

**COFFEE COUNTY SCHOOL SYSTEM**  
**East Coffee Elementary School**  
**Parent and Family Engagement Plan**  
**2023-2024**



East Coffee endorses the concept that parental involvement in the affairs of schools is essential if the school system and parents are to maintain mutual confidence and respect while working together to improve the quality of education for all students. East Coffee, therefore, will exert efforts to identify the desires of parents and to be responsible for its actions to those desires as we aim for excellence.

Research proves that the parent, family, and home are instrumental to the development of a child's intelligence, competence, and achievement. Parent education programs have a great impact on children's cognitive development and school achievement. Parental practices promote reading readiness and receptivity to reading instruction and intervention efforts which enhance these effects, (Becher, Rhoda McShane, 1984. *Parent Involvement: A Review of Research and Principles of Successful Practice*. Eric Publications, ED247032, 71 p.)

The faculty and staff at East Coffee Elementary School encourage and establish 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 and Family Engagement Plan." Parents then express ideals and concerns by responding to these surveys and other information gathering devices.
2. Parents, community partners, and students serve as advisory boards for Excellence, the 21st Century Community Learning Center at East.
3. Parents serve as advisors for the school improvement plan in InformTN. This committee serves to improve system/school processes.

**B. Services to Families**

*To ensure parents of participating children have an adequate opportunity to participate in planning, designing and the implementation of the Title I Parent and Family Engagement Plan East Coffee, as well as Coffee County Schools, provides Services to families.*

1. Coffee County Schools Family Resource Center (FRC) and a social worker exist to eliminate all barriers that hinder the social, personal, physical, and academic well-being of all students. Coffee County Schools FRC and our social worker work with students, families, and community to provide educational support and resources, along with programs aimed to engage and empower

families. Annual Events: Invest in the Best; Mobile Food Pantries; Angel Tree Christmas Giving Program.

2. Coffee County Schools FRC provides an array of direct services which include but are not limited to: Attendance; Behavioral Health Services; Case Management; Clothing; Family Literacy; Food; Home Visits; Job Readiness Training; Resource Directory; Food as needed, Hygiene supplies as needed, and School supplies.
3. East Coffee will utilize community resources to help families who need assistance securing food.
4. East Coffee and the other elementary schools provide Kindergarten screening annually for potential kindergarten students.
5. East Coffee's 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 info on entering school, individual conferences, and Tennessee Early Intervention Services (TEIS) transitional meetings with all agencies that are applicable to the child, parent orientation, assisting in kindergarten screening, and providing information regarding entering kindergarten. Pre-K families are included with all school events as well as family engagement events such as decorating ornaments at Christmas, Easter egg hunts, and more. Parents are invited to celebrate their child's success at the end of year graduation program. East Coffee's Pre-K provides parents the opportunity to communicate daily with Class Dojo and through the daily folder sent home. Parents are notified of their child's performance through quarterly progress reports sent home.
6. Tennessee's Coordinated School Health initiative is based on the CDC's model that is composed of eight components. Comprehensive School Health Education (grades K-12) provides a health education curriculum which includes a variety of topics such as personal health, family health, community health, consumer health, environmental health, sexuality education, mental and emotional health, injury prevention and control of disease, and substance use and abuse. An integrated school, parent, and community approach for enhancing the health and well-being of students. School health advisory councils, coalitions, and broadly based constituencies for school health can build support for school health program efforts. Schools actively solicit parent involvement and engage community resources and services to respond more effectively to the health-related needs of students.
7. Parents with disabilities are provided with full opportunities. East Coffee is handicapped accessible. This information is stated on the school's website.
8. East Coffee and the system partners with the Lion's Club, Prevent Blindness, the Sportsmen and Businessmen Club, and VSP Vision Care to provide glasses and hearing aids for children of families who struggle with providing these necessities for them.
9. East Coffee coordinates efforts with local churches and other organizations and individuals to provide families with clothes, cleaning supplies, Thanksgiving food, Christmas Angel Tree presents, and other needs as they arise.
10. Coffee County School's Excellence is our after school program. The program is funded by the 21st Century Community Learning Center grant from the federal government. There are certified

teachers as well as qualified assistants who help with homework, academics, and provide enriching electives. This program serves first students who qualify as Title I free/reduced lunch recipients, then to all others. A nutritional snack is given each day before the program begins. Also, enrichment programs are offered such as computer classes, art, music, and fun programs pertaining to STEM.

