

ARNOLD MEMORIAL FAMILY ENGAGEMENT PLAN

Components:

A. The Family Engagement Plan is developed with parental input and is distributed to parents.

- An Annual PTO meeting will be held to inform parents, students and community of the school's participation in Title I and to explain the Family Engagement Plan and activities.
- The Family Engagement Plan is part of the student agenda. Parents will be notified of this during parent nights. Suggestions can be made for changes.
- The volunteer coordinator will work with teachers, families and the community to recruit and retain volunteers to assist in the classroom, tutor, and perform clerical duties and other duties requested by staff.
- Families will be asked to complete various surveys throughout the year.

B. Meetings are held at different times of the day so that more parents can attend—mornings, evenings, etc.

- Teachers and administrators will hold parent/family conferences each year. Additional meetings will take place as requested or as the need arises.
- The school will sponsor a Parent Teacher Organization (PTO) which will rotate meeting times each month.

C. Parents are involved in the planning, reviewing and improving parent involvement programs, Family Engagement Plan and the joint development of the schoolwide improvement plan—SIP.

- Parent surveys will provide input and suggestions to improve the parent engagement activities and other school business.
- Invite and encourage families and community to assist with various events throughout the year, such as the annual Fall/Spring Festival, Career Day and Field Day.
- Family members will serve on all School Improvement Plan teams for collaborative decision-making.
- An annual Parent Survey will be distributed to each household.
- The school maintains a positive relationship with BEST partners: Andrew Johnson Bank and Lee University.

D. Parents are given timely information.

- Maintain the school website with up to date information
- Send regular communication to families concerning school and classroom activities, homework, discipline issues and other important information.
- Send Parent Connect messages in English and Spanish to inform families of upcoming events.
- The school will host a Back to School Celebration/Registration Event and grade-level family meetings early in the school year to inform families about school procedures, academic standards, curriculum, assessment and proficiency levels,

opportunities for family involvement, classroom observation; and student work. The school will offer the annual Open House.

- The school will distribute an updated written family engagement plan to families and the community.
- The school will provide a Student/Parent Handbook for all families that explain school rules, procedures, discipline code, homework policy and other pertinent information.

E. School curriculum, forms of assessment (what is measured, how to understand the results, and student proficiency levels) are explained to parents.

- Schedule grade level meetings and parent conferences to discuss and explain the school/state standards, forms of assessment and the results of these assessments
- State Report Card, standards-based report card, state standards and other assessments will be discussed each year at the fall business PTO meeting.
- Teachers and administrators will hold parent/family conferences and/or meetings as requested or as the need arises.

F. Meetings requested by parents are scheduled to allow parental suggestions to be part of the educational decision-making for their child. Responses to the suggestions are given as soon as possible.

- Teachers and administrators will hold parent/family conferences and/or meetings as requested or as the need arises to discuss student's progress and to decide about the best plan for improvement.
- Written/Digital reports of progress will be sent on a regular basis.

G. The School/Family/Student Compact is discussed. This document outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve Tennessee's standards.

- Discuss the components of the compact with each student and parent during parent night meetings and/or parent conferences
- Each teacher, student, and family are requested to sign a compact outlining shared responsibility for improving student achievement.
- Teachers will share various activities for families to complete with their students through school communication, parent activities, and during parent conferences.
- The school will sponsor various parenting workshops/family activities throughout the year.
- Students conference with teachers to discuss academic progress.

H. The importance of communication between teachers and parents is addressed: (EXAMPLES: parent-teacher conferences to address student progress at least once a year for elementary schools, frequent child progress reports for parents, access to staff, opportunities to volunteer and participate in their child's school, and observation of classroom activities).

- A daily/weekly communicator will be sent home each day that lists homework,

classroom activities, discipline issues and other important information.

- Frequent flyers and calendars will be updated on the school website to inform the families of upcoming events and activities.
- The school will maintain an up to date website.
- The school will provide a Student/Parent Handbook for all families that explain school rules, procedures, discipline code, homework policy and other pertinent information.
- Teachers and administrators will hold parent/family conferences and/or meetings as requested or as the need arises.
- Parent Connect phone messages will be sent in English and Spanish to remind families of upcoming events.
- Written/Digital progress reports will be sent on a regular basis.

I. The school will build capacity for parent involvement—help parents understand topics such as the 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 children.

- Schedule parent workshops to discuss current topics in education (standards, assessments, career advancement, health and safety)
- Provide activities for parent involvement and explain how to monitor the child’s progress.
- The school will invite and encourage families and community to assist with various events throughout the year.
- The family coordinator will work with teachers, families and the community to recruit and retain volunteers to assist in the classroom, tutor, and perform clerical duties and other duties requested by staff.
- The school will hold family-oriented activities that focus on literacy, math or social skills, such as Family Night, Boys Night Out, and Girls Night Out.
- Teachers will share various activities/projects for families to complete with their students through flyers, online calendars, and/or during parent conferences.

J. The school will provide materials and training to help parents work with their children to improve their children’s achievement, such as literacy training and using technology.

- Teachers will share various activities/projects for families to complete with their students through flyers, online calendars, and/or during parent conferences.
- The school will sponsor various parenting and family activities throughout the year which will focus on family literacy, math, technology, health issues and social skills.
- The school will hold family-oriented activities focusing on literacy, science, and math.

K. The school will educate teachers, pupil services personnel, principals, and other staff (with the assistance of parents) in the value and utility of contributions of parents, and in how to reach out to, communicate with and work with parents as

equal partners, implement and coordinate parent programs, and build ties between parents and the school.

- Staff meetings will focus on the use of parent volunteers, parent involvement and effective parent conferences.
- The school will send parent surveys to families to secure parent input.
- School staff and the students will maintain a positive relationship with BEST partners: Andrew Johnson Bank and Lee University.

L. Parent involvement programs and activities are coordinated with preschool programs like Head Start, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs and include other activities such as parent resource centers.

- Develop programs (Move-Up Day, Pre-K Parent Visitation, dedicated Pre-K Registration) for the transition from Pre-K to Kindergarten
- The principal or designee will participate in Pre-K parent seminars.
- Pre-school families will be invited to after school family activities.
- Pre-school students will be invited to join planned school activities schedule permitting.

M. Information about school and parent programs, meetings and other activities is sent to the parents in an understandable language.

- Translate materials into another language (s).
- Flyers and calendars will be sent home to inform the families of upcoming events and activities in Spanish and English.
- Families will also be informed about important events and announcements through the Parent Connect phone messages in Spanish and English.
- An interpreter or interpreted messages will be available for non-English speaking families.

N. The school will provide other reasonable support for parental involvement activities as parents may request.

- Survey parent opinions and suggestions about parent involvement
- Respond to suggestions in a timely manner.
- Provide opportunities for training in family literacy, math and using technology during the school year.
- The school will invite and encourage families and community to assist with various events throughout the year.
- The school will sponsor various parenting activities throughout the year.
- The principal may conduct family and/or community meetings to discuss topics affecting the school and community.

O. The school will 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.

- Translate materials into other language(s).
- Flyers and calendars will be sent home to inform the families of upcoming events and activities in Spanish and English.
- Families will be informed about important events and announcements through the Parent Connect phone messages in Spanish and English.
- An interpreter or interpreted messages will be available for non-English speaking families.
- Family Program Coordinator will provide access to community resources for families when the need arises.

TITLE I DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, HANDICAP OR AGE.