

Manchester Middle School  
**Parent & Family  
Engagement Plan**  
for Shared Student Success  
**2017-2018 School Year**



231 Perry Street  
Manchester, GA 31816  
(706)846-2486  
[www.mms.mcssga.org](http://www.mms.mcssga.org)

Revised: October 30, 2017

**MMS Wants YOU**

Manchester Middle School believes that parent & family engagement are important to the academic success of each child. In order to achieve this, everyone must work together and MHS will provide many opportunities for ALL to become involved.

**As a parent/family what can I do?**

- ♦ Get involved & be part of your child's education
- ♦ Attend workshops to gain skills and knowledge in order to help your child
- ♦ Communicate with your child's teachers ~ ask questions
- ♦ Be involved in the reviewing and revising of school plans
- ♦ Find out how you can participate in the decision making process
- ♦ Volunteer ~ your presence and participation are greatly appreciated.

## **MMS is Continually Improving...**

MMS is committed to building parent capacity in order to help all children be academically successful. To achieve this, **We Will** —

- ◆ Ensure that all information is available in the format and language of our families' newsletters, website & other student information. Translations available upon request.
- ◆ Provide information to parents to help them understand the school's academic standards & assessments.
- ◆ Communicate with all families on a regular basis regarding student progress, parent workshops/trainings, and other parent programs. Multiple tools will be used to communicate with families such as phone messages, text messaging, social media, email, and flyers.
- ◆ Work with parents to develop professional development trainings and helpful presentations to educate faculty & staff on the importance of family engagement and communication.
- ◆ Provide necessary materials for parents at conferences, meetings, and activities to help parents work with their child to improve their child's academic achievement.
- ◆ Collaborate with community leaders and business groups to increase participation and awareness of the school parent involvement plan and programs/activities.
- ◆ Offer parent classes to help further enhance their various educational backgrounds.
- ◆ Listen and respond to parents' requests for additional support for parent involvement & family engagement opportunities.



## **Let's Get Together!**

Manchester Middle School will host the following events to build the capacity for strong parental involvement to support a partnership among the school, parents, and the community to improve student academic achievement. All meetings for parents and family members will be held twice per 9 weeks; once per mid 9 weeks from 11:30 am - 1:00pm and again at the end of the 9 weeks from 5:30pm—7:00pm.

### **Fall Semester Open House - August 8th**

Come meet our staff and find out about what's happening this school year at MMS. Students can pick up their schedules and class syllabus; sign up for clubs and parents can join our MMS Parent Engagement Team.

### **Infinite Campus 101 - August 15, 2017**

Learn to access your child's grades, attendance, and class assignment via the student information system.

### **Annual Title I Meeting - Sept. 26, 2017**

A time to learn & share information about our Title I program including our Parent and Family Engagement Plan; School-Parent compact; and the School-wide Improvement Plan; and other important meeting dates.

### **Curriculum Night Parent Meeting - Oct. 16, 2017**

A time to learn about testing requirements & ways to support your student's learning. Information will be provided to parents concerning tutoring opportunities and report cards and Georgia Milestone Assessments and other activities taking place.

### **Parent Working Lunch Meeting - Nov. 14, 2017**

During the Parent Working Lunch, we will meet with parents to discuss their input on the School-wide Improvement Plan, Parent & Family Engagement Plan and student progress and achievement per mid 9 weeks. Parents will be given the opportunity to voice their opinions verbally during the meeting as well as be given a short survey.

### **Curriculum Night Parent Meeting - Jan. 16, 2018**

Information will be provided to parents for tutoring sessions and/or opportunities that will help to accommodate your child/children so that they will gain the knowledge and understanding to academic success.



## **School Plan for Shared Student Achievement**

### ***What is it?***

It is a plan that describes how MHS will provide opportunities to promote parent and family engagement to support student learning. We value the contributions and involvement of parents to establish an equal partnership for the common goal of improving student academic achievement.

### ***How is it reviewed and revised?***

The process begins in the spring and continues throughout the school year. All stakeholders are provided multiple opportunities to review and provide feedback and suggestions.

- ◆ Surveys
- ◆ All parent meetings—feedback card
- ◆ School website feedback form
- ◆ District-wide parent meeting

### ***How Do I Get One?***

- ◆ **Open House in August**
- ◆ **All Grade Level and parent meetings**
- ◆ **Our school website**
- ◆ **Parent & Family Engagement Coordinator**
- ◆ **Parent Resource Room at MMS**
- ◆ **School counselors and registrar**

### ***Who is it for?***

ALL parents and families of MMS students. All students and their families are encouraged and invited to fully participate in the opportunities described in this plan. MMS will provide full opportunity for the participation of parents with limited English, parents with disabilities and parents

## **MMS School Council**

MMS invites all parents to attend the MMS School Council to share ideas and ways to involve other parents to build partnerships with school, families, and the community. The Council meets four times during the school year, but parents can also submit their ideas or suggestions during all activities and meetings as well as through our parents surveys and website.