## **B. Curriculum and Assessment**

1. Parents at East Coffee are encouraged to be kept abreast of their child's curriculum. They are directed to visit the TN Department of Education Curriculum Standards site at [www.state.tn.us/education/curriculum.shtm](http://www.state.tn.us/education/curriculum.shtm) and <http://www.tn.gov/education/topic/academic-standards>. The link may also be found on the system's website at [www.coffeecountyschools.com](http://www.coffeecountyschools.com). Parents may also schedule to visit the school's office or schedule a parent-teacher conference to view the curriculum.
2. East Coffee and the system utilizes Aimsweb Plus. **Aimsweb Plus** is a universal screening, progress monitoring, and data management system that supports Response to Intervention (RTI) and tiered instruction. **Aimsweb** uses brief, valid, and reliable measures of reading and math performance for grades K-12, which can be generalized to any curriculum.
3. Students in Grades 3-8 take the TNReady Achievement Test each spring. The Achievement Test is a timed assessment that measures skills in Reading, Language Arts, Writing, Mathematics, Science and Social Studies. Student results are reported to parents, teachers and administrators. It provides the summative assessment which gives all stakeholders a measure in which to judge a child's progress during that year. Teachers report TNReady results to parents at Parent-Teacher Conference and through letters, weekly reports, and special called conferences.
4. During the Reading and Language Arts block, teachers are using adopted curriculum units that support the research-based instructional strategies of literacy instruction. All teachers have been trained in instructional practices to teach reading and language arts through interactive read alouds, shared reading, systematic foundation skill instruction, and writing. Students encounter high-quality, content-rich text that builds a knowledge foundation that supports many content areas including both Science and Social Studies topics as well as literary units. Students are encouraged to develop speaking and listening skills as they discuss vocabulary, texts, and specific topics within their learning experiences.

## **C. Technology-Based Instructional Tools**

*As the amount and variety of technology available to schools continues to grow, the potential for new and innovative ways to enhance students' educational experiences increases as well. The effectiveness of educational technology on student learning depends not only on what outcomes are targeted and how the technology is integrated into instruction, but also on how teachers assess student performance in classrooms and adjust instruction accordingly. Technology offers teachers a broad range of tools to collect and analyze data, and richer sets of student data to guide instructional decisions. The following instructional and technology based tools are available to the students of East Coffee.*

1. Lexia Core 5 provides instruction plus real-time assessment of students' progress in grades K through 5th grade. Lexia is used by East Coffee students who need intensive intervention in reading. Lexia provides these students with individualized lessons and activities to help them gain the necessary foundational skills for reading. Peer-reviewed research proves that Lexia effectively increases reading proficiency and closes the reading gap. It accelerates reading acquisition, prevents reading failure, and supports readers.
2. Each teacher has a computer (connected to the projector) for their own use along with four or more devices for their students. Also, in many classrooms, there are Elmos (document camera), projectors, and screens provided to assist the teachers in presenting their lessons. Other devices include ViewSonic Panels, Mobi's, Clickers, iPads, and chromebooks. Also, each year at the parent teacher conferences, parents visit their child's room/teacher and are permitted to view the technology available to their child.
3. The East Coffee website at <http://eastcoffee.coffeecountyschools.com/> provides information about our school and system. Visitors to the page will find links to school events, dates, personnel information, pictures, links to resourceful websites such as Lexia Core 5, Get Epic Books Online, Moby Max, Starfall, our school Twitter and Facebook accounts and more. The Coffee County Schools website at <http://www.coffeecountyschools.com/> provides even more information regarding system policy, central office personnel, the state department of education, and more.
4. East Coffee has Chromebook labs for each classroom in grades 3-5 for student daily use. Teachers also have individual chromebooks available for teacher use.
5. Ipads are available to teachers, and students in grades K-2 have classroom sets of iPads available for every student to use daily.
6. Teachers allow students to use technology to address standards and academic readiness. Some examples include Lexia, Prodigy for Math, SplashLearn, IXL, iReady, Lalilo, MobyMax, Digital Scholastic News, and Kahoot. Teachers can use Google Classroom for access to assignments, student collaboration opportunities, and grading.

