

# **Whitwell High School**

## **Family/Community Engagement Plan**

The school shall be governed by the statutory definition of parent involvement as sited in the Elementary and Secondary Education Act (ESEA), and shall carry out programs, activities and procedures in accordance with this definition.

1. The school shall implement the following as required by federal and state legislation:
  - The school will put into operation activities and procedures for the involvement of parents. Those programs, activities and procedures will be planned and operated with meaningful consultation with parents.
  - Family/Community Advisory Meetings on a regular basis
  - TSIPP Meetings where parents are included in surveys, etc.
  - Booster Club Meetings where parents make decisions in supporting extra-curricular activities
  - Meetings with grade levels, parents, and guidance counselor to assist in student expectations
  - Bi-yearly newsletter which goes to all parents and includes calendar with all events during that particular period
  - Career Technology department parent packet sent to each student enrolled in their program, including a syllabus, expectations, copy of the state requirements for each
  
2. The school shall incorporate activities and strategies that support the districtwide family and community engagement policy into its Tennessee School Improvement Planning Process (TSIPP).
  - Quarterly Meetings with Speakers/Programs to Meet Parent Needs
  - Survey information used on TSIPP to analyze effectiveness in the community, and adds parent expectation(s) on academics
  
  - The school, along with parents and teachers, has designed strategies to improve homework, attendance and discipline.
  
  - Homework Hotline
  - Positive Parent Contacts (15 per semester per teacher)
  - Parent contact after student misses three days during a nine-week period
  - Tutoring before and after school in all classes
  - Student tutoring offered by some clubs
  - Perfect attendance pins presented and students recognized school wide via the intercom
  - Student of the month award given by all teachers both for academic recognition and improvement
  - Principal's award monthly to a student(s) who made a difference in some way
  - Star Honor Roll/Honor Roll recognized with pins, school wide announcement and bulletin boards

- Accelerated Reader pins given, certificates displayed, and students awarded with prizes for those who made the required number of points each nine weeks
  - AR students recognized on Honors' Day if they earned 100 or more points
  - Birthday board to recognize students each month
  - Both the counselor and family coordinator talk and meet with students who are struggling, and make contact with their parents.
  - Family coordinator will call all 9<sup>th</sup> grade parents who have students failing two or more classes at progress report fall term
  - Counselor will send letters home in December for all seniors who are at risk for graduation
4. The school informs parents of the right to access their children's official records.
- Parents can access the School Board's web page and read in-depth details of its policies
  - Publish WHS handbook which goes to all students and includes school rules, graduation requirements, etc.
  - Counselor shows parent(s) official folder upon request
  - WHS handbook states that parents have the right to access official records.

4. The TSIPP shall include procedures by which parents may learn about the course of study for their children and have access to all learning materials. The school will provide a written description of the curriculum, forms of assessment used to measure progress, and the proficiency levels students are expected to meet.

- Website for State Standards
- Accelerated Reader lists provided for parents who request them
- Incoming freshmen parent meetings, plus group meetings to discuss curriculum
- Individual parent/guidance counselor meeting to choose path and courses of study
- Detailed descriptions of courses on school web page  
(<http://www.marionschools.org/whs/>)
- All students are offered a free practice ACT to help in preparation for the actual test
- All juniors have English in the fall before the Writing Assessment in February
- ASVAB is offered to all students in junior year to determine their interest and skills
- PLAN and PSAT offered to all sophomores/juniors during the fall each year
- College Fair offered to all students in the Fall
- Career Day in the spring brings business persons from multiple careers
- Junior College Field Trip to UTC in the spring

5. If the school's TSIPP is not satisfactory to the parents, the school shall submit any parent comments with the plan when the school submits the plan to the State Department of Education.

- Parents involved in writing the TSIPP, as well as sending the surveys to all parents
- Parents will be included in the TSIPP committee
- A copy of the TSIPP will be available for parents to view and make comments.

6. To the extent practicable, the school shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and including alternative formats upon request, and, to the extent practicable, in a language parents understand.

- Wheelchair access in place for entrance and for restrooms
- School will work with students and parents with disabilities
- Jobs for Tennessee Graduates works with at risk seniors who are then monitored for five years after school to see that they are successful
- Students with disabilities are offered transportation to special programs
- Caring, Inc. offers its services to students with disabilities, thus enabling them to plan and prepare for job market
- Test and monitor students who have English as a second language
- Parental rights are addressed at all M-team meetings for Special Education students
- WHS will work with the Marion County ESL Coordinator to provide services for ESL students.

7. The school shall appoint a Family and Community Advisory Council that will annually assess, through consultation with parents, the effectiveness of the Family and Community Engagement Program and determine what action needs to be taken, if any, to increase parental and community participation. In order to accomplish this, each advisory council shall be composed of representatives from parents of students in each grade level of the school, and community business leaders.

- The WHS Family/Community Advisory Council includes a parent from each grade level, the student presidents of Student Council, Beta Club, Interact and their parents, the principal, a teacher, and the Family Coordinator.
- The Advisory Council will assess the Family and Community Engagement program at the Spring Advisory meeting.