

WEST FORK MIDDLE SCHOOL TITLE I PARENT INVOLVEMENT PLAN

Describe how the School works with parents and families to develop and review relevant plans, policies, and strategies related to engagement.

The School will involve parents/family in school improvement planning committees:

- The school will engage parents in decision making about the allocation of its Title I, Part A funds for parental involvement at the Annual Title I meeting.
- The school now has the formation of a Parent-Teacher-Organization (PTO) that will continue to foster family and community involvement within the school.
- 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. The Title I committee, made up of teachers, parents and school staff, will determine the effectiveness of the parent/family involvement plan and make changes if warranted. While collecting evidence about the 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 growth in number of parent participation in workshops and meetings; the specific needs of parents; the effectiveness of specific strategies; and engagement of parents in activities to support student academic growth.
- Parents will be given surveys following parent nights and parent-teacher conferences to provide the school with comments and input into the effectiveness of the events. The school will use these surveys to select and plan for other activities that will be offered throughout the year.
- Parental involvement meetings conducted by the F.A.C.E. committee will be held monthly to discuss current issues and upcoming events.

Describe how the School will communicate with and distribute information to parents and families.

- A Parent and Family Information Table has been created in the lobby area of the school.
- Parents and family may check out materials such as a computer and be instructed on how to check grades and visit educational websites.
- Parents and family will be encouraged to view the Title I plan located on the information table or online at www.westforktigers.org. A suggestion sheet will be available for parent input.
- The school will distribute Informational Packets each year at Open House that include access information for the school's Family and Community Engagement plan as well as a

copy of the plan, survey of volunteer interests, recommended roles for parents/teachers/community/students and school, suggestions of ways parents can become involved in their child's education, parental and community involvement activities planned for the current school year, and information about the systems that will be used to allow parents and teachers to communicate.

- The school handbook includes the process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions.
- The school handbook and the Family and Community Engagement packet and Parent-Teacher/Guardian Compact will be posted on the middle school website.
- The school uses text messages and email systems to communicate to families.
- The school sends out a Weekly Update to parents with videos, links, and other important information.
- The school updates its website and online calendar weekly to make sure parents have the most up-to-date information available.
- The school offers in-person and online meetings with parents. We also host meetings after hours if needed to better serve the parents' needs.
- The school uses Facebook and Instagram to post information for the community.

Describe activities that will be used with School staff to build their capacity to work with parents as equal partners.

- Teachers will receive no fewer than 2 hours of professional development every two years designed to enhance their understanding of effective parental involvement strategies.
- Administrators will receive no fewer than 3 hours of parental involvement professional development designed to enhance understanding of effective parent involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.
- The staff is required to reach out to students before the school year starts.
- The staff is required to keep a communication log with parents.
- The principal and FACE coordinator provide examples of what the welcome message will look like.
- The staff helps develop a Rising 5th Graders Parent Night and an Open House event for the upcoming year.
- Staff participate in a Night at the Museum family event.
- School connects with community partners in family events.

Describe how the School provides opportunities to build parents' capacity to play a role in their children's academic success. This may include conducting workshops, conferences, classes, online resources, Academic Parent-Teacher Team meetings or providing equipment or other materials.

- Each student in the middle school will be assigned a mentor. Mentors will meet with their students once per week during Character Strong lessons. Character Strong family letters will be sent home as new concepts are introduced.
- Teachers will discuss with students topics such as attending school regularly, staying on track with assignments, as well as tracking them academically through the use of HAC.
- Students will email a weekly grade and goal update to their parents during Mentor time.

- Parent communication will happen if students are falling behind in any way.
- Teachers will contact parents on an individual basis to communicate about their child's progress when necessary.
- The school will provide parents with progress reports/report cards throughout the year with information regarding their child's academic and behavioral progress or lack thereof.
- Each grade level will send out weekly updates with what standards the classes are working on and will have upcoming events listed on the update.
- The school will discuss ACT Aspire scores, MAP scores, reading Lexile levels, and report cards with parents during parent-teacher conferences after the first nine weeks.
- The school will use the student handbook, school website/weekly update texts, signage at the school entrance, social media, and parent orientation meetings to inform parents about the School-wide Title I Plan and how to get a copy upon request.
- Parents can access their child's grades using an access code for HAC that they receive at the beginning of the school year.
- Parents may also use email to communicate with members of the school staff.
- School staff will utilize Class Dojo as a communication tool for two-way communication and keep parents updated with academic and behavioral progress of students.
- Current and newly adopted Curriculum, accomplishments for that school year, and what is new in the district and in the community is communicated to parents/families in a brochure on the Parent Information Table.
- How-to sheets are also available on the Parent Information table.
- How to go online and view DESE information concerning parents and family is provided in the FACE packet that parents receive at the beginning of the school year.
- The school will hold an orientation for all parents at each grade level to inform them about the school's participation in the Title I program and to encourage parents to be involved with reviewing and revising the school's Title I plan.
- Teachers will hold conferences individually with parents of children at least two times a year.
- Parents will be given a summary of the student's test scores and an explanation of the interventions teachers are using to assist the child in reaching achievement goals. Parents will be engaged in discussion of how they can support these efforts. Parents will also be given explanations of homework and grading procedures.

Describe how the School will coordinate with other organizations, businesses, and community partners, including alumni, to provide additional supports, services, and resources to families.

- The school utilizes other leaders in the district to come up with community resources that help parents and families in the community (ex. SCOOT Bookmobile, snack pack program, EAST, and Bright Futures Coordinator).
- The school has a Parent-Teacher-Organization (PTO) that will foster parental and community involvement within the school that will help the flow of different activities and events.
- The F.A.C.E. committee will continue to connect with the City of West Fork, Parks Departments, public library, businesses, etc.
- The school has classes and transitional plans (gen ed and special ed) that help students transition from elementary to middle and from middle to high school. To help this

transition take place, the Middle School Student Leadership body alongside the principal collaborates annually with the elementary grades who will transition their way to the middle school.

- Career classes are also offered at the middle school to better prepare students for their future.

Describe the details regarding the Annual Title I meeting used to inform parents of the requirements of Title I, the School's participation, and the parents' rights to be involved.

- The school will conduct an Annual Title I Meeting in August 2024 for Families.
- The school will hold their annual Title I meeting separate from any other meetings or activities to ensure that there is ample time to provide a description/explanation of school curriculum, information on forms of academic assessments used to measure student progress and information on proficiency level students are expected to meet.
- The agenda, the presentation, the sign-in sheet, and the minutes for this meeting will be generated separately from any other events and kept on file online.
- The district and school will post the presentation on their websites.

Describe the process School will follow to jointly develop with parents a School-Parent Compact as required under Title I, Part A.

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 uploaded and available on the Middle School's website under the Parents tab. A hard copy will also be available.

Describe how the School uses Title I, Part A funds set-aside for parent and family engagement programs and activities.

- The school will engage parents in decision-making about the allocation of its Title I, Part A funds for parental involvement at the Annual Title I meeting.
- The school will host quarterly parent meetings to discuss funds.
- PTO board and PTO funds will be established so that these funds go towards parent/family, community, and student activities throughout the year as well as improve the school environment (supplies, materials, equipment, etc.)

Revision #2

Created 2025-06-19 03:33:16 UTC by Cory Robbins

Updated 2025-06-19 03:56:35 UTC by Cory Robbins