

COFFEE COUNTY SCHOOL SYSTEM
New Union Elementary School
Family Engagement Parent Involvement Plan
2021 - 2022

New Union Elementary School (NUES) family involvement plan is designed to make our school more inviting to parents and guardians. It is our hope that student success will increase as parents become more involved in their child's school, life, and academics. This year, because of Covid-19, parents will not be allowed in the school. Our teachers will still be communicating with you through phone calls, NUES page, and our you-tube channel..

We have jointly developed with parents a written involvement plan. We established goals for our school that were derived from our school Staff, Student, Parent, and Community Surveys. These goals include the following areas: Welcome Environment, Involvement, Home Learning and Communication. Our goals are as follows:

1. Translation will be given to parents who have a need for translation.
2. New Union will continue to provide more workshops and parent training along with educational materials, in the language they understand, in order to help their child/children at home.
3. New Union encourages opportunities for our parents to be involved with various activities throughout the year. We are working on ways to provide increased opportunities for our upper grade parents to get more involved as well as provide activities for parents with limited English.
4. New Union will assist parents in serving as advisors on curriculum development projects and to serve on citizen advisory committees.

To ensure parents of participating children have an adequate opportunity to participate in planning, designing and implementing of the Title I Parent Involvement Program, New Union Elementary will:

1. Notify parents of the policy in an understandable and uniform format and to the extent practicable, provided in a language the parents can understand. A Title I informational meeting will be held before Parent-Teacher Conferences in the fall. Handouts will be provided.
2. Convene an annual meeting during the fall semester, inviting all parents/guardians to explain the program, its requirements, activities, and parental rights under Title I. Invitations via local radio, newspaper, website, and personal agendas sent home with students. The plan is updated periodically to meet the changing needs of the parents and the school.
3. NUES will conduct an annual meeting to inform parents about the school's parental involvement programs and the rights of parents to be involved.

4. Provide opportunities for regular and flexible meetings with parents to formulated parental input into the program. NUES Family Friendly meetings will be held periodically at different times. We will discuss ways we can involve more parents in their child's education. Opportunities are as follows:

- Annual Parent-Teacher Conferences (3:00 P.M.- 9:00 P.M.) A translator will be provided, if needed, for non-English speaking parents. Parents will be informed on how to encourage academic improvement, promote attendance, encourage good behavior, and effective strategies in helping their child with homework.
- Annual Parent Meeting (5:00 P.M.-7:00 P.M)
- Individual conferences before, during, and after school relating to the child's education at parent and teacher request.
- Open House/Orientation at the beginning of the year so parents and families can visit the school, meet the teachers and staff, and be informed of relevant information about the school and its mission to help students be successful. Open House will be held at flexible times. This year, because of Covid-19, our Open House may be done virtually.
- Make-up meetings as requested by parents are held in the morning, afternoon, or via phone conversations.

5. Annually assess, in an organized, ongoing and timely way, the effectiveness of the parental involvement program and the development of the school plan to determine what actions are needed, if any, to increase parental participation.

6. NUES will provide parents timely information about parent involvement programs, school curriculum, and academic assessments to improve student progress. This information is communicated through:

- School newsletters
- School website and Facebook page
- PTO meetings and newsletters
- Calendar of events
- School-wide memos
- Title I Parent Survey
- Student handbook with policies, procedures, requirements, and grading scale

7. Inform parents with a description and explanation of the various curriculum, forms of assessments and instructional strategies utilized at NUES through parent memos, websites and individual conferences.

