

Surgoinsville Elementary School Family Engagement Plan

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 and Community Engagement Committee will meet at the beginning of each school year, as well as throughout the school year to plan various family engagement activities. The chairperson for this committee is first grade teacher, Ellen Brumett.

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.
 - A "Back to School" bash will be held to notify parents of Title I status and introduce families to school staff and resources available.
 - Student planners will be provided to all students to maintain communication between home and school.
 - PTSO meetings will convene once a month after school to discuss upcoming events for the school and family engagement opportunities.
 - Kindergarten Connection will hold several meetings throughout the year for kindergarten parents to provide helpful tips and resources to help their child succeed in school.

- A Fall Festival is held each year to provide fun for the entire family, as well as recruiting family volunteers to help with classroom booths.
 - A book fair is held twice a year in which family members can volunteer to help or visit the book fair with their child during and/or after school.
 - Many classroom teachers utilize family volunteers to provide additional help for students or for classroom activities throughout the year.
 - A “Heritage Round-Up” is held during the school day, and parents are invited to attend a day of celebrating our heritage through food, games, and fun.
- 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.
 - Student progress will be monitored by classroom teachers throughout the year using the following: Dibels testing, Think Link, Unit tests, STAR test, and fluency checks.
 - Student progress will be communicated with parents through regular progress reports.
 - Students needing additional help will receive small group intervention.
 - Students needing intensive tutoring in Reading will go to the school Reading Interventionist for 30 minutes daily.
- 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.
 - Communication for these activities will be provided through flyers sent home in communication folders.
 - Communication is also provided through the school website.
 - Surgoinsville Elementary School provides tours of the school to preschool students and upcoming kindergarteners.
 - Fourth graders participate in a tour of Surgoinsville Middle School to prepare them for the upcoming 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.