANDARDS MET:

Standard 5: Sharing power – Families and school staff are equal partners with equal representation in decisions that affect students and families and together inform, influence and create policies, practices and programs.

- In the spring of 2011, SMS will be hosting Authors' Night. Students will work throughout the year on writing and illustrating a book while applying curriculum skills learned throughout the year. These books are sent for publication into a hardback book and presented to the student/family during Authors' Night.

STANDARDS MET:

Standard 6: Collaborating with community – Families and school staff work together with community members to connect students, families and staff to expand learning opportunities, community services and civic participation.

- Provide parents with a student handbook at the beginning of each year to provide information on
 - procedures to learn about the course of study for their child and have access to all learning materials.
 - the right to access their child's official records.
- Utilize the Family Engagement Coordinator for technical assistance on policy development
- Provide parents with written procedures on how to access the Parent Involvement Policy, the Hawkins County Schools Family Engagement Plan, and curriculum.
- Increase parents' capacity to become involved in the educational process by presenting information in a timely manner and through various means to include information such as
 - a written description and explanation of the curriculum in use at the school.
 - the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
 - State's academic content standards.
 - State student academic achievement standards.
 - State and local academic assessments, the requirements of parent involvement.
 - how to monitor a child's progress and work with educators to improve the achievement of their child.
- SMS will provide a monthly newsletter to all students as well a post a copy of the newsletter on the school website.
- Most SMS teachers will have a teacher webpage for communication of information to parents/students
- SMS will host two parent/teacher conference dates within the school year.
- SMS will utilize email to communicate information to parents/guardians.
- SMS will list the curriculum standards link on the school webpage
- SMS will send a progress report home with all students every 3 weeks.
- SMS will send a report card home every 6 weeks.
- SMS 5th grade and other students on an as-needed basis will use a student planner to communicate with parents/guardians.

- SMS will assess student learning 3 times per year through the use of the Thinklink Benchmark tests. A summary of each student's performance will be sent home with each student.
 - SMS will assess students' reading levels through the use of the Star Reading Test. A summary of each student's performance will be sent home with each student.
 - SMS will provide the TCAP results to parents attending the Parent/Teacher conference on September 28, 2010. The summary will be sent home with all other students on September 29, 2010
- Set up meetings requested by parents to give suggestions and be part of the decision making about their child relating to the education of their child, and respond to the suggestions as soon as possible.
- Coordinate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers.
 - 4th grade students from the feeder school, Surgoinsville Elementary, will visit SMS in the spring for "5th Grade Night". The purpose of this activity is to orientate the students as to procedures, supplies needed, policies/rules, expectations, touring the school, and meeting the staff/faculty.
 - A resource center is located in the office of SMS. From this center, parents are able to check out literature or find sources of information related to parenting.
- All information about school and parent programs, meetings, and other activities is sent to the parents in an understandable language.
- Provide other reasonable support for parental involvement activities as parents may request.
- Provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in a language such parents understand.