8. Provide reasonable support for parental involvement activities as parents may request;

- PTO meetings
- Parent-Teacher Conferences
- Informational Meetings
- Parent requests

9. A process is in place to submit parent comments of the school wide program (Parent Engagement Plan/School Plan,) if it is not satisfactory to parents. Parents unsatisfied with the program may submit in writing, comments to the school principal. Comments will be forwarded to the district office at the designated time of plan submission. Parents may also voice unsatisfactory comments on:

- School survey
- The annual Title I survey

10. NUES will provide reports, explanations and provide assistance to parents in understanding the State's academic content standards, State and local assessments, TCAP scores, and how to work with them to improve the achievement of their child in a language they understand. This will be done by informing parents of various curriculum instruments, instructional strategies, and assessments that are utilized at NUES. The following information will be disseminated at both Parent-Teacher Conferences or called parent meetings conducted throughout the school year:

- Aims WEB
- Lexia reports
- Accele
- Discussing TCAP and TNReady proficiency levels
- Weekly progress monitoring tests through RTI process
- Baseline tests
- Chapter/unit tests
- Report card information

11. NUES provides materials and training to help parents work with their children to improve their academic achievement through training in the area of early literacy and by providing materials that foster parent involvement.

- Students have access at home to computer-based instructional resources
- Parents and students may check out various books, materials, videos and games from the school library or the professional library
- Educational websites are listed on the school's website

12. NUES will educate school staff with the assistance of parents in the value and utility of contributions of parents, how to reach out, communicate, and work with parents as equal partners, implement and coordinate parent programs and build ties between parents and the school by

- Examining student and parent demographics at NUES to identify needs and plan strategies for more effective parent involvement
- Parent surveys of their skills will be assessed so the parent can impart their knowledge and abilities in order to share with their child either at school or at home
- Emphasizing the importance of parents being their child's "first teacher" and establishing a home and school connection
- The following programs assist in building strong ties between parents and the school: NUES PTO meetings, online venues including websites and Facebook pages, parent-teacher conferences, school newsletters, email, and through apps such as Class Dojo and Remind

13. Parental involvement strategies are coordinated and integrated with parent involvement strategies under other programs, such as:

- Transitional programs for preschool to include library and physical education
- Preschool
- ESP- (Extended School Program)
- Early Literacy Training for Pre-K parents
- Home visits by Pre-K teachers
- Collaboration of preschool teachers and elementary teachers on skills needed for incoming students.
- Open House
- Back to School Bash
- Veteran's Day Celebration
- Grandparent's Day Breakfast
- Harvest Carnival
- PTO Family Nights

This year, due to Covid-19, some of these activities will not take place.

Note: Meetings will be held at flexible times for parent conferences.

14. NUES will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children. It is our goal to ensure that information related to school and parent programs, meetings, and other activities is sent to the parents in a format and, to the extent practicable, in a language the parents can understand.

- Open house annual meeting to inform parents of school information.
- PTO meetings and newsletters
- Registration materials
- Excellence registration materials
- Newsletters in Spanish if necessary
- Progress reports and grade reports
- If needed, an interpreter will be provided and pertinent information will be translated in the language the parent understands. An ELL teacher is available to help communicate with parents who have limited English proficiency
- Information such as school letters, state reports, school notes, field trip notes, etc. will be made available in the language preferred

15. NUES will provide other reasonable support for parent involvement activities per parent request:

- Parent-teacher conference at parent request
- Parent volunteers
- Annual Carnival
- Book Fair
- PTO Free Family Fun Nights
- PTO Meetings
- Read Across America Week with community volunteer readers
- Excellence Program

16. NUES shall provide, to the extent practicable, full opportunities for parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing informational sheets in Spanish, ELL teacher available if needed.

As a component of the school level parental involvement plan, the Coffee County School System has developed a School-Parent-Student Compact written by parents and teachers that outlines how parents, students, and staff jointly share the responsibility for improving student academic achievement and how the school and parents will develop a partnership to help children achieve the State's highest standards.

School's Responsibility

- Provide high quality curriculum and learning materials that enable students to meet the state's student academic achievement standards
- Provide parents with assistance in understanding academic achievement standards and assessments and how to monitor their child's progress

Parent's Responsibility

- Ensure their child attends school regularly
- Help their child learn positive school behavior
- Provide a quiet area for their child to study and do homework
- Attend parent-teacher conferences and participate in decisions relating to the education of their child.

Provide opportunities for ongoing communication between parents and teachers through, at a minimum:

- Annual parent-teacher conferences
- Frequent progress reports
- Reasonable access to staff, opportunities to volunteer/participate in class, and observe classroom activities.