

School Level Family Engagement Plan  
St. Clair School  
2018-2019

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, Head Start, preschools (public and private), etc.
- **St. Clair School will have a parent committee called the "PAC" (Parent Advisory Council). The committee will first meet on August 16 to review the Family Engagement Plan, the e - Plan, and learn more about Title I. The committee will then meet as needed throughout the year to discuss family events and activities.**  
**Contact people: Tasha Bates-Family Engagement Coordinator for St. Clair School, email: [tasha.bates@hck12.net](mailto:tasha.bates@hck12.net)**

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.
  - **Open House: This is an annual event that is scheduled for August 2, 2016 during the first week of school. Students and families are able to visit the classrooms, meet teachers, and gain more information about the upcoming year. The cafeteria will be set up providing refreshments, Math and Reading strategies, parent resources, and school/county information.**
  - **Kindergarten Family Meeting and Tour: On the Friday before Kindergarten's first full day of school, kindergarten parents are invited into the kindergarten**

classrooms. Teachers provide an information and Q&A session where parents learn about classroom expectations and ask questions.

- Parent-Teachers Conferences: On September 13 and April 2, St. Clair will have parent teacher conferences. All families will have an opportunity to schedule a time and meet with their child's teacher. Teachers will discuss student progress and provide parents with take-home strategies and tips to help them succeed in school. A table with literacy and math help will be set up in the front hallway with pamphlets and resources for families to take home.
  - Family Math Night :St. Clair families are invited to come and take part in games and activities set up around the school. This year, an area will be where stations will be set up with various strategies, games and information related to Math and S.T.E.M.. Parents and students will also create and receive math materials that can be used as a resource at home. We will be pairing this event with stations set up for Skyward, the Family Resource Center, the Imagination Library, the Hawkins County 4-H Office and TN Ready.
  - Family Literacy Night : Students and parents will be able to rotate through stations while learning important reading strategies and skills that could be used at home.
  - Science Fair / Wax Museum: Each grade level will feature a showcase of famous people from one of the three grand divisions of TN or science fair project. Parents will rotate through stations set up and view the children's projects, as well as get information on TNReady Testing. The purpose of this event is to inform parents of the new standards and TNReady testing.
- 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 send home weekly newsletters updating parents on what their child is learning for the week (content standards) as well as upcoming events.
      - Families will receive report cards for each 9-week grading period. Progress reports will also be sent every three weeks updating parent of their child's progress.
      - Teachers will post grades for all students on Parent Portal, where parents can track and see their child's grades and assignments completed.
      - A county/school newsletter will be sent home monthly highlighting reading and math strategies as well as school events.

- Students in grade K-5 will be tested three times a year using the AIMS program. Parents will receive their child's scores at the benchmark times. Students will also be grouped into RTI intervention small groups, where targeted instruction will take place. For students who need weekly progress monitoring, reports will also be sent home with those scores. The RTI team will meet every 4.5 weeks to evaluate each students' needs at that time.
  - State testing data will be analyzed and used to help target areas of deficit. Parents will receive their child's score summary and comparison data.
- 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.
  - Kindergarten "Sneak Peak" meeting will be held at the end of this school year. All parents of upcoming kindergarteners will be encouraged to attend and gain knowledge of what the expectations are in Kindergarten. They will also receive strategies and advice on how to help their child over the summer before kindergarten begins.
  - Parents will have the opportunity to give suggestions and help make decisions through being on the Parent Advisory Committee. Parents will also be asked to complete several surveys in which data will be gathered and used to better our school, parent communication and involvement.
  - Newsletters provided through the Family Resource Center are sent home monthly.
- 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.