

## **COFFEE COUNTY SCHOOL SYSTEM**

### **Deerfield Elementary School Parent and Family Engagement Plan**

**2024-2025**

Deerfield Elementary School endorses the concept that parental involvement in the affairs of school is essential. It is our goal for the school system and parents to maintain mutual respect and work together to improve the quality of education for all students. Deerfield Elementary strives to work mutually with parents in all areas of their child's education. Therefore, as a school we will make sincere efforts to identify the needs of families, and be responsible with our actions to help meet those needs.

The faculty and staff at Deerfield Elementary School encourages and has established expectations for the involvement of parents, both as individuals and as groups, to act as advisors and resource people.

#### **A. Needs Assessment and Planning**

1. Family and staff surveys are distributed annually to help determine needs and measure the effectiveness of the parent plan. Parents can then express ideas and concerns by responding to those surveys.
2. To ensure the parents of our students have an adequate opportunity to participate in planning, designing, and implementing the Parent and Family Engagement Plan. Deerfield will have annual meetings seeking this important input.

#### **B. Services to Families**

1. The Family Resource Center provides family services by working with students, families, and the community to network programs and services that enable children and families to succeed. This provides access to educational, health, mental health and social services to all schools in the system.
2. Deerfield and the other elementary schools provide Kindergarten Screening in the Spring for potential Kindergarten students.
3. Parents with disabilities are provided with full opportunities. Deerfield is handicapped accessible. This information is stated on the website.

4. The Excellence After School program at Deerfield provides working parents a free alternative to daycare. The program provides students of working parents with supervision, academic instruction, enrichment studies, and a safe environment to learn and play. The program is offered Monday through Thursday from 3:15 p.m. until 5:30 p.m.

5. Deerfield Pre-K program implements a transition plan for each child and family to the Pre-K program and into the Kindergarten setting. These transitions include providing parent packs with information concerning entering schools, individual conferences, assisting in Kindergarten screening, and providing information regarding entering Kindergarten.

### **C. Curriculum and Assessment**

1. Parents are encouraged to be acquainted with their child's curriculum. They are encouraged to visit the TN department of Education Curriculum standards site. This link can be found on the system's website at [www.coffeecountyschools.com](http://www.coffeecountyschools.com). Parents may also visit the classroom teacher to view the curriculum.

2. Deerfield uses Aimsweb Plus Universal Screener to assess reading and math skills.

3. Students in grades 2-5 take the Tennessee Comprehensive Assessment Program (TCAP) Achievement test each Spring. Student results are reported to parents, teachers and administrators.

### **D. Technology-Based instruction tools**

1. Deerfield uses a variety of practical and effective web based learning programs.

2. Each classroom is equipped with a teacher's computer. Additionally grades 2-5 have Viewsonic Boards and document cameras. Grades K-2 have classroom sets of Ipads. Grades 3-5 have classroom sets of Chromebooks. Each year at open house parents are invited and encouraged to visit their child's room and teacher to view the technology available.

4. The Deerfield website at <http://deerfield.coffeecountyschools.com/> provides information about our school and system. Visitors to this page will find links to personnel, pictures, classroom pages, important dates, and school events.

## **E. Ways parents can help at home**

1. Read to the child. Make reading a part of the family lifestyle. Listen to your child read.
2. Be available to help and support the child and review homework as needed.
3. Parents should be encouraging and be enthusiastic. Make learning important and always ask how their day was. Encourage them to do better and express interest in their school work.
4. Help defeat frustration. Listen carefully when your child is discouraged or frustrated and offer solutions.
5. Encourage your child's independence and growth. A child needs to eventually take charge of their own learning.
6. Keep lines of communication with your child's teacher. Get to know them and what they expect from your child.
7. Ensure your child receives plenty of sleep.
8. Encourage attendance, positive behavior and achievement in school

## **F. Ways parents can help at school**

1. Parents have the opportunity to help with classroom activities.
2. Assist with the book fair.
3. Help with special events and serve on committees for these events. These committees work together for the common goal of helping our students at Deerfield.
4. Volunteer to chaperone field trips.
5. Increase financial resources available to the school by helping with fundraisers

## **G. Communication and Involvement**

1. A school and system calendar which will provide both academic and other information for all stakeholders
2. Provide system wide parent notification memos
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4. The library hosts an annual book fair. Proceeds are used to go toward the needs of the library.
5. Teachers will provide parents with reports and explanations of their child's progress by way of mid-term progress reports, nine week report cards, individual teacher reports, phone calls, and school agendas.
6. Regularly inform parents of student performance indicators and objectives
7. Provide the opportunity for a parent/teacher conference with the parents of the students.
8. Provide parents with information about the Title I program. Schedule regular and flexible meetings in order to provide parents with opportunities for parental input into the program; Opportunities are as follows:
  - Annual Parent Teacher Conferences (3:00 P.M.- 9:00 P.M.)
  - Annual Title 1 Parent Meeting
  - Individual parent meetings relating to the child's education as needed
  - Open House/Orientation provides early information regarding expectations, policies, procedures, activities, etc.
9. Deerfield will provide reasonable support for parental involvement activities.
10. During parent teacher conferences, a School-Parent-Student compact will be distributed. This compact outlines how parents, school staff, and students will share the responsibility for improved student achievement. It also includes the means by which the school and parents will build and develop a partnership to help children achieve high standards.
11. Deerfield faculty will provide information on programs and activities in a language and form that parents understand.

12. Annually assess, through consultation with parents, the effectiveness of the parental involvement program and determine what action needs to be taken, if any, to increase parental participation.

13. Provide parents a description and explanation of the curriculum in use at the school, forms of academic assessment, expected proficiency levels via beginning of the year "Parent Memo" and district/school website.

14. Deerfield will provide ongoing, informed and timely communication for the purpose of improving parent involvement. Communication will include:

- Monthly school calendar
- Annual school calendar
- School wide memos
- Social media publications
- Updated school website
- Remind
- Title I parent surveys
- School agendas w/policies, procedures, requirements, important dates, grading scale, homework assignments, daily review and signature of parent required.

In order to meet the changing needs of parents and the students of Deerfield Elementary School, the Parent and Family Engagement Plan will be reviewed and revised periodically. This review will occur at least once annually.