

Surgoinsville Elementary School
Family Engagement Plan 2019-2020
Updated 8/26/19

Each Title I school is required to establish a Parent Advisory Board and a Family and Community Engagement Committee. To the extent possible, the Parent Advisory Board will be a demographic representation of the school. The school-level Parent Advisory Board and the Parent 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 Parent 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 chairpersons for this committee is teacher, Shasha Laster. The Title I Coordinator, Jennifer Cassell, assists Mrs. Laster and conducts focus group meetings with the Parent Advisory Board to gather additional suggestions from the school.

Surgoinsville Elementary 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.
 - Post the Home-School Compact online and the school-level websites.
 - Meet with the Parent Advisory Board to review the compact for the next school year.
- Convene an annual Title One 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 (Approximately 4.5 weeks).
 - Provide parents with reasonable access to staff through phone numbers, emails and scheduled meetings.
 - Provide opportunities to volunteer and participate in their child's class.
 - Provide 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. Skills and events will be advertised on the Week in a Peek, periodically on the SES Facebook page, and the Principal's Newsletter (monthly).
 - Convene at varying times to accommodate family schedules.
 - Invite all families to attend activities through written and verbal (all call) 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.
 - Engagement activities include:
 - Communication folders will be provided to all students to maintain communication between home and school.
 - A Principal's Newsletter is provided with important information and events scheduled throughout the month.
 - A "Back to School" bash will be held to introduce families to school staff, resources available, and how to help their child at home with literacy and math.
 - A Title One Meeting is held the first day of school to inform parents of Title I status.
 - Literacy and Math events are held for parents to gain information and participate in activities with their child.
 - TNReady testing information will be presented at parent events by 3rd and 4th grade teachers.
 - Parent-Teacher Conferences are scheduled two times per year by the district and as-needed by the parents and teachers.
 - PTSO (Parent Teacher Student Organization) meetings will convene once a month after school to discuss upcoming events for the school and family engagement opportunities.
 - A Parent Advisory Board meets to discuss important school matters. Each grade level will be represented by a parent/caregiver. This committee meets at the beginning of the year with the Family Engagement Coordinator and as needed throughout the year. Families receive information on school testing data and assist with School Improvement Plan revision.
 - A Fall Festival is held each year to provide fun for the entire family. SES King/Queen fundraiser is celebrated.
 - 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.
 - Santa's Workshop sells inexpensive items for students to purchase as holiday gifts for families and friends. This event is sponsored by PTSO.
 - School Dances are held to provide time for socialization and raise money for classrooms. These fundraisers are sponsored by PTSO.
 - Students perform in an annual Talent Show.

- Classroom teachers are encouraged to utilize family or community volunteers who can provide additional tutoring for students or for classroom activities throughout the year.
 - Classroom teachers are encouraged to invite all parents to come into the classroom at least once during the year to share an activity or demonstration with their child's classroom.
 - Families are invited to Field Day to participate in various fun, outdoor games.
 - Families are invited to participate in and attend a Holiday Musical (2nd grade).
 - Families are invited to the Art Show to view student artwork displayed throughout the building.
 - Families are invited to Honors Day to recognize the academic achievement of their child at the end of the year.
 - Fourth grade hosts a picnic during which families can come celebrate the end of the year with their students.
 - A Science Fair allows families to perform science experiments with their children at home and coach their children on presentation skills. TN Ready Night is held the same evening so that families can acquire more information about state testing.
 - Celebrations such as Student Appreciation Day, Accelerated Reader, positive behavior, and other rewards are scheduled throughout the year.
 - A school website and Facebook page are used to communicate news and celebrations.
- 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 Family Engagement Policy, the Hawkins County Schools Family Engagement Plan, and curriculum. The school's Family Engagement Plan is on the school website: <http://ses.hck12.net/>
 - 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, including but not limited to benchmark testing and state assessments.
 - State's academic achievement content standards.
 - 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 (when applicable to the grade level): AIMSweb testing, AR tests, weekly and/or unit tests, data folders or fluency checks.
 - Student progress will be communicated with parents through regular progress reports.
 - Student progress will be documented on Skyward, and families will be assisted in Skyward use by appropriate staff.
 - Students needing additional help will receive tiered research-based intervention in the Response to Instruction and Intervention model or small group instruction in reading or math skills.
- 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 programs such as (when applicable) Head Start, public preschool, or other programs. Parent resource centers or other assistance programs are coordinated by designated members of the family engagement committee or school counselor. Examples of activities coordinated with other programs include, but are not limited to:
 - 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. Kindergarten teachers also host a Kindergarten Orientation for families before the start of school.
 - A speech therapist works with local Head Start agencies to provide early intervention to children in need of services.
 - 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 parents understand.