North Coffee Elementary Parent and Family Engagement Plan 2026-2027

We value the role of parents in our school. A positive, active parent/community involvement program is essential if our school and parents are to maintain mutual confidence and respect and work together to reach our goals of high academic standards for all students. We strive to build and maintain a partnership that allows us to share the responsibility of ensuring that our students are safe and cared for and for meeting each child's individual academic needs.

The faculty and staff at North Coffee Elementary encourages and has established expectations for the involvement of parents, both as individuals and as groups, to act as advisors and resource people in the following ways:

1. with specific talents to complement and extend the instructional services of the classroom teacher
2. to serve as advisors on curriculum development projects
3. to express ideas and concerns by responding to surveys and other information gathering devices
4. be actively involved in parent-teacher conferences
5. communicate daily with classroom teachers through student agendas

To ensure our parents have an adequate opportunity to participate in planning, designing and implementing the Title I Parent and Family Engagement, the school shall:

A. Notify parents of the policy in an understandable and uniform format and, to the extent practical, provided in a language the parents can understand. Handouts will be provided in student agendas.
B. Make our plan available to the local community and update it periodically to meet the ever changing needs of our parents and our school.
C. Plan and hold an Annual Title I Family Engagement meeting during the fall semester, inviting all parents/guardians to explain the program, its requirements, activities, and parental rights available under Title I. Invitations and notification of the event will be advertised through social media, ClassDojo, school website, and personal flyers sent home with students.
D. Provide opportunities for regular and flexible meetings with parents to formulate parental input into the program. Opportunities are as follows:
    - Annual Parent Teacher Conferences (3:00 p.m. – 9:00 p.m.)
    - Annual Title I Family Engagement Meeting - held in August
    - Individual conferences before, during and after school relating to the individual child's education
    - Monthly Parent-Teacher Organization meetings that are open to all parents which are held at different times throughout the school year.
    - Make-up PTC meetings starting as early as 7:00 a.m. and as late as 5:00 p.m. or during the school day at the teacher's planning time, as requested by parents
    - Parent Advisory Committee meetings
E. Annually assess, in an organized, ongoing and timely way, the effectiveness of the parent and family engagement program and determine what actions need to be taken, if any, to increase parental participation.
F. Organized, systematic, ongoing, informed and timely consultation/information in the planning, review, and improvement of parent involvement to decisions about the program:
    - Newsletter, Monthly calendar of events, Updated school website
    - PTO Meeting
    - School wide memos
    - Title I parent survey

- School agendas with policies, procedures, requirements, important dates, grading scale, homework assignments, daily review, and signature of parent required

G. 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 memos and the district and school websites. Grade level parent meetings will be held in August.
H. Provide reasonable support for parent involvement activities as parents may request to participate and to make suggestions in decisions relating to the education of their children in the following ways:
    - Parent-Teacher conferences
    - PTO meetings
    - ePlan meetings
    - Informational meetings
    - IEP meetings
I. Provide a process to submit parent comments on the school wide program (ePlan) if it is not satisfactory to the parents when the school makes the plan available to the district/LEA.
J. Regularly provide parents with reports and explanations of their child's progress.
    - Mid-term progress reports
    - Daily agenda
    - Nine-week report card
    - Individual teacher reports
    - Aims Web, Progress monitoring and TNReady results
K. Provide materials and training to help parents work with their children to improve their achievement. Keep parents up to date using informational newsletters, and other informational literature available at North Coffee.
L. Provide opportunities for the staff and parents to work together to implement and coordinate parent programs and build ties between parents and school such as:
    - PTO meetings
    - School and teacher web pages
    - Teacher email
    - Class Dojo
    - Monthly school calendar
    - Title I parent surveys
    - School agendas containing policies, procedures, requirements, important dates, discipline plan, grading scale, homework assignments, daily review feedback, parent/teacher/student compact.
M. Coordinate, to the extent practical, parental involvement activities and strategies under other programs including our Preschool Program and the afterschool Excellence Program.
N. 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 including: Newsletters and literature in Spanish, as is needed, School calendar, Student agenda, Meeting information
O. Provide reasonable support for parent involvement activities per parent request.
P. Provide, to the extent practical, full opportunities for parents with limited English proficiency, parents with disabilities, and parents of migratory children any school information they need, including school reports, in a language parents understand. (ESL personnel available when needed)

*** *Parents who are unsatisfied with the school program need to submit, in writing, comments to the principal. Comments will be forwarded to the district office at the designated time of plan submission.* ***