

Steekee Elementary School Family/Community Engagement Plan
2017-2018

To ensure that parents have multiple opportunities to participate in the planning, designing, and implementing of the Title I program, the staff at Steekee Elementary School shall:

1. Convene an annual meeting to inform parents about Title I. All parents are invited and encouraged to attend this meeting.
 - Grade level Parent Night Meetings are held in August of each school year.
2. Offer multiple meetings at flexible times
 - Meetings are offered throughout the school day as well as before and after school.
 - Parents may request meetings either after school or during the school day before and after school.
 - Planned Parent-Teacher Conferences are held twice each year.
3. Involve parents, in an organized and timely manner, in the ongoing planning and improvement of the Title I program and school level parent involvement plan.
 - Meetings are held throughout the school year.
 - Information is shared through newsletters, parent link, school website, emails, and marquee announcements (in driveway).
 - Parent surveys are conducted each year.
 - A Home School Compact is signed each year.
4. Provide parents with:

Timely information about the program

- Information is given to parents annually during the Parent Night Meetings and throughout the school year.
- School Newsletters and Class Friday Notes are used to inform parents of all activities and programs taking place at the school.
- Parent link calls are made to inform parents of activities and programs.
- Parent notes about the Reading Intervention Program are sent to parents.
- Parent input is included in the TSIPP and used for evaluation purposes.

School Performance

- School performance is discussed at annual Parent Night Meetings and PTO meetings.
- The school has a website which outlines school performance.
- The school newsletter explains school performance.

- Articles published in media notify the public of Steekee Elementary's performance.

Individual Assessment

- Individual TCAP results are sent home with each student as soon as they are available.
- A description of what the scores mean is sent to parents: "Understanding Your Student's Individual Profile Report (IPR)."
- Report cards are sent home every nine weeks.
- RtI progress reports are sent home every 4-1/2 weeks.
- S-Team meetings are held when necessary or at parent's request.

Opportunities for regular meetings to make suggestions, share experiences, and participate in decisions concerning their child's education.

- Parent information meetings are held by each grade level at the beginning of every year.
- Planned parent-teacher conferences four times per school year.
- Parents and/or teachers can request a conference at any time.
- S-Team and IEP meetings are held as needed.
- All Aboard Parent Nights are held twice each year.

Timely responses to parents' suggestions

- Parent concerns, questions, comments are responded to, through e-mail, teacher notes or phone calls. Principal requests teachers respond within 24 hours.
- We have a voice mail system that allows parents to leave messages during instructional times so that parents can communicate with teachers.

5. Discuss with parents the school-parent-student compact, which outlines shared responsibility for improved student academic achievement. The Compact is the means by which the school and family will work in partnership to help children achieve the State's high standards.

- This information is sent home in registration packets.
- It is explained to parents of new students during the enrollment process.
- The information is reviewed at Parent Night meetings and All Aboard events as a reminder of the importance of the school and parents working together to ensure student success.
- Parent/teacher conferences are used to discuss this information.
- Community members are always welcome at the school with a visitor's pass.

6. Provide parent-teacher conferences a minimum of two times per school year.

- School-wide conferences are held each fall and spring.

- Parents and/or teachers can request a conference at any time.
 - S-Team and IEP meetings are held as needed.
7. Provide frequent reports to parents on their child's progress.
- Report cards are sent home every six weeks.
 - RTI Progress Reports are sent home every three weeks.
8. Provide parents with reasonable access to staff and opportunities to volunteer and participate in their child's class and observe other classroom activities.
- Parent volunteer opportunities are discussed at parent night meetings in August.
 - Parent chaperones participate in field trips.
 - The school has a voice mail and email system for communication between parents and teachers.
 - Steekee Elementary School has an open-door policy for parents. Parents are encouraged to visit the school office to seek answers to their questions, express concerns, or schedule appointments with their child's teachers.
9. Parents are provided with assistance in understanding such areas as National Education Goals, state content standards, state and local assessments, and how to monitor a child's progress, when requested.
- Letters are sent in registration packets telling parents how to find school and program information.
 - Parent meetings are held each year.
 - Students are given school folders with information for use throughout the school year.
 - A description of what the TCAP scores mean is sent to parents. ("Understanding Your Student's Individual Profile Report (IPR))"
 - A link to state standards is posted on the website.
 - "All Aboard" evening in the spring is devoted to TCAP information.
10. Provide help to parents in working with educators to improve the performance of their children.
- Monthly school newsletters provide a variety of parent tips.
 - Classroom notes are sent home weekly to provide information for parents
 - Home School Connection letters are sent to parents.
 - Phone calls, emails, and notes are sent to individual parents.
 - Tutoring is made available before and after school with parent contact.
 - Parent Services link is available on the school website.

11. Provide help to parents in learning how to participate in decisions relating to the education of their children.
 - Teachers and administrators discuss the benefit of parental involvement in their child's school success and encourage them to be involved. This takes place during conferences, PTO meetings, parent meetings, Principal's Night In and grade level parent nights.
 - Teachers and administrators provide information through newsletters, meetings, and emails, notes, or phone calls.
12. Provide materials and training for parents.
 - Parent meetings on literacy and technology for students are offered.
 - Student folders and planners with school information are available to all students and parents.
 - Letters are sent home telling parents how to find information.
 - Newsletters with parent tips are sent home.
 - Home School Connection newsletters are sent home.
 - Contact with the school counselor is available when necessary and especially during tragedies to help parents and students cope. The school counselor has resources to share with parents including programs on DVDs, CDs, and books.
13. Coordinate and integrate parent involvement programs and activities with Head Start, public preschools, and other programs.
 - Kindergarten and Pre-K Round-up are held each spring.
 - Harrison Hills Mid-East Head Start Flagship Mentor Program works with the school.
 - Day Cares visit the Pre-K classroom.
 - Kindergarten teachers talk to Head Start programs.
 - Area Pre-K classes go on field trips together so parents can network.
14. Ensure, to the extent possible, that information regarding school and parent programs, meetings, and other activities is sent in a language parents can understand.
 - Registration and informational texts are available in Spanish.
 - The ESL teacher makes phone calls about grade cards and other topics when necessary.
15. 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.
 - Translators are provided when needed.

- A Beginning of Year Loudon County Parent Meeting (ESL) is held.
 - Grade cards in Spanish are provided to parents for whom Spanish is their first language
 - All parents of ELs are called by translator at the end of each grading period.
16. Educate teachers and all other staff to communicate with parents as equal partners and build ties between parents and the school.
- School-parent compacts are used.
 - Faculty meetings and grade level meetings are held regularly to discuss positive parent involvement opportunities.
 - Professional development on understanding poverty and its effect on education is included in staff development.

If you have questions or concerns about the Steekee Elementary School Family Community Engagement Plan, please feel free to call:

- o Donna Stapleton, Principal, at 865-458-3322 ext. 5501 or email:
stapletond@loudoncounty.org
- o Susan Kelley, Assistant Principal, at 865-458-3322 ext. 5502 or email:
kelleys@loudoncounty.org