#### **D. Ways Families Can Help at Home**

*Research shows that parent involvement can have a positive impact on a student's academic well being. Parent involvement can be used to speed up a child's learning. Homework can involve parents in the school process. It can enhance parents' appreciation of education. It can give them an opportunity to express positive attitudes about the value of success in school. Research shows that if a child is having difficulty with homework, parents should become involved by paying close attention. They should expect more requests from teachers for their help. If a child is doing well in school, parents should consider shifting their efforts to providing support for their child's own choices about how to do homework. (Homework Tips for Parents, U.S. Department of Education, May 2003.)*

Listed below, although not all inclusive, are ways parents can help at home with their child's education.

1. Every child benefits with 20 minutes of reading everyday. Children can read, be read to, or read with someone. Consider having a variety of texts to help students build background knowledge so the student will be prepared to tackle all academic areas.
2. Caregivers should be supportive and provide help with homework. The state of Tennessee offers FREE homework help with “Homework Hotline” (1-615-298-6636). This FREE service offers help for grades K-12 and is staffed with certified teachers that speak multiple languages.
3. Act as an encourager and develop the skills of perseverance.
4. Make opportunities to create real-world learning experiences for your child. The goal is for your child to reach independent growth and take ownership of their own learning over time.
5. The relationships between parents and the school community is vital to your child’s academic and personal success. Make sure we are all working together.
6. Children thrive in a structured environment with consistent routines. Some important routines are homework time at a specific time and having good bedtime routines.
  - Children age 3-5 need 10-13 hours of sleep per day
  - Children between 6-13 need 9-11 hours of sleep per day
7. Parents might consider monitoring and limiting computer, tv, and video gaming time.
8. Encourage attendance, positive behavior, and achievement.

## **E. Ways Parents Can Help at School**

*When parents are involved, children do better in school, and they go to better schools. When parents are welcome in the school and are consulted about decisions affecting their children, an atmosphere of trust and collaboration develops between school and home. When this happens, our children will perform at a higher level, and the school will become more effective. The school is a critically important community institution, since the quality of education shapes not only our children's individual future, but also the future of your community and society.*

1. Help with book fairs.
2. Assist with Excellence at East.
3. Serve on school related committees such as the Parent-Teacher Organization (PTO) and be a parent volunteer. Committees work together making decisions toward the common good of all, especially the children. These committees also help organize fundraisers.
4. Serve as a guest speaker to share professional experience. Parents are encouraged to take part in our annual career day. Make cultural presentations.
5. Help chaperone field trips.
6. Help arrange learning opportunities in the community. Contact a particular local business or organization regarding possible cooperation. Help to create a natural area outside the building where students can learn.

7. Share information or advocate for East Coffee. Write a letter to legislators about the school. Go to a school board meeting to advocate for the school. Help design a brochure or booklet about the school. Help translate information from the school into a language other than English. Help translate at a parent-teacher conference for people who don't speak English well. Provide transportation to a parent-teacher conference for a parent who needs a ride. Write an article for publication in a magazine about the school's activities. Help arrange for a political leader (mayor, city council, state representative, member of Congress) to visit the school.
8. Increase financial resources available to the school. Help write a proposal that would bring new resources to the school. Donate materials to the school. Arrange for a business or other organization to donate materials to the school. Help with a fundraiser for the school.
9. Help other parents develop good parenting skills by teaching a class for parents on ways they can be stronger parents. Help produce a videotape for parents on ways they can be more effective parents. Help write, publish, and distribute a list of parenting tips.

