

School Level Family Engagement Plan
McPheeter's Bend Elementary

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 Family Engagement Coordinator for MBES is Tonia Starnes. She can be located at tonia.starnes@hck12.net. The Parent engagement Committee will meet at least three times this school year to discuss issues and make decisions.

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 an Open House on October 7, 2011 for parents and students to meet teachers, staff and administrators, tour the school, learn about the Title 1 Program and status of our school, and discuss parent engagement opportunities.
 - On October 25, 2011, MBES will host parent-teacher conferences from 1:00-6:15. Parents and teachers will discuss student progress and identifying strategies to improve performance.
 - MBES will invite parents Tuesday, November 8, 2011 to attend a Storytelling Program presented by Larry Kelley.

- Parents will be invited to attend a workshop entitled “Kindergarten Connections”. This is a workshop designed for parents/guardians of kindergarten and preschoolers. These workshops provide free materials to make learning more fun at home. This will be held twice a semester.
 - On November 16, 2011 parents will be invited to a Thanksgiving lunch. A representative from the Family Resource Center will have a booth set up for parents.
 - In January MBES will invite parents to an Accelerated Reader (AR)/Reading Night. Reading strategies for early learners and older children will be discussed. Parents can read books in the library with their child. The students can take an AR test for the books they read that night.
 - In February, we will be hosting a “Muffins for Math” night. Parents and teachers will play fun math games together. Games/lessons will be focused on math standards for Kindergarten-fourth grade.
 - MBES will host Parent-Teacher conferences on Tuesday, March 27, 2011 from 1:00-6:15. Parents and teachers will discuss student performances and identifying strategies to improve performance.
 - In April, we will host a Reading Night. Strategies and activities to improve reading will be discussed. T-Cap information for grades third and fourth. The Stanford 10 will be discussed with second grade parents.
- 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.
 - MBES update the school website frequently to keep parents informed and updated on important happenings.
 - MBES will send a T-Cap summary to each parent indicating each student’s performance.
 - Students will be assessed three times per year through the use Response to Intervention (RTI). RTI is an ongoing process of using student performance and other data to guide instruction and plan intervention. Students will be tested three times a year with Benchmark testing materials.
 - Think-Link results and instructions are sent home several times during the school year.

- Reading Comprehension and reading levels will be assessed through STAR testing. STAR testing is given to students in grades first-fourth three times a year. A summary of each student's performances will be sent home to parents.
 - A newsletter is sent home every month informing parents of skills being taught for each grade level and important events.
 - A newsletter entitled "Helping Children Learn" will be sent home monthly. Tips are included to help families help children do better in school.
 - A progress report will be sent home every three weeks.
 - Teachers will utilize e-mail, phone, and letter correspondences to communicate with parents about their child's performance.
 - Kindergarten, first, and second grade have a daily communication folder that will contain a "Peek at the Week" note. Skills for the week will be addressed. Test and daily work will be sent home to keep parents informed of their child's progress.
 - Third and fourth grade have a student planner for communication with parents. This planner will contain the child's assignments for each day.
- 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.
 - Pre-K and Head Start will be invited to tour MBES and visit with the Kindergarten teachers.
 - Flyers about Kindergarten Registration will be sent to area pre-schools and Head Start Programs. The dates will be printed in newspapers and be posted on the county and school websites.
 - 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 fourth graders from MBES will visit CHIS for orientation in the spring prior to the new school year.
- 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.