

**School Parent and Family Engagement Plan
Thomas County Middle School
School Year 2018 - 2019
Revision Date 7/23/2018**

In support of strengthening student academic achievement, **Thomas County Middle 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 policy that contains information required by section 1116(b) and (c) of the Every Student Succeeds Act (ESSA). The policy 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).

Thomas County Middle 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 policy and the joint development of the schoolwide program plan under Section 1114(b) of the Every Student Succeeds Act (ESSA).
- Update the school parent and family engagement policy 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 policy 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 requested by parents, the school will schedule opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children and respond to any such suggestions as soon as practicably possible.
- If the schoolwide program 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; and
- (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 POLICY COMPONENTS

JOINTLY DEVELOPED

Thomas County Middle 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.

- *A school-based Parent Advisory Council meets regularly with the principal and district leaders to provide input and suggestions on improvement plans.*
- *Parent surveys are conducted several times each school year to allow all parents to provide input and feedback. Parents and community stakeholders are involved in the annual comprehensive needs assessment that takes place during the spring of each school year.*
- *Each spring and summer, parents from each grade level are invited to participate in meetings to plan, review and improve programs included in the School Improvement Plan, Family Engagement Plan, and School-Parent Compact. Parents may request additional meetings by contacting the school principal or the school parent involvement coordinator. The Parent Involvement Coordinator will update, at least annually, the School Family Engagement Plan based on parent and faculty input to meet the changing needs of parents and the school.*
- *Printed copies of the Family Engagement Plan and Parent Compact are distributed to families on the first day of school (or upon enrollment) in the back to school packet of materials. A printed copy of the School Improvement Plan is distributed each year by September 1. Each of the three plans is posted on the school and district website by September 1 of each school year.*
- *If the schoolwide program under section 1114(b) is not satisfactory to the parents of participating children, the principal will submit any parent comments to the Assistant Superintendent for Federal Programs of Thomas County Schools.*

ANNUAL TITLE I MEETING

Thomas County Middle School will take the following actions to conduct an 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 policy, the schoolwide plan, and the school-parent compact.

- *A school-specific annual Title I meeting will be held within the first month of school to inform parents of the requirements of Title I and the school's participation. Parents will be informed of their rights under Title I.*
- *For the 2018-2019 school year, the Annual Title I meeting will be conducted in August. An announcement will be sent home.*

COMMUNICATIONS

Thomas County Middle 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, child care or home visits, as such services relate to parent and family engagement.
- 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:
- *Printed copies of the Family Engagement Plan and Parent Compact are distributed to families on the first day of school (or upon enrollment) in the back to school packet of materials. A printed copy of the School Improvement Plan is distributed each year by September 1. Each of the three plans is posted on the school and district website by September 1 of each school year. A careful review process including parents, school, and district leaders is completed each summer to ensure that required plans are written in an understandable and uniform format and to the extent practicable, provided in a language the parents can understand by involving parents in the editing process.*

- *Meetings will be offered at various times, such as morning and afternoon sessions whenever practical. Meetings will be provided in formats aligned to meet needs of our parents. Home visits often provide a chance to review meeting details, develop parent capacity, and solicit feedback. Parents may request alternative meeting formats by contacting the school parent involvement coordinator directly.*
- *School-based parent involvement coordinators are able to provide assistance with transportation or child care if such issues present a barrier to participation in school events. These services may be scheduled by contacting the parent involvement coordinator directly.*

SCHOOL-PARENT COMPACT

Thomas County Middle 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.

- *Parent surveys are conducted several times each school year to allow all parents a chance to provide input and feedback on programs implemented under schoolwide Title I plans, Family Engagement Plans, and or School-Parent Compacts.*
- *Each spring and summer, parents are invited to participate in meetings to plan, review and improve programs included in the School Improvement Plan, Family Engagement Plan, and School-Parent Compact. Parents may request additional meetings by contacting the school principal or the school parent involvement coordinator.*
- *The Parent Compact is specifically linked to school and district improvement goals and contains specific information on the shared responsibility of parents, teachers, and students to develop grade appropriate skills and master the challenging state academic standards. The Parent Compact includes ways parents can support their children academically.*

RESERVATION OF FUNDS

If applicable, **Thomas County Middle School** will take the following actions to involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parent and family engagement is spent by:

- *Parent surveys are conducted several times each school year to allow all parents to provide input and feedback on how the district will spend the required 1% set aside for parent and family engagement. For the 2018-2019 school year, parent input directed the district to continue to provide a parent involvement coordinator for each Title I school. The value of this service exceeds the required 1% set-aside, and therefore satisfies this requirement. Parents who wish to suggest additional activities are offered the chance to provide input via surveys and meeting attendance throughout the school year.*
- *Each spring and summer, parents are invited to participate in meetings to plan, review and improve programs included in the School Improvement Plan, Family Engagement Plan, and School-Parent Compact. Parents may request additional meetings by contacting the school principal or the school parent involvement coordinator.*

