

## Monteagle Elementary Family and Community Engagement Plan

Under the Federal Projects Director, with the assistance of the Family and Community Engagement Coordinator, the school system shall plan, design, and implement the Title I program which includes the following:

- Parent input into the planning, design and implementation of the Title I program.
- Meaningful consultation of parents in the planning, design and implementation of the Title I program.
- Activities and procedures for the involvement of parents that are of sufficient size, scope and quality to give reasonable promise of substantial progress toward achieving the required goals.

To ensure that parents have an adequate opportunity to participate in the planning, designing, and implementing of the Title I program, the Monteagle Elementary School shall:

### **1. Convene an annual meeting, to which all parents will be invited and encouraged to attend, to inform parents about Title I.**

- In the fall, all parents will be invited to attend the annual meeting which will be planned in conjunction with open house.
- Title I information will be given to each child at the beginning of the school year, PTO Meetings, Parent Orientation etc...
- Conduct Fall and Spring Family and Community Engagement Advisory Meetings each year.
- Parent Night with opportunity for parents to have questions and comments.

### **2. Offer a flexible number of meetings.**

- The minutes of the Title I Annual meeting will be made available for those unable to attend.
- P.T.O. Meetings
- Advisory Meetings
- Orientations
- Meetings will be offered at various times according to the parental involvement survey results.

### **3. Involve parents in an organized, ongoing and timely way in the planning and improvement of the Title I program.**

- Parents will be asked to evaluate Title I activities.
- Parents will be part of the Advisory Committee.
- Parents will be surveyed in the fall to give input into the year's activities.
- Parents will evaluate the Family/Community Engagement program at the Spring Family/Community Engagement Advisory meeting.

- A Home/School Compact will be developed jointly with parents to help children achieve the State's high standards and distributed to all parents in the school.
- Parents will be a part of the school improvement committee.

#### **4. Provide parents with:**

##### *Timely information about the program*

- Flyers will be sent home informing parents of all the parent involvement activities.
- Newsletters will be sent home every month with articles on parenting issues.
- The Tennessee School Improvement Plan (TSIP) will be available for review in the school office upon request.
- If the school level plan is not satisfactory, parent comments will be submitted with the school plan to the State Department of Education.

##### *School Performance*

- The school performance will be included in the MES newsletter.

##### *Individual Assessment*

- Terra Nova scores will be sent at the end of the school year.
- A mid-term progress report will be sent home to parents.
- Report cards will be sent home at the end of each nine-week period.
- Compass Learning progress reports will be sent home.

##### *Opportunities for regular meetings to make suggestions, share experiences, and participate in decisions relating to the education of their children.*

- 🕒 Open House
- 🕒 Monthly PTO meetings will be held at MES.
- 🕒 School Improvement meetings
- 🕒 Volunteer opportunities

##### *Timely responses to parents' suggestions*

- MES will respond in a timely manner to parent questions and concerns.
  - The teacher/Principal will be available to respond to parental concerns.
- Parent surveys will be taken into consideration.

#### **5. Provide parent-teacher conferences at the elementary schools, at least twice annually during which the compact is discussed as it relates to the individual child's performance.**

- 🕒 Parent-teacher conferences are held at any time when planned in advance.
- 🕒 Parent conferences are welcome at any time during the school year with an appointment.
- 🕒 The Home/School Compact will be available for discussion at conferences.

#### **6. Provide frequent reports to parents on their child's progress**

- Terra Nova scores will be sent at the end of the school year.

- A mid-term progress report will be sent home to parents.
- Report cards will be sent home at the end of each nine-week period.
- Compass Learning progress reports will be sent home.

**7. Provide to parents reasonable access to staff and opportunities to volunteer and participate in their child's class and to observe classroom activities.**

- Parents are encouraged to participate in the MES volunteer program.
- The school phone number will be included in the school handbook.
- Parents will be informed of the school's policy and procedures concerning classroom observations.

**8. Provide to parents, who so desire, assistance in understanding such areas as, National Education Goals, State Content Standards, state and local assessments, and how to monitor a child's progress.**

- A brief description of curriculum being used will be sent home in the school handbook and posted to the school website.
- Reports cards include a grading scale.
- A workshop will be given in the spring on understanding state test scores and state test brochures are sent home.
- The Tennessee State Standards are available on the school website at: [www.marionschools.org](http://www.marionschools.org).

**9. Provide help to parents in working with educators to improve the performance of their children.**

- Various workshops will be offered through the Family and Community Engagement Coordinator.

**10. Provide help to parents in learning how to participate in decisions relating to the education of their children.**

- Discuss parents' rights to be involved at the Title I annual meeting.
- Discuss programs offered by Title I at the annual meeting.

**11. Provide materials and training for parents.**

- Parents will be offered workshops and materials through the Title I Family and Community Engagement Coordinator. These are determined by parent response to a survey listing the workshops we have available.
- Materials such as Geo and Math Safari, Theme Packet books, Read with Me books, etc., will be provided through the Parent Lending Library.
- Parents will be given information about the Adult Basic Education in Marion County.

**12. Coordinate and integrate parent involvement programs and activities with Head Start.**

- The school will work with the Title I Family and Community Engagement Coordinator to coordinate with Head Start, Pre-School, and Title I.

**13. Develop appropriate roles and encourage the formation of partnerships for local businesses and schools.**

- MES will continue to develop relationships with community organizations and businesses in support of the school. Included in this list is Citizen's Tri-County, Mountain Valley, and Citizen 's State Banks, Rotary Club, and Crye-Leike First Realty.

**14. Conduct other activities, as appropriate and feasible, such as parent resource centers and opportunities for parents to learn about child development and child rearing issues, that are designed to help parents become full partners in the education of their children.**

- Provide resources through the Title I Family and Community Engagement Coordinator.

**15. Ensure, to the extent possible, that information to school and parent programs, meetings, and other activities are sent in a language parents can understand.**

- MES will provide foreign translations, where needed, of all information going home to parents.
- MES will work with the ESL Coordinator as needed.
- MES will, to the extent possible, provide opportunities for parents with disabilities.
- MES will meet the Federal Law Requirements

**16. The school will work with the LEA to ensure requirements are met for homeless students and that homeless students receive the educational services to which they are entitled:**

- The principal and staff will work with the district's Homeless Liaison to identify homeless students.
- The school will adhere to the Marion County Schools' policy on homeless students.

**17. The school will work with LEA to ensure the requirements are met for migrant students and the migrant students receive the educational services to which they are entitled:**

- The principal and staff will work with the district's Migrant Liaison to identify migrant students.
- The school will adhere to the Marion County Schools' policy on migrant students.