

## **Manila Middle School Parent Involvement Plan 2017-2018**

### **Parent Involvement Committee:**

Mandie DeLong, parapro (parent)  
Brooke Dunigan, counselor  
John Deaton, dean of students  
LeAnn Helms, principal & parent facilitator  
Angie Masters, parent

### **Communication strategies used at MMS to provide additional information to parents and to increase parental involvement in supporting classroom instruction:**

1. Remove all barriers to provide positive parental involvement. The school will pay attention to the policies that effect students and parents who are economically disadvantaged, disabled, limited English proficient, limited literacy, or who are of racial or ethnic minority. School policies will be reviewed and revised if necessary.
2. The school will create a Web site to house classroom Web sites for each teacher. Homework assignments and pertinent classroom information will be available on classroom Web sites. Also, parents can access their child's grades using a PIN number they received at the beginning of the school year. Parents may use e-mail to communicate with members of the school staff.
3. Teachers will routinely contact parents on an individual basis to communicate about their child's progress.
4. The school will use the student handbook, school Web site, signage at the school entrance, and open house meeting about the School Wide Title I Plan and how to get a copy upon request.
5. The school will provide training for parents on the new online communication system.
6. The school will provide to parents reports/report cards every four weeks with information regarding their child's academic progress and upcoming classroom and school events.

### **Parent meetings, conferences and activities regularly throughout this year and the dates providing flexible meeting times planned to increase parental involvement and build staff and parent capacity to engage in these types of efforts:**

The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:

- Library assistant/ Book Fair Clerk (Fall 2017) (Spring 2018)
- School Tutor (All Year)Mentor (All Year)
- Teacher Assistant (All Year)
- Parent Lunch with Students (All Year)
- Awards Day Presentation (May 2018)
- Field Day Volunteers (May 2018)
- PBIS Activities (Monthly)
- Parent Education Workshops (August 2017)
- Orientation Presentations (August 2017)
- Open House (August 2017)
- PAWS Parent Group (Online Connection- All Year)
- Red Ribbon Week (October 2017)
- Choir Concerts (December 2017, March 2018)

- Band Concerts (December 2017, March 2018)
- Parent Committee, ACSIP Committee
- Space Camp (May 2018)
- Fall Festival (October 13, 2017)
- St. Jude Penny War (2018)
- March of Dimes Walk (2018)
- Thanksgiving Can Food Drive (November 2017)
- Nursing Home Gifts (December 2017)
- Parent Teacher Conference (October 2017, March 2018)
- Progress Reports (September, November, February, April)

**Information provided to parents about volunteer opportunities:**

- The School will provide opportunities for parents and community members to support the instructional program through such programs as Guest Speakers and Tutors.
- The school will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during parent meetings. Teachers will explain the requirements to parents and encourage them to become involved in the school. Brief training sessions will provide parents and community members with the information they need to participate as school volunteers in order to put them at ease and make the experience pleasant and successful.
- Parents will be provided support and helpful resources through the Middle School Website and Parent Room.
- Teachers will be provided professional development in the area of parent involvement. The principal will also be trained in parent involvement.

**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 packet.

**MMS will provide opportunities for parents to be involved in the development, implementation and evaluation of the school wide school improvement plan, and the Annual Title I Meeting and engaged in the decision-making processes regarding the school's Title I, Part A Program:**

- The school will engage parents in decision making about the allocation of its Title I, Part A funds for parental involvement.
- Parents will serve on the ACSIP and Handbook Committee. These parents will help revise the plans yearly.
- Alumni of the school will be asked to serve on the Advisory Committee.
- The Middle School will support the parent group organization which is called PAWS.

**MMS will provide resources for parents:**

- Parents may check out materials, use the computer to check grades, and visit educational Web Sites in the Parent Center.
- Manila Middle School will distribute informational packets each year that includes a copy of the school's parental involvement plan, survey for volunteer interests, recommended roles for parents/teachers/students and school, suggestions of ways parents can become involved in their child's education, parental involvement activities planned for the current school year, and information about the system that will be used to allow parents and teachers to communicate (notes, phone calls, e-mail...).

- Manila Middle School will purchase parenting books, magazines, and other informative materials regarding responsible parenting through the school library, advertise the current selection, and give parents the opportunity to borrow the materials for review.
- The school handbook will outline the process for resolving parental concerns, including how to define a problem, who to approach first, and how to develop solutions.
- LeAnn Helms will serve as the Parent Facilitator.

**MMS will engage parents in the evaluation of your parental involvement efforts:**

The school will engage parents in the annual evaluation of the Title I, Part A Program's, parental involvement efforts through an annual evaluation using a Comprehensive Needs Assessment filled out by teachers, parents and school staff. The Title I committee, made up of teachers, parents and school staff, will determine the effectiveness of the parental involvement plan and make changes if warranted. While collecting evidence about satisfaction with the program and the school's efforts to increase parental involvement will be a part of the evaluation, the survey will also collect specific information on the (1) growth in number of parents participating in workshops and meetings; (2) specific needs of parents; (3) effectiveness of specific strategies; and (4) engagement of parents in activities to support student academic growth.

**Manila Middle School will use the parent interest surveys to select, plan and implement parental involvement activities that will be offered throughout the year:**

The school will use the results of the parent interest survey and will be used to plan the parental involvement activities for the year. The school will evaluate the activities that were suggested by the parents at the end of the year as part of the annual parental involvement plan evaluation.

**MMS will plan the Annual Title I Meeting:**

Manila Middle School will host an Annual Title I Meeting. The agenda, the sign-in sheet and the minutes for this meeting must be generated separately from any other events and kept on file in the school's office (August 10, 2017).