COORDINATION OF SERVICES

Thomas County Middle 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, including public preschool 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:

- *District and school-based parent involvement coordinators implement plans to coordinate services and meeting times among schools and programs available in Thomas County. Each year area daycares, including Head Start and faith-based organizations are invited to tour Hand-In-Hand Primary in the spring enrollment season.*
- *TCMS/TCUE will coordinate and integrate Parent and Family Engagement strategies in Part A with Parent and Family Engagement strategies under other programs. Parent and Family Engagement activities at the system level are coordinated with the Early Intervention Program (EIP), Migrant Program, English to Speakers of Other Languages Program (ESOL), Special Education, and our Preschool Program. In addition, Parent and Family Engagement activities are coordinated with community wide programs such as Family Connections, HeadStart, Thomasville Community Resource Center, Business Education Exchange Partnerships (B.E.E.), and Hands On Thomas County.*

- *School and district facilities are used by community groups allowing the community to become familiar with the structure and programs provided by the Thomas County School District.*
- *The district coordinates open house and orientation activities to provide support to students and families as they transition between elementary, middle, high schools and on to post-secondary education. The district coordinates services to ensure students and families benefit from early childhood programs, college and career readiness programs, and parent resources available in the community.*

BUILDING CAPACITY OF PARENTS

Thomas County Middle 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 parents with individual student academic assessment results and interpretation of those results;
 - Providing materials and training to help parents to 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 of participating children, as appropriate, in understanding topics such as the following:
 - the Georgia Standards of Excellence,
 - the State and local academic assessments including Georgia Milestones and alternate assessments,
 - the requirements of Title I, Part A,
 - strategies parents can use to support their child's academic progress, and
 - how to partner with teachers to support their child's academic achievements.
- *Each school conducts an annual Title I meeting that reviews the details of the Title I program and provides families with information and resources to learn more about the state's academic standards.*

- *Parent involvement coordinators at each school conduct family engagement workshops to present materials and strategies parents and family members can use to support their child's academic achievements, such as literacy training and using technology (including the harms of copyright piracy) to foster parent and family engagement. Additional topics will include information about academic assessments, curriculum requirements, and strategies to support their children academically. Title I schools will plan parent workshops based on survey results and parent requests as time and expertise allow. Parents are provided a handbook at the beginning of each school year that describes and explains the school curriculum. Written information and parent workshops are provided to explain assessments used to measure student progress and proficiency. Open houses and parent nights are held each year. School newsletters and publications are available to parents in print and on the school and system website.*

BUILDING CAPACITY OF SCHOOL STAFF

Thomas County Middle 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:

- *The Thomas County School System will, with the assistance of its parents, provide staff development concerning, the value of parental contributions, how to effectively engage parents, how to build ties between home and schools, and communicating in language parents can understand.*
- *Parent coordinators will solicit parent assistance in designing and implementing staff development with teachers and administrators.*
- *System federal programs staff and school level parent involvement coordinators provide professional learning opportunities and printed material throughout the school year for administrators, faculty, and staff to develop an understanding of the value of parental involvement. Parent involvement coordinators maintain a page on the school website to share information about outreach methods that are effective in establishing partnerships between families and schools. Certified and classified school personnel are encouraged to include parents as equal partners in the education process. Learning opportunities are not limited to local events but may include participation in regional, state, or national conferences.*
- *Parent coordinators will encourage school staff to respond to parent requests for parent and family engagement activities.*
- *Parent coordinators will provide training on how to communicate in formats, to the extent practicable, in a language that parents can understand.*

Thomas County Middle School will provide other reasonable support for parent and family engagement activities under Section 1116 as parents may request by: (Parent requests reported at System PAC in March 2018)

- *Continuing special themed events such as Grandparents Day, Donuts for Dads, Muffins for Moms, and school book fairs;*
- *Making technology resources available for parent use via parent resource rooms;*
- *Providing parent workshops on use of technology resources to support student achievement and monitoring student performance workshops on internet use and online student safety;*
- *Continuing family workshops on ways to provide academic support, share academic resources, and online resources;*
- *Scheduling alternative sessions to give multiple options for parents to attend;*
- *Offering translation services at family workshops;*
- *Communicating goals to all stakeholders and continue to solicit input; and*
- *Including curriculum-related updates in parent meetings.*

Standards and Activities for 2018-2019

Standard I: PARENTING: Helping all families establish home environments to support children as students.

Strategy	Person Responsible	Status	Evaluation
Hire a Parent Involvement Coordinator	Administration	Completed	School and System Evaluation Instrument
Develop a Parent Resource Room	Parent Involvement Coordinator	In Progress	Sign in/out sheet for materials/supplies
Back to School Blitz	Parent Involvement Coordinator, Title I Director, Community Volunteers	July 2018 TCCHS gym from 9:00-11:00	Parent Participation/Sign in Sheets
Workshops—Parent Orientation, School Introduction, Volunteer Orientation	Parent Involvement Coordinator, Title I Director, School Administrators	August 2018	Sign In Sheets/Workshop Evaluations

Standard II: COMMUNICATION: Design effective forms of school-to-home and home-to-school communications about school programs and student progress.

