

Manila Middle School 2019-2020

School Parent and Family Engagement Plan

School Name: Manila Middle School

Facilitator Name: Melissa Baker

Email: dawsonm@manilaschools.org

Plan Review/Revision Date: 8-1-2019

District Level Reviewer, Title:

Robin Baugher

Director of Federal Programs

District Level Approval Date: 8-7-2019

Committee Members, Role:

Melissa Baker, Facilitator

LeAnn Helms, Principal

Jonna Hamilton, Counselor

Jimmie Puckett, 5th grade Parent

Brooke Chipman, 6th Parent

Laura Clark, 7th grade Parent

John Deaton, 8th grade Parent

1: Jointly Developed

(Describe/List how parents will be involved in the development of the school parent and family engagement plan and how parents will be involved in the planning, review, and improvement of parent and family engagement programs.)

Manila Middle School will foster effective parental engagement strategies and support partnerships among school, parents, and the community to improve student achievement by:

Developing a collaborative parental engagement policy that establishes objectives for meaningful involvement and reflects the specific needs of students and families...

The Middle School Parent Engagement Plan will be developed jointly with parents and filed with the Department of Education by August 1st. The plan will be made available to families on the Manila Public School's website by August 1st. A parent friendly copy will be included in the student handbooks that are provided to all students and require acknowledgment of receipt by signature. Manila Middle School will ensure adequate representation of parents and families in the development of this plan and will also incorporate the family engagement plan into the school wide improvement plan. Comments from parents who deem the school wide plan unsatisfactory will be submitted to the District office.

Developing a building-level parental engagement committee to create a parental engagement policy and implement parental engagement activities as well as disseminate information to the community to promote parental engagement...Recognizing that parents should be full partners in the decisions that affect their children and family and that parents play an integral role in assisting student learning, the building parental engagement committee will be comprised of both faculty and parents. The committee will create a plan that is comprehensive and coordinated in nature and one that supports meaningful two way communication between home and school.

Conducting an annual review of the effectiveness of the parental engagement policy...The MMS Parent Engagement Committee will work collaboratively to review the plan and ensure that all barriers to positive parental engagement have been removed and that parents of students at all grade levels are involved in a variety of roles, including decision making regarding how family engagement funds are used for activities. The plan will be reviewed on August 1, 2019. The meeting will be facilitated by building principal, LeAnn Helms.

Involving parents in the process of school review and improvement...Parents will be part of the MMS Parent Engagement Committee and the MMS Leadership Team. These teams will be responsible for leading the review, revision, and implementation of policies regarding every aspect of school improvement. Monthly meetings will be held at the local coffee shop at various to address parent/stakeholders needs and concerns.

2: Annual Title I Meeting

Manila Middle School will host its annual Title I meeting during Open House (August 2019). This meeting will provide information to parents about the curriculum, requirements of Title I, the parent's right to request information pertaining to the professional qualifications of teachers; the state of the school as reported on the Annual Report Card; student assessment reports (ESSA); the school's progress in comparison to other districts; complaint procedures regarding Title I issues; the right of disabled parents to request aid for communication with the school; the Parent Engagement Plan; and, the School-Parent Compact.

3: Communications

The Manila Middle School Parent Engagement Plan will be developed jointly with parents/stakeholders and made available to all stakeholders on the Manila Public School's website by August 1st and will include contact information for the building facilitator. A parent friendly copy will be included in the student handbooks that are provided to all students and require acknowledgment of receipt by signature. Parents of children with disabilities or limited English proficiency will have the same access as other parents. MMS will host registration days prior to school starting to assist students and parents with reading and completing all required paperwork. A translator will be on hand to assist parents and students.

The MMS Parent Group will host a membership drive at Open House. The parent group will provide a variety of ways that families can get involved at MMS. Each family will be surveyed to identify volunteer interest. Parents will be provided with a schedule of activities and events planned for the school year. These activities and events will be updated through the monthly newsletter. The newsletter is mailed, placed on social media, emailed, and uploaded on the school website.

Regular, two-way, and meaningful parent/teacher communication will take place through email, newsletters, calendars, Google Classrooms, telephone, and face to face. Each parent will be contacted at least two times per year. Meetings and activities will be held at various times (mornings and evenings) and in various formats. MMS uses online meetings, in-person group meetings, one-on-one meetings, and home visits as a means to engage parents and stakeholders. Transportation and childcare are offered anytime needed. This helps to prevent any barriers. Home visits are used when a parent or stakeholder is unable to leave the home to visit the school.