## **F. Communication and Involvement**

*Parents are a child's first teacher and they should always want the best for their child. Teachers and schools become part of that team, helping to educate their children. Information and communication are at the heart of this mutual support. No matter how schools interact with parents and the community at large — through conferences, telephone conversations, e-mail, written notes or reports, lobbying or fund-raising efforts, working together in the classroom — good communication and interpersonal skills will enhance the efforts. Regular communication with parents is critical to the success of students. Listed below are strategies used to achieve effective and regular parent communication and continued involvement so that families and schools are continuously working together to support learning and development.*

1. A school and system calendar which provides both academic and other information for all stakeholders.
2. At the beginning of each school year on registration day, system and school policies and procedures are given to students and parents through online registration. This includes the East Coffee Student Handbook. It may also be found on our school website.
3. System wide parent notification memos.
4. East Coffee hosts a Title 1 Parent Meeting and Warrior Welcome at the beginning of the school year. Parents, students, and the community are invited to come meet the school personnel and view the facility. Parents are presented information regarding how to access the Parent and Family Engagement Plan, which is also found on the school's website.
5. Publications of school and system wide activities are publicized in the local newspapers and on the school's and system's websites. Information such as Honor Rolls, perfect attendance, extracurricular activities, and such are included. East Coffee will make frequent updates to their school story on Class Dojo to keep all stakeholders informed.
6. As a child's first teacher, parents have the ability to influence their future. Research has shown that parents' involvement with their children, from birth to adulthood, increases a child's achievement and self-esteem. Whether it is reading to your child, telling them stories, or taking trips to a park, make the time you spend with your child quality time. Volunteer USA Foundation

offers the *Love. Read. Learn!* series which consists of three programs dedicated to helping parents teach children the joys of learning through literacy from birth on.

- 7.. School Improvement Planning--parents serve in an advisory capacity on the InformTN committee.
8. Parent-Teacher Conferences--an annual Parent-Teacher Conference is held in September. Teachers discuss the student's academic achievement and performance. Also, parents are able to discuss curriculum and how to access a copy of the state standards and the Title 1 School-Parent-Teacher Compact.
9. There is an annual Title I Parent Meeting held at East Coffee within the first month of school.
10. PTO Meetings are held monthly at East Coffee each month. Dates and times are announced and sent home to parents through Class Dojo, East Coffee's public calendar, and the school's marquee. Special called meetings may occur more frequently. The decisions made by our Parent-Teacher Organization have profound effects on the students at East Coffee. Parents are urged to attend.
11. The library hosts an annual book fair. Proceeds are used to go toward the needs for the library. Parents are encouraged to help during the book fair.
12. East Coffee welcomes our parents to attend scheduled events throughout the year. We especially ask parents to attend the special meals during Thanksgiving, Christmas, and Easter. They are invited to come and eat with their child on those days. Also, we have a Grandparent's Day and make our grandparents our special guests.
13. Surveys are conducted throughout the year, seeking input from all stakeholders on how East Coffee Elementary and the system are performing and how to make it even better. These surveys include but are not limited to parent, business, student, and Title I just for example.
14. We have an annual Career Day. We have several visitors, including parents who come and present their occupation with us. Students learn about a variety of jobs performed by people in our community.
15. We communicate student progress to parents and the community by several means. We submit articles about East Coffee and report card information (honor roll and perfect attendance) to the local newspaper. Also, quarterly progress reports and report cards are prepared and sent to parents.
16. Parents are informed through East Coffee's Website <http://eastcoffee.coffeecountyschools.com/>, the system's website <http://www.coffeecountyschools.com/>, Facebook, Twitter, and Class Dojo.
17. East Coffee provides an updated Student Handbook at the beginning of each school year so parents and students may know the school's policies and procedures. The student handbook is also available on the schools website and during the online registration process.
18. East Coffee provides information and posts pictures through the use of social media such as Facebook, Class Dojo, and Twitter. (eceswarriors)

East Coffee and the Coffee County school system coordinates and integrates Title I services with other services for ELL and migrant students, children with disabilities, neglected or delinquent youth, homeless and immigrant children. ELL children, children with disabilities, and migrant and immigrant children are served in all Title I schools through instructional staff. Title I funding is also utilized for instructional supplies and materials. The Title I program has set aside funding for homeless children who are served in the district. Title I funding is also provided to encourage the involvement of parents of Title I students.

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

*The East Coffee Parent and Family Engagement Plan, Student Handbook, and the Tennessee School Improvement Plan (TSIP) may be found on the school's website at <http://eastcoffee.coffeecountyschools.com/>.*

*East Coffee is handicap accessible.*