Strategy	Person Responsible	Status	Evaluation
Workshop Announcements, Restaurant Night Announcements, and other Correspondences	Parent Involvement Coordinator	In Progress	Copies of announcements, correspondence and information on websites
Make Parent and Family Engagement Policy available	Parent Involvement Coordinator/Title I Secretary	In Progress	Copies are available upon request in school office and posted to the school website
Making sure TCMS/Teacher Websites and Facebook Page are up to date	Technology Specialist/School Public Relations representative/ School Secretary, Clayton Woodfin	In Progress	Websites and Facebook Page
Remind, Emails, Academic Progress Reports	Teachers	In Progress	Parent Reminders, Parent Surveys, Parent Conference Logs
Parent phone calls each day to all absent students	Attendance Clerk	In Progress	Parent Contacts, Parent Surveys, log of phone calls
Conduct parent surveys to evaluate quality of workshops and other programming	Parent Involvement Coordinator	Ongoing	Survey Feedback, Parent Participation Rates

Standard III: VOLUNTEERING: Recruit and organize parent help and support groups.

Strategy	Person Responsible	Status	Evaluation
Back to School Parent Night	Parent Involvement Coordinator/TCMS Faculty and Staff	In Progress	Sign In Sheets/Evaluations
Classroom Parents, Media Center & School Volunteers	Parent Involvement Coordinator	In Progress	Volunteer Forms, Sign In for Parent Volunteers
Relay for Life/Heart Walk Jack O'Lantern Jog Participation of Faculty, Staff, Parents and Students	Appointed Staff	In Progress	Funds Raised; Staff, Student and Parent Participation

Standard IV: LEARNING AT HOME: Provide information and ideas to families about how to help students at home with homework and other curriculum-related activities, conferences, and planning.

Strategy	Person Responsible	Status	Evaluation
School Resources available for Parents to checkout	Parent Involvement Coordinator	In Progress	Sign In/Out Sheet
Inform parents (flyers, newsletters, school based workshops, school and system website) of ways to help with assignments and information about healthy snacks and exercise at home	Parent Involvement Coordinator/Nutrition Director/Technology Coordinator	In Progress	Sign In Sheets
Access to GPS and GSE and Internet sites to help with curriculum-related activities	Parent Involvement Coordinator/Curriculum Director	In Progress	Parent Computers in Parent Resource Room and List of sites on school & system websites.
Family Nights and School Visitation Days	Parent Involvement Coordinator/TCMS/TCUE Staff	In Progress	Sign In Sheets

Standard V: DECISION MAKING: Include parents in school decisions, developing parent leaders and representatives.

Strategy	Person Responsible	Status	Evaluation
Policy Revision	Parent Involvement Coordinator, Parent Advisory Council	May 2018	Copies of Parent and Family Engagement Policy are available for parents at school and on website.
Advisory Board	Title I Director/Parent Involvement Coordinator/ Administrators	In Progress	Fall Meeting: TBA September 2018 11:30A.M. – 1:00 P.M. Spring Meeting: TBA March/April 2019 11:30 AM – 1:00 PM
School Council	Principal	In Progress	Meetings scheduled quarterly in Media Center conference room.
Conduct parent surveys to evaluate quality of workshops and other programming; gather input for revision of Parent-School-Student Compacts, School Improvement Plans, and Parent and Family Engagement Plans.	Parent Involvement Coordinator	Ongoing	Survey Feedback, Parent Participation Rates

Standard VI: COLLABORATING WITH COMMUNITY: Identify and integrate resources and services from the community to strengthen school programs, family practices, and student learning development.

Strategy	Person Responsible	Status	Evaluation
Back to School Blitz	Parent Involvement Coordinator/Title I Director/Family Connections	Scheduled for July 2018	July 2018 9 a.m. – 11 a.m. TCCHS Gym
Salvation Army Can Food Drive	TCMS/TCUE Faculty, Staff, and Students	In Progress	November 2018 -- December 2018
System BEE partnerships with local business volunteers	Parent Involvement Coordinator, BEE Committee	In Progress	August 2018 - May 2019
Hands-On-Thomas County Volunteer events	Administrators, MERIT staff	In Progress	August 2018 - May 2019
Papa John's Pizza	Parent Involvement Coordinator/Principal	In Progress	August 2018 - May 2019
Box Tops 4 Education	TCMS/TCUE Faculty, Staff, and Students	In Progress	August 2018 - May 2019
Community Coffee	Parent Involvement Coordinator, Staff, and Students	In Progress	August 2018 - May 2019
Tyson A+ Support Your School	Parent Involvement Coordinator, Staff, and Students	In Progress	August 2018 - May 2019
Publix Partners	Parent Involvement Coordinator, Staff, and Students	In Progress	August 2018 - May 2019