

# Sequatchie County Middle School

## Family Engagement Plan

### Title I – Section 1118

### No Child Left Behind

Title I Requirements	Activities and Strategies	Participants	Time/Date	Evidence of Compliance
<b>The School Shall:</b>				
Convene an annual meeting, at a convenient time, to which all participating families are invited and encouraged to attend, to inform families about Title I and their rights.	Invite all Title I families to attend the annual meeting.	Title I Director School Principal Parents/ Families Teachers	Open House in the Fall	Letter of Invitation Sign-in Sheet
Offer a flexible number of meetings, such as morning and evenings, and may provide, with Title I funds, transportation and child care or home visits. Offer translations if needed.	Use information from parent surveys to plan topics, days, and times for workshops.	Teachers Parents/Families Community Leaders School Principal Title I Director	As determined by parents survey or as needed.	Letters of invitation Parent Survey (and results) Sign-in Sheets
Involve families in an organized and timely way in planning, review and improvement of the Title I Family Engagement policy and School wide plan.	Ask families to evaluate family involvement activities. Have families to evaluate the Title I program.	Teachers Parents School Principal Title I Director	Open House Student Registration Day End of School Year	Copies of Survey Copies of Evaluation Forms Sign-in Sheet
Provide families of participating children: <ol style="list-style-type: none"> <li>1. Timely information about programs</li> <li>2. A description and explanation of the school's curriculum               <ol style="list-style-type: none"> <li>a. Forms of assessment used to measure progress</li> <li>b. Proficiency levels students are expected to meet</li> </ol> </li> <li>3. Opportunities for regular meetings to make suggestions and participate, as appropriate, in decisions relating to the education of their children</li> <li>4. Timely responses to</li> </ol>	Give timely notice of family involvement activities. Provide information about school report card to parents. Teachers will discuss regular classroom curriculum goals with parents during parent/teacher conferences. Send parents information about	Teachers Parents Community Leaders School Principal Title I Director Director of Schools Curriculum Supervisors SPED Supervisor	As needed  November of the current School year  September October January March  May  Twice each 6—weeks  As Needed	Notices sent to parents.  Copies of Newspaper Articles  Letters to parents/guardians regarding the event  Copy of notices  Documentation

parents' suggestions	standardized test scores. Progress reports and report cards. Timely responses to family questions and concerns.			
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<b>The School Shall:</b>				
Provide parent-teacher conferences, at least annually, during which the compact is discussed as it relates to the individual child's achievement.	Discuss Title I compact at 1 <sup>st</sup> Parent/Teacher Conference as needed.	Teachers Parents School Principal Title I Director Director of Schools	Fall	Copies of Notices  Scheduled Conference Times
Provide reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.	Give out teacher's e-mail addresses  Parent Information folder-Inform families of the school's policy and procedures	Teachers Parents Community Leaders School Principal Title I Director Director of Schools	Orientation Day for students	Copy of teacher's e-mail in Parent Information folder

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<b>The School Shall:</b>				
Provide assistance to participating parents in such topics as: 1. State's academic content Standards 2. State's student Achievement standards 3. State and local Assessment 4. How to monitor a child's progress Help parents learn how to work with educators to improve the performance of their Children. Give parents information on how to access the school website.	Discuss State Standards & Accomplishments at Parent/Teacher Conferences Send home information about state assessments Include information on how to monitor a child's progress in newsletters & workshops.	Teachers Parents Community Leaders School Principal Title I Director Director of Schools	1 <sup>st</sup> Parent/Teacher Conference	Copy of State Standards & Accomplishments by grade level  Sign in sheets  Letter providing web addresses for school web site & other sites.

	Give parents information on how to access the school website. Give parents information about how to access homeroom.com to monitor student progress.			
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<b>The School Shall:</b>				
Help families learn how to participate in decisions relating to the education of their children.	Ask for parent e-mail addresses and provide parents with teacher e-mail addresses. Invite families to Family Involvement. Parent Information Brochure.	Teachers Parents Community Leaders School Principal Title I Director Director of Schools SPED Supervisor	At the beginning of each school year	Copies of the form on which we collect parent e-mail addresses  Copies of the Parent Information Brochure
Provide materials and training, such as literacy training and technology, to help parents work with their children to improve student achievement.	Give parents information about adult basic education classes. Conduct workshops presented by teachers to help parents learn how to work with students at home.	Teachers Parents Community Leaders School Principal Federal Programs Director Director of Schools Technology Director	At the beginning of each school year Open House is scheduled	Information about Adult Basic Education Classes is given to each student as an attachment to the student information form. Sign in sheet Workshop materials

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<b>The School Shall:</b>				
Educate teachers, pupil services personnel, principals, and other	Discussion group with teachers * parents to	Teachers Parents	Throughout year	Sign in sheets

staff with the assistance of parents, in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners, implement and coordinate parent programs, and build ties between families and the school.	exchange ideas.  Administration/ Teachers attending workshops/conferences Will offer information to parents through workshops.	Community Leaders School Principal Title I Director Director of Schools		Handouts
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<b>The School Shall:</b>				
To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Griffith Elementary for upcoming 5 <sup>th</sup> graders and outgoing 8 <sup>th</sup> graders.	Orientation for 4 <sup>th</sup> grade students who are entering our school from Griffith Elementary.  Eighth graders are introduced to SCHS by various programs in spring and summer before entering SCHS.	5 <sup>th</sup> Grade Teachers  School Principal  SCHS Teachers	Transition events are held at the end of school year or during summer.	Parent letters  Sign in Sheet  Agenda
To the extent feasible and appropriate, conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.	Open House/ Informational Meeting  Study Island Information Night  SPARK & School House Bingo	Principal Director of Schools Central Office Staff Teachers Parents Students	Throughout the current school year.	Parent Letters  Agenda  Sign in sheet  Door prizes

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<b>The School Shall:</b>				
Ensure that information related to school and parent programs, meetings, and other activities, is sent to the parents of participating children in a	Using a translating program such as Bablefish.com, items will be translated. (Ms. Terri Smith will help as	Students Parents Terri Smith, ESL Principals	Respond on a case by case basis	Documentation on individual cases

format and, to the extent practicable, in a language the parents can understand.	needed)			
To the extent practicable, provide full opportunities for the participation of parents with limited English proficiency & parents with disabilities.	Include disability or special needs statement on letters home.	Principals Parents ELL Teacher SPED Supervisor Teachers	As needed	Copies of notices sent home
Provide such other reasonable support for parental involvement activities under this section as parents may request.	Respond on a case by case basis	SPED Supervisor Principals Title I Director	As needed	Documentation on individual cases

### Tennessee Parent Involvement Standards

The Sequatchie County School System agrees to implement the Tennessee Standards listed below are based on the PTA's National Standards for Family-School Partnerships. These standards were adopted by the State Board of Education on July 30, 2010.

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.

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.

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