## **People to Get to Know**

### **Administration**

**Principal ~ Ms. Kimberly Parks**

[kimberly.parks@mcssga.org](mailto:kimberly.parks@mcssga.org)

**Assistant Principal ~ Mr. Wesley Wilson**

[wesley.wilson@mcssga.org](mailto:wesley.wilson@mcssga.org)

**Instructional Coach ~ Mrs. Melanie Smith**

[melanie.smith@mcssga.org](mailto:melanie.smith@mcssga.org)

**School Counselor ~ Mr. Randy Gibson**

[randy.gibson@mcssga.org](mailto:randy.gibson@mcssga.org)

### **Administrative Assistants**

**School Registrar ~ Mrs. Angela Burke**

[angela.burke@mcssga.org](mailto:angela.burke@mcssga.org)

**School Secretary~ Mrs. Pamela Kerr**

[pamela.kerr@mcssga.org](mailto:pamela.kerr@mcssga.org)

### **Family Engagement Coordinator**

Manchester Middle School is committed to helping our parents attend the family engagement programs listed in this plan.

If you need information about additional programs or support, please contact:

**Mrs. Kristie Battle**

[kristie.battle@mcssga.org](mailto:kristie.battle@mcssga.org)



### School ~ Family Compact

- It is an agreement that families, teachers, and students review and update annually that explains how all stakeholders will work together to make sure **ALL** students reach their academic potential and graduate from high school.
- The compact is signed by parents, students and faculty describing how each will be responsible for supporting academic learning.
- The school-family compact remains at home to be reviewed by the student and parent. It will be discussed throughout the school year at different family engagement programs and parent-teacher conferences.



### MMS Family Engagement Team

Manchester Middle School invites all parents to join the MMS Parent Engagement Team to share ideas and ways to involve other parents to build partnerships with school, families, and the community. The team will meet four times during the school year, but parents can also submit their ideas or suggestions during all activities and meetings as well as through our parent surveys and website.

If you would like to learn more about the MMS

*Family Engagement Team,*

please contact:

**Mrs. Kristie Battle**

[kristie.battle@mcsga.org](mailto:kristie.battle@mcsga.org)

706-846-2846

### 2017-2018 Manchester Middle School Goals

- Increase student s' Lexile scores.
- Increase the number of students scoring proficient or distinguished on the Georgia Milestones End of Course Assessments in all core subjects by 10%.
- Decrease the total number of student absences more than 6 days or 5%.
- Increase opportunities for family and community engagement.

### 2017-2018 Meriwether County School District Goals

- MCSS will obtain a 3% increase annually (FY18 FY19, FY20) in the percentage of students scoring "DEVELOPING –or– HIGHER" on all areas of the Georgia Milestones.
- IMCSS will reach an employee retention rate of 75% by the end of the 2019-2020 school year to ensure the district has effective teachers and leaders to support student achievement.
- To increase consistent, relevant and timely communication to stakeholders, the district will use 5 modes of media when communicating information by the end of 2018.
- By the end of the 201-2018 school year, MCSS will use a checklist that includes required actions to monitor organizational systems quarterly to ensure operations support the learning environment.

### Parent Resource Center

Come visit our Parent Resource Center to check out books, study materials, and activities to use at home with your child. Computer are available for parents to explore the Parent Portal on Infopus and educational resources.



**The Parent Resource Center is open M-F  
from 8:00-3:00.**

## What is Title I?

Manchester Middle School is a school-wide Title I middle school. This means that we receive federal funds to help all students become academically successful. Title I is designed to support schools in meeting challenging state academic standards and to reinforce and enhance efforts to improve teaching and learning for students.

Manchester Middle School parent Involvement programs and family engagement workshops are based on improving student academic achievement and building parent capacity. As a Title I school, MMS will jointly develop with all parents/families a written parent involvement plan. Parents/families will also have the opportunity to review the school-wide plan and provide any suggestions.

## Communication Between School & Home

At MMS, many forms of communication are used to share information about student learning. These forms include:

- Open House
- Emails, REMIND
- Phone calls / Conferences
- Text messages
- Parent Resource Center
- Parent Portal
- School Website
- Social Media

