



**JEFFERSON MIDDLE SCHOOL
PARENT and FAMILY ENGAGEMENT PLAN
2018-2019**

As parents of students at Jefferson Middle School, you are extremely important to us. Our commitment to helping your child be successful cannot be accomplished without your help. Parents, families and stakeholders alike are involved in school improvement. This information can be useful to becoming involved at Jefferson Middle School and in your child's academics. We are committed to making sure all parents and families are kept informed and that one's native language is not a barrier.

- I. Jefferson Middle School encourages high-quality, effective communication with parents and families using the following methods:
 - a. All parents, families, and community members will be invited to an Open House at the beginning of each school year.
 - b. Parent and family teacher conferences are held in September and March at Jefferson Middle School. Parents and families are encouraged to attend these conferences to voice any concerns they may have.
 - c. Parents are encouraged to meet with or call teachers when they have questions or concerns. Teacher email addresses are available on our school website to parents and families to share information electronically.
 - d. Bilingual translation is provided if needed. Parents and families can also receive information through email.
 - e. Student handbooks are given out each year informing parents, families, and students of policies and procedures. The handbook is also on our school website.
 - f. The "open door" policy encourages parents and families to visit the school at any time.
 - g. School activities will be announced through e-mail, phone calls, school sign, website, Remind App, and other media.
 - h. The school year at Jefferson Middle School is divided into four (4) nine-week grading periods. Our teachers use ASPEN which is a form of online grading. ASPEN is a means to communicate with teachers and a means to monitor your child's academic progress. Instructions on how to use ASPEN is on our JMS website. Grade cards go out at the end of each nine weeks. In addition, mid-term grades are sent out each nine weeks at approximately the 4.5-week mark so that parents can be aware of their child's academic achievement and hopefully

prevent any undesirable grades. Contact the school for any questions, concerns, or additional assistance, such as interpreting student's progress.

- i. Aspen, the student information system, has a parent and family portal.
 - j. Documents will be provided in a language that parents and families can understand.
 - k. The student handbook was updated by the RTI 2 B team and distributed to every student at enrollment. The student handbook outlines rules, procedures, guidelines and JCBOE policy. A copy of the JMS student handbook is also available on our JMS website.
 - l. Our Blackboard Connect phone system is utilized to leave informative messages on parent, families or guardian phone per student.
 - m. The Jefferson County Schools website, found at <http://jc-schools.net>, is a great resource for both students, parents and families. The Jefferson Middle School website, found at <http://jms.jc-schools.net>, will provide Jefferson Middle School information.
 - n. The Olweus Bullying Prevention Program is taught and implemented at Jefferson Middle School. Teachers, school counselors, and administrators are involved in conflict management and bullying prevention. Students are encouraged to notify school counselors, teachers, and/or administrators when problems arise.
- II. Jefferson Middle School will create multiple avenues to involve stakeholders at the school.
- a. Incoming 6th graders (from feeder schools) are invited to an orientation in May of each year in order to help ease the transition to middle school. Introductions, facility tours, and information is provided.
 - b. School counselors will provide assistance to parents and families in such areas as understanding state standards, assessment, and how to monitor their child's progress.
 - c. Volunteers are welcome to support school activities and events.
 - d. Sports teams, band and chorus have activities throughout the year.
 - e. Parents and families are invited to attend Honor's Days each May.
 - f. The facilities will be accessible to parents and families in order for them to hold meetings/workshops, work on projects, and obtain materials to encourage parents and families to support their child's academic success.
 - g. We encourage parents and families 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, see our school website or call our school receptionist, Kippy Johnson, at (865)475-6133.
- III. Jefferson Middle School will support and encourage coordination for parent and family involvement activities with the Jefferson County Family Resource Center and Central Office staff.