

W. S. Neal Middle School
Parent and Family Engagement Plan
2017-2018

Describe how the school will convene an annual meeting to inform parents of the school's participation in Title I and explain Title I requirements including the 1% set-aside, and the right of parents to be involved.

All parents will be invited to an annual meeting in September 2017. Parents are notified of the meeting through notices sent home by students, the school website, as well as newspaper and radio announcements. A notice will also be posted on the school's Facebook page. The meeting agenda will include what it means to be a Title I school, the 1% set-aside, and the process for how all Title I parents may have involvement in the 1% set-aside, the LEA Title I Plan, the CIP, the revisions of compacts, the LEA and School Parental and Family Engagement Plans.

Describe how there will be a flexible number and format of parent meetings offered, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement.

At the beginning of the school year, W. S. Neal Middle School has its annual Open House from 2:00-4:00. During Open House, parents and students meet their teachers and become oriented with the expectations of the year. Parent-Teacher conferences are held in the fall and spring of the school year from 1:30-6:00. Those conference days will be held October 12th and March 15th. Conferences are also available daily during the teacher's conference time. W. S. Neal Middle School offers meetings from 7:30-3:00 daily between parents, administrators, and teachers during the first and second semester to discuss the child's progress, placement, achievement, and other school information. To the extent practicable, meetings may be held in the evenings.

Describe how parents will be involved in the planning, review and improvement of the Title I Program. (State the school's process for how all Title I parents have the opportunity for involvement in decision-making.)

Parents will be given an opportunity to provide input in the planning, development, and operation of the Title I program. The Instructional Leadership Team or Parent Involvement Committee will meet on designated dates to discuss professional development activities, review and revise the CIP, and plan parent involvement activities. The committee will provide input in the planning, development and implementation of the program. Parents will be informed of meetings through letters sent home to committee members and member e-mail.

Describe how funds allocated for parent involvement are being used in the school.

The Instructional Leadership Team or the Parent Involvement Committee will meet to decide how the parental involvement funds will be spent. The committee decided the funds would be spent on

materials to help with transitioning to and from the middle school, as well as communication folders that will be used as a tool for getting information home to parents.

Describe how the school provides parents of participating children timely information in a uniform format and, to the extent practicable in a language they can understand, about programs under Title I.

Timely information will be given to parents through the weekly syllabus, weekly e-mails, school website, and letters home to parents. Information will also be posted on the school's Facebook page. The school will use any resource available to ensure that information and school reports that are sent home are written in a language that is appropriate for each parent to have a full understanding of the content of the information. Information is also posted on our school website. At the beginning of the year parents will be given the Escambia County Code of Conduct.

Describe how the school provides parents a description and explanation of the curriculum in use, forms of academic assessments, and achievement expectations used.

The school will provide a description and explanation of the curriculum in use and provide forms of academic assessment used to measure student progress and levels of proficiency which students are expected to meet. This information will be discussed during parent meetings. The curriculum will also be available on the school website.

Describe how the school, if requested by parents, provides opportunities for regular meetings to formulate suggestions and participate as appropriate in decisions related to the education of their children.

Progress reports and report cards will be sent home which will indicate teachers request for parental conferences as needed. Teachers, parents, or administrators may also request parental conferences through telephone calls and/or notes sent home by students. Conferences may be scheduled before, during, or after school.

Describe how parents, the school staff, and students share responsibility for improved student academic achievement for participating students (How the School-Parent Compact is jointly developed with Title I parents; how it is used, reviewed, and updated).

W. S. Neal Middle School has worked closely with the Instructional Leadership Team and the Parent Involvement Committee to revise and update the 2017-2018 school-parent compact which addresses the State's academic achievement standards. The compact along with suggested changes will be reviewed at the annual meeting. This compact outlines how parents, the entire school staff, and students share the responsibility for improving student academic achievement. The compact also addresses the importance of ongoing communication between teachers and parents. During parent-teacher conferences, teachers will discuss the compact with parents, and explain the content as to the expectations of the teacher, parent, student, and the school. The compact will be sent home in August. Teachers will have a signed compact for each of their students.

Describe procedures to allow parents to submit comments of dissatisfaction with the Continuous Improvement Plan.

After the plan is reviewed and revised by the Instructional Leadership Team and the Parent Involvement Committee, parents are encouraged to review the Continuous Improvement Plan either at the school or on the school's website. A notice will go home stating that the entire plan is available for review and that parents have the right to submit their concerns in writing to the school regarding the plan. A Dissatisfaction of CIP form is available on the school's website for this purpose. The notice will also state that parents concerns will be forwarded to: Federal Programs Coordinator/Curriculum and Instruction Director, Sarah Watkins, Escambia County Schools, 501 South Pensacola Avenue, Atmore, Alabama, 36502. Telephone number 251-368-0308. Fax 251-368-0303. The Federal Programs Coordinator will submit comments to the Alabama State Department of Education.

Describe how the school will build capacity for parental involvement including how parents will be encouraged to become equal partners in the education of their children? (See ESSA Section 1116, requirements for building capacity and parental and family engagement.)

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, our school:

(a) Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. (Describe)

A variety of materials are available at the parent resource center to help parents work with their children to improve achievement. Parents are notified about the parent resource center at the beginning of the school year by a notice sent home by the Parental Involvement Liaison.

(b) Shall educate teachers, office personnel, and other school staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school. (Describe)

W. S. Neal Middle School will work with its teachers through faculty meetings, grade level meetings as well as departmental meetings in understanding the importance of parental involvement and working with parents as equal partners. A variety of materials are available in each teacher workroom to assist our teachers with reaching out to, communicating with and working with parents as equal partners.

(c) Shall to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children. (Describe)

W. S. Neal Middle School has a parent resource center at the entrance of the school. Parents are notified about the parent resource center at the beginning of the school year by a notice sent home by the Parental Involvement Liaison. The school counselor works with W. S. Neal Elementary School and W. S. Neal High School to coordinate transitioning between the three schools. At this time, we are planning to offer summer school for our students.

(d) Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand. (Describe)

W. S. Neal Middle School will make every effort to communicate with parents in a language and form that all parents can understand. The TransAct Compliance and Communication center is available online for the school to access parent information needed in different languages. A community volunteer Spanish interpreter will be provided as needed. Also, an ECTACO Any Language Translator, provided by the LEA, will be used as needed.

(e) Shall provide such other reasonable support for parental involvement activities as parents may request.

W. S. Neal Middle School will also provide other support for parents. It will include:

- *Parent surveys
- *Telephone contacts
- *Individual, grade level, counselor and administrator conferences

Describe how the school will ensure the provision for participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.

W. S. Neal Middle School will use any resource available to ensure that information and school reports that are sent home are written in a language that is appropriate for each parent to have a full understanding of the content of the information. We currently have three students with limited English proficiency. At this time, we do not have any migrant students. We make every effort to accommodate parents with disabilities. Our school building is a handicapped-accessible building. Concerned parents of students with disabilities may contact Mrs. Suzanne Barnett, Special Education Supervisor, 1607 Poplar Street, Flomaton, Alabama 36441. Telephone number: 251-296-0633. Fax: 251-296-0634. E-mail address: suzanne.barnett@escoschools.net. Concerned parents of EL and migratory students may contact Sarah Watkins, Escambia County Schools, 501 South Pensacola Avenue, Atmore, Alabama 36502. Telephone number: 251-368-0308. Fax: 251-368-0303. E-mail address: sarahwatkins@escoschools.net.