

Church Hill Intermediate School

Family Engagement Plan 2011-2012 School Year

Each Title I school is required to establish a Family and Community Engagement Committee. To the extent possible, the Family and Community Engagement Committee will be a demographic representation of the school. The school-level Family and Community Engagement Committee will be responsible for:

- Developing, implementing, and assessing the school-level Family Engagement Policy.
- Determining what action needs to be taken, if any, to plan and increase participation in family engagement activities.
- Identifying barriers to participation in family engagement activities.
- When applicable, integrating parent involvement activities with existing community agencies such as Tennessee Early Intervention Services, HeadStart, preschools (public and private), etc.
- Our committee will meet at least two times this school year to discuss expenditures, plan events, develop our Family Engagement Plan, etc. The Family Engagement Coordinator for our school is Tracie Hill. She can be contacted by email at tracie.hill@hck12.net or by calling the school at 423-357-0252.

Additionally, each school will:

- Annually distribute the Home-School Compact to families at the beginning of each school year. Discuss the Home-School Compact with parents and students at parent-teacher conferences. The compact will also be posted online on the county and school-level websites.
- Convene an annual parent meeting following State and Federal Guidelines
- Address the importance of communication between teachers and parents
 - provide at least two parent-teacher conference dates to address student progress
 - provide frequent child progress reports for parents
 - provide parents with reasonable access to staff through phone numbers, emails and scheduled meetings
 - opportunities to volunteer and participate in their child's class
 - opportunities to observe classroom activities following school procedures
- Provide parents with materials to help parents work with their children to improve academic achievement
 - make the Parent Lending Library easily accessible to parents
 - promote the use of the Lending Library through newsletters, websites, and classroom communication.
- Provide at least two parent training and activities designed to increase parents' capacity to help with learning at home.
 - Focus on strategies to improve homework, attendance, and discipline.
 - Convene at varying times to accommodate family schedules.
 - Invite all families to attend activities through written and verbal notice.
 - To the extent practicable, the school will provide full opportunities for participation of parents with limited English proficiency, parents with disabilities and parents of migratory child.
 - We hosted a Back to School Bash on August 2, 2011 for parents and students to meet teachers, staff and administrators, tour the facilities, learn about the Title I status of our school, and discuss parent engagement opportunities.
 - We will be hosting a "Muffins for Math" program from 8:00 a.m. – 9:30 a.m. on September 29th. Parents and students will play fun math games together in the gym.

- We will be hosting a Math Night in October at our school. Parents and students will be actively engaged in math activities.
 - We will be hosting a Parent Night during the Scholastic Book Fair during the week of October 24 – 28 to celebrate reading.
 - We will be hosting a Grandparents breakfast during the week of October 24 – October 28 to assist grandparents in helping their grandchildren with reading strategies.
 - We will be hosting an AR/Reading Night or Bingo for Books Night at our school. Parents and students can read books together. Students can complete AR tests in the computer lab. Parents and Students can leave with books to read at home.
- Provide parents with a student handbook at the beginning of each year to provide information on
 - procedures to learn about the course of study for their child and have access to all learning materials.
 - the right to access their child’s official records.
- Utilize the Family Engagement Coordinator for technical assistance on policy development
- Provide parents with written procedures on how to access the Parent Involvement Policy, the Hawkins County Schools Family Engagement Plan, and curriculum.
- Increase parents’ capacity to become involved in the educational process by presenting information in a timely manner and through various means to include information such as
 - a written description and explanation of the curriculum in use at the school.
 - the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
 - State’s academic content standards.
 - State student academic achievement standards.
 - State and local academic assessments, the requirements of parent involvement.
 - how to monitor a child’s progress and work with educators to improve the achievement of their child.
 - Teachers will maintain a classroom website for students and parents to access for homework assignments, class activities, rules, procedures, etc.
 - Parents can access Quia to review student grades and assignments by password.
 - Teachers are available by email and by phone to address parent concerns.
 - Parents will receive information to explain their children’s TCAP results.
 - Parents will receive a progress report every three weeks.
 - Teachers will utilize email, phone, and letter correspondences to communicate with parents about their children’s performance.
 - ThinkLink results and instructions are sent home several times during the school year.
- Set up meetings requested by parents to give suggestions and be part of the decision making about their child relating to the education of their child, and respond to the suggestions as soon as possible.
- Coordinate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers.
 - Our school will send automated messages to parents to alert them to upcoming school events.

- Our school will provide a list of the summer reading books to the Church Hill Public Library.
 - Our school will utilize the school website to provide information about school events.
 - Our school will provide parents with information about the parent resource center.
- All information about school and parent programs, meetings, and other activities is sent to the parents in an understandable language.
 - Provide other reasonable support for parental involvement activities as parents may request.
 - 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 a language such parents understand.