



**JEFFERSON MIDDLE SCHOOL
PARENT ENGAGEMENT PLAN
2017-2018**

- I. Jefferson Middle School encourages high-quality, effective communication with parents using the following methods:
 - a. All parents and community members will be invited to an Open House at the beginning of each school year.
 - b. Two parent teacher conferences are held annual (fall/spring)
 - c. Student handbooks are given out each year informing parents and students of policies and procedures.
 - d. The “open door” policy encourages parents to visit the school at any time.
 - e. School activities will be announced through e-mail, phone calls, school sign, website, Remind App, and other media.
 - f. Student academic progress is communicated to parents on a regular basis. At a minimum, report cards are sent home each nine weeks and mid-term reports are sent home at the mid-point of each grading period.
 - g. Aspen, the new student information system, has a parent portal.
 - h. JMS Communication 101. Parents will be invited to attend. This will be a hands-on experience to education parents on the nuances of Aspen.
 - i. Documents will be provided in a language that parents can understand.
 - j. Student handbook/planners are created by the RTI 2 B team and distributed to every student at enrollment. The student handbook/planner outlines rules, procedures, and communication information.
 - k. Our Blackboard Connect phone system is utilized to leave informative messages on parent or guardian phone per student.

- II. Jefferson Middle School will create multiple avenues to involve stakeholders at the school.
 - a. In coming 6th graders and their parents are invited to an orientation in May of each year in order to help ease the transition to middle school.
 - b. At the end of incoming 6th graders 5th grade year, students from JMS feeder schools participate in a student orientation.

- c. School counselors will provide assistance parents in such areas as understanding state standards, assessment, and how to monitor their child's progress.
 - d. Volunteers are used in a variety of ways, ranging from chaperoning field trips and other activities to fundraising activities.
 - e. Sports teams, band and chorus have activities throughout the year
 - f. The facilities will be accessible to parents in order for them to hold meetings/workshops, work on projects, and obtain materials to encourage parents to support their child's academic success.
 - g. We encourage parents to become active in our PTO. This organization spends a great deal of time helping the school obtain needed materials and resources. For questions or concerns regarding PTO news or membership, call our school receptionist, Kippy Johnson, at 475-6133.
- III. Jefferson Middle School will support and encourage coordination for parent involvement activities with the Jefferson County Family Resource Center and Central Office staff.

