

Fort Loudoun Middle School Family Engagement Plan

To ensure that parents have an adequate opportunity to participate in the planning, designing, and implementing of the Title I program, the staff at Fort Loudoun Middle School shall:

1. Convene an annual meeting, to which all parents are invited and encouraged to attend, to inform parents about Title I.
 - Open House is held at the beginning of each school year.
2. Offer a flexible number of meetings.
 - Meetings are offered throughout the school day as well as before and after school.
 - Parents are able to request meetings at times most convenient for them.
 - Planned Parent-Teacher Conferences are held four times each year.
3. Involve parents in an organized, ongoing, and timely way in the planning and improvement of the Title I program and school level parent involvement plan.
 - Meetings are held throughout the school year.
 - Information is shared through monthly newsletters, parent link, school website, emails, and marquee announcements (in driveway). The school also uses Twitter and Facebook to reach out to parents and families via social media.
 - Parent surveys are conducted each year.
 - A Home-School Compact is sent home each year.
4. Provide parents with:
 - Timely information about the program
 - Information is given to parents annually during Open House.
 - Monthly school newsletters are used to inform parents of all activities and programs taking place at the school.
 - Parent link calls are made to inform parents of upcoming events and important announcements.
 - Parents are notified of progress and program changes if their child is participating in the reading intervention program. .

School Performance

- School performance is discussed at the annual Open House.
- Information regarding the school's progress toward AMOs is included in the newsletter.

Individual Assessment

- Individual TCAP results are sent home with each student with the booklet "Understanding Your Student's Individual Profile Report." A parent link phone call is used to notify parents that this information is being sent.
- Report cards are sent home every nine weeks. Midterm progress reports are sent in between report cards.

- RTI Progress Reports are sent home every four and a half weeks.
- Discovery Education Assessment and STAR Reading Assessment results are sent to parents after each benchmark period. A parent link phone class is used to notify parents this information is being sent.

Opportunities for regular meetings to make suggestions, share experiences, and participate in decisions relating to the education of their children.

- Parent surveys are completed each year.
- Planned parent-teacher conferences are held four times per year.
- Parent or teacher requested conferences are held as needed.
- S-Team and IEP meetings are held as needed.
- Parents are invited to student of the month luncheons each month.
- Parents and community members are invited to the fall picnic each year.
- An anonymous form is posted on the school website to allow parents and community members to make suggestions and leave feedback.

Timely responses to parents' suggestions

- Responses to parents are conducted through email, teacher notes, notes in student agendas, or phone calls.
5. Discuss with parents the home-school compact that outlines how parents, 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.
 - This information is sent home in registration packet and explained to parents of new students during enrollment process.
 - The compact is discussed during Open House.
 6. Provide parent-teacher conferences a minimum of four times per school year.
 - Parent-teacher conferences are held twice each fall and spring.
 - Parents and/or teachers can request a conference at any time.
 - S-Team and IEP meetings are held as needed.
 7. Provide frequent reports to parents on their child's progress.
 - Report cards are sent home every nine weeks. Midterm progress reports are sent home in between report cards.
 - RTI Progress Reports are sent home every four and a half weeks.
 - Planned parent-teacher conferences are held four times per year.
 - Parent-teacher conferences are held on request.
 - S-Team and IEP meetings are held as necessary.
 - Parents of students at risk of failing or dropping a letter grade are informed as needed between report cards.
 8. Provide to parents reasonable access to staff and opportunities to volunteer and participate in their child's class and to observe other classroom activities.

- Parent volunteer opportunities are discussed at Open House.
 - Parent volunteer forms are made available at Open House and in the parent resource center daily.
 - Parent/community volunteers are welcome in the school and encouraged on a regular basis.
 - Parent chaperones participate in field trips.
 - Parents are invited to student of the month luncheon each month.
 - Every staff member calls a minimum of one parent per week to share good news from the week.
9. As requested, provide parents with assistance in understanding such areas as National Education Goals, state content standards, state and local assessments, and how to monitor a child's progress.
- All students are provided with student agendas for recording learning objectives, daily assignments, and homework. These agendas are used as ongoing communication of learning between parents and teachers.
 - An explanation of TCAP scores is sent to parents.
 - All teachers assist students in setting academic goals based on assessment data. Goal setting sheets are shared with parents during parent-teacher conferences.
 - Trainings are made available to parents in using Skyward to track student grades and attendance.
 - Monthly PIE (Parent Information Events) are held to discuss topics most relevant to education (emotional health, PARCC, CCSS, RTI).
10. Provide help to parents in working with educators to improve the performance of their children.
- Monthly school newsletters provide a variety of parent tips.
 - Phone calls, emails, and notes are sent to individual parents.
 - Parent trainings are offered throughout the year to help parents use the technology and other resources available to them and their children.
 - Monthly PIE (Parent Information Events) are held to discuss topics most relevant to education (emotional health, PARCC, CCSS, RTI).
11. Provide help to parents in learning how to participate in decisions relating to the education of their children.
- Teachers and administrators discuss the benefit of parental involvement in their child's school success and encourage them to be involved. This takes place during Open House, parent-teacher conferences, and each time school administrators meet with parents.
 - Teachers and administrators provide information through newsletters, meetings, and emails, notes, or phone calls.
12. Provide materials and training for parents.
- Student handbooks and planners with school information are provided to all students and parents at the beginning of the school year or upon registration.
 - Newsletters with parent tips are sent home each month.

- Parent trainings are offered throughout the year to help parents use the technology and other resources available to them and their children.
 - A parent resource center is available in the main hallway. Pamphlets regarding a variety of topics are available for parents.
 - Contact with the school counselor is available when necessary and especially during tragedies to help parents and students cope. The school counselor has resources to share with parents.
13. Ensure, to the extent possible, that information regarding school and parent programs, meetings, and other activities is sent in a language parents can understand.
- Registration and parent pamphlets are available in Spanish.
 - ELL teachers make phone calls about grade cards and other topics when necessary.
 - All newsletters and parent letters are translated for Spanish-speaking parents before being sent home.
 - An interpreter is available to translate as needed for parent meetings and parent trainings.
14. 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.
- An interpreter is available to parents for phone calls or meetings.
 - An interpreter makes and returns phone calls when needed.
 - A County-wide ELL Parent Night is held at Loudon Elementary School in August each year and all ELL parents are invited.
 - A County-wide ELL Exit Celebration is held at Loudon Elementary School each year. All ELL parents are invited.
 - All parent communication is provided in the home language.
 - The building is accessible to parents with physical disabilities.
 - Parents with disabilities are addressed on a case-by-case basis to ensure school staff can effectively communicate with them.
 - When necessary, parent meetings are held in the student's home or in the parent's place of work.
15. Educate teachers and all other staff to communicate with parents as equal partners and build ties between parents and the school.
- Home-school compacts are read and signed by all parents, teachers, and students.
 - Faculty meetings and grade level meetings are held regularly to discuss positive parent involvement opportunities.
 - Professional development sessions include understanding language acquisition and cultural differences.

If you have questions or concerns about the Fort Loudoun Middle School Family Engagement Plan, please contact Christie Amburn, the school principal, at 865-458-2026 extension 1801 or email amburnc@loudoncounty.org.