

KEPLAR ELEMENTARY SCHOOL
Family Engagement Plan
2011-2012

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.
- *The Keplar School level committee will meet a minimum of three times during the academic school year. Additional meetings can be scheduled if needed. The contact person at Keplar Elementary is Amber Davidson, the Family Engagement Coordinator. The school level committee will consist of the principal, parent representatives, and teachers.*

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.
 - *Back to School Bash* scheduled annually on the first day of school, when parents and students attend sessions informing them of new programs being implemented and information to help begin the school year successfully. The parents will also attend the Annual Title I Meeting during the Back to School Bash.
 - *Family Math Night* will be scheduled in the spring. Parents and students will learn specific activities to help children with math skills at

home. Parents and students will make/receive math materials to use at home.

- *Book Swap "Spooktacular"* will be held on October 31st to celebrate National Book Month (October) and National Family Literacy Day (Nov. 1). Parents and students will send in gently used books that they no longer want and receive a book buck for each. On the day of the swap, parents and students will use the book bucks to get "new" books for 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.
 - All parents of Keplar students will receive their child's report card every six weeks and a progress report every three weeks. The classroom teachers send home weekly newsletters that provide parents with a list of skills and topics that will be covered that week and how they can help their child practice. Teachers also send home learning supports such as sight word lists, times tables, etc. which parents can use with their child. The school newsletter, KES Express, is sent bimonthly and includes articles by the classroom teachers that tell what part of the curriculum and academic vocabulary will be taught during those months. It also includes articles that relate to reading, parent engagement, and dates for school activities. All parents are invited to parent teacher conferences twice a year and as scheduled by the teacher or parent.
 - Our Title I program also plans specific activities for parents where they can learn more about how to help their child. We get ideas for these activities from personal contacts with the parents, teachers, parent surveys, and committee meetings. These activities are interweaved into special Title I activities such as the Back to School Bash, Family Math Night, and the Book Swap.
- 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.

- Kepler parents have several opportunities to give their input and make suggestions regarding the education of their child. Parents can sign up to be on one or more of the ten committees that plan activities for the school. They also fill out evaluations of some activities and a Title I Parent Survey. We read/analyze the data and address the requests in our plans and activities for the next year. We also have a Title I committee and a Family Engagement Committee that helps plan these programs.
- Kepler Elementary School coordinates parent involvement with the Kepler Head Start, summer school, and after-school program. We invite them to participate in our school activities. Parents who will have a child attending our Kindergarten are given a packet in the spring explaining how they can help their child be ready for Kindergarten.
- 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.