The parent-teacher-student-principal compact will be part of the registration packet. This compact will identify the roles of all participants and require a signature. This compact outlines the expectations of the student, teacher, parent, and principal. Once the compacts are signed, they will be filed in the administration office.

4: School-Parent Compact

MMS will work with parents to create a School-Parent-Compact:

School staff, parents, and students will develop a school-parent-student compact. This compact will outline how parents, school staff, and students share the responsibility for improving 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 academic standards. All stakeholders will sign the compact. The compact will be included in the back to school packets.

Student-led conferences will take place each Fall and Spring. This will be a time that helps to build a partnership between the parent and teacher while identify the growth of each student. Students will identify attendance patterns, progress reports, report cards, state interim scores, and ACT Aspire scores to parents. During the presentation students will identify next steps and goals for the coming weeks. The presentation will include examples of classroom projects and activities.

Parents will have access to all staff members once the student presentation is finished. The parents will also be able to visit the Middle School bank and store. Parents have access to teachers at all times through email. Teachers are encouraged to respond to emails within a 24-hour time frame.

Manila Middle School invited parents to come in at any time and observe classroom activities. Parents are asked to sign-in within the office.

Parent surveys are organized into a Google Doc (resource book) to encourage school staff to reach out to available volunteers. The survey helps staff members to identify the interest of each parent volunteer. These surveys help to involve parents in a variety of important roles. (Classroom Tutor, Advisory Mom/Dad, Teacher Assistant, Parent Committee Member, and more.)

5: Reservation of Funds

Manila Middle School receives less than the amount required for reservation of funds; however, the school will conduct, with the engagement of parents, ongoing evaluation of the content and effectiveness of the parental engagement policy as it relates to strategies for increasing parental participation and identifying barriers to greater participation through surveys and meetings. Surveys, data, and needs assessments help to identify the areas in which Title I funds need to be allotted to serve students in middle school.

6: Coordination of Services

One of the most important parts of MMS is the community partnerships that allows our students to achieve in academics and commit to community service. For example, Southern Bancorp sponsors the student ESSA bank and store. The bank sends employees in twice per

year to teach students about the importance of wise and smart money management skills. The bank employees host a parent training once per year at Manila Middle School.

Manila Middle School is committed to engaging parents and families in programs, activities, and strategies that promote college and career readiness. Parents and students are invited to a Middle School 101 meeting before school starts to help reduce the anxiety and fear of transitioning to middle school. Parents and students have a chance to fill-out back to school paperwork, tour the building, and view schedules.

Manila Middle School promotes college and career readiness through student action plans. Students start setting career goals and investing possible careers through Learning Blades and Career Development. In December, Manila Middle School will host a Career Spotlight Fair. Parents are asked to sign up and showcase their jobs. Students then visit each table to discover a wide range of diverse jobs. Once finished with the career fair, students are encouraged to create a list of top 5 future jobs for their student action plan. The Career Development classes also visit the local college and vocational center. This trip allows students to identify local resources found in Mississippi County.

Manila Middle School offers a state of the art parent center in the North Hall. The parent center is a place that parents and students can use together to gather classroom supplies, get hygiene produces, check out board games, use the internet, take a class at night, inquire about tutoring, and pick up extra work to support struggling areas. The parent center secretary can answer questions and help parents select needed items.

Manila Public School has an active alumni advisory committee. The group will continue to work to develop the district museum this year. MMS has an active parent group that enhances the opportunities for students each year. The group is involved in key decisions.

Manila Middle School partners with Southern Bancorp to offer financial literacy classes to parents and students. Southern Bancorp will sponsor the student bank so that students can engage in a year long banking simulation using the state ESSA report. This will strengthen the program while making learning fun and exciting for students. Parents will be invited to the ESSA bank and store.

The principal serves as part of the Family Engagement Team to ensure that the plan is comprehensive and coordination in a way that everyone is involved and included. The team develops the parent engagement plan after reviewing the needs identified in the school improvement plan.

7: Building Capacity of Parents

Parent Involvement Meetings

Parent meetings will be held the third Wednesday of every month in the new parent involvement center. Round table meetings will still be held bi-monthly at the local coffee shop.

***Middle School 101 Meeting-** This meeting will help parents and students understand the transition from elementary to middle school. The meeting will look at behavior cards, lockers, ESSA bucks, schedules, cellphones, dress code, backpacks, and drop-off.

***August Meeting-** Parents will be provided with a description and examples of curriculum being used at MMS. Parents will also be shown how to access curriculum maps and alignment guides on the school website. Parents will start to plan Fall Festival.

***Open House-** A report to the parents will be given to explain Title I, Part A requires, state standards, school accreditation status, state and local academic assessments including alternate assessments, HQT status, Child Find, and enrollment.

***September (Parent-Teacher Conference)-** Students and teachers will interpret and illustrate ACT Aspire score from Spring testing. Parents will be provided with a description and explanation of the assessments used to measure student's progress and achievement throughout the year. During February, students will present progress monitoring scores from various assessments. (STAR, ACT Interims, Moby Max.)

***September Meeting-** Technology Training (Google Essentials, ADE Website, School Website)(Parents will also hear the harms of copyright piracy.) Parent Volunteer: Laura Clark will present on teen stress and anxiety.

*** October Meeting-** Review ESSA Report.

***November Meeting-** Parents will be looking at the importance of community service. Parents will plan a career fair for students in December. Parent volunteers will be asked to talk to students about their jobs and education needed.

***December Meeting-** Strategies parents can use to support students in their academic progress. Parent Group will host career fair.

***January Meeting-** Special Guest Mary Smith will assistance parents with nutritional meal planning and preparation. Parents will start planning Valentine's Day activities.

***February Meeting-** Special Guest: Jonna Hamilton will present on strategies parents can use to support their child as we approach state testing. Parents will start to collaborate on Testing Kick-Off event.

***February Parent Teacher Conference-** Parents, teachers, and students will partner to support academic achievement during student-led conferencing. Teachers will help parents to decide on next steps if a student shows signs of needing enrichment or intervention.

***March Meeting-** Parents will be provided information on the dangers of social media. This meeting will help parents to understand the parents and students responsibly when using social media.

***April Meeting-** Parents will have the chance to work an ACT Aspire sample question. This will help illustrate the stress that students are placed under during testing. Parents will start to develop plans for ESSA auction in May,

*May Meeting- Parents will be provided materials and training to help them work with their child over the summer. Parents will have the chance to check out books and supplies from the parent center throughout the summer. Parent volunteer, Jimmie Puckett will be on hand to demonstrate appropriate learning activities for all middle school ages.

*May 6th and 8th grade Class Meetings- Parent meetings will be held in May for 6th and 8th grade parents. Mrs. Angie Gipson, high school counselor, will meet with 8th grade parents and students to begin career planning, course selection, and preparation for postsecondary opportunities. Sixth grade parents and students will have to decide on a track of study. (Core or Smart Core)

8: Building Capacity of School Staff

Manila Middle School will ensure that professional development requirements are met for teachers and administrators. During professional development, teachers will learn that parents play an integral role in assisting student learning. Parent surveys will help the administrator to utilize need resources to train teachers in areas identified as weaknesses by parents. Teachers will be trained in how to use the new school app and website to reach out to, communicate with, and work with parents as equal partners. Manila Middle School is striving to build a vital partnership with parents through monthly meetings and improved technology. Manila Middle School will host monthly parent programs during the school year. Teachers will be required to attend at least 1 of the programs within the year. These programs will help to develop stronger relationships with parents as we strive to build equal partners.

Teachers will be trained to welcome parents into the school and seek parental support and assistance when possible. Teachers will send the principal a copy of all letters sent how to ensure it is in a language that all parents can understand. When needed the ELL liaison will provide the information in the students native language. Teachers will be trained in how to respond to parent request for parent and family engagement activities. Parents and teachers will be trained in how to resolve concerns. The process for resolving parents concerns can also be found in the student handbook. Teachers will be provided with a digital notebook of parent and engagement training.

9: Building Capacity - Discretionary

Parent Leadership

MMS has developed a parent advisory council that will be recruiting more parent engagement volunteers for the 2019-2020 school year.

Flexible Opinions

MMS arranges meeting at various times and in various formats to reach as many parents and stakeholders as possible. When necessary administrations and teachers will visit the homes of students.

Community and Business Roles

MMS invited community members and businesses to be part of family engagement activities. Examples: Southern Bancorp provides financial literacy training once per year to students and parents. The Business Women partner with MMS to offer parent-child classes at the local depo.