

## WES Family/Community Engagement Plan

2024-2025

### Family/Community Engagement Coordinators

Their responsibilities are to provide activities that promote parent involvement. Such activities may include, but are not limited to, the following:

- Workshops dealing with parent issues
- Family Reading Nights
- Family/Community Nights

To ensure that parents have an adequate opportunity to participate in the planning, designing, and implementing family and community involvement, Whitwell Elementary shall:

1. Offer a flexible number of meetings.
  - Advisory meeting
  - The parents will be surveyed on the most convenient time and day of the week. The results of the survey will be used in the planning of parent meetings and workshops
  - Meetings will be held at different times of the day to address parent availability.
  - Parent Teacher Organization meetings offered for parents to be involved.
2. Involve parents in an organized, ongoing and timely way in the planning and improvement of the family/community involvement program and school level parent involvement plan.
  - Parents will be part of the Advisory Committee.
  - Parents will be surveyed in the fall to give input into the year's activities.
  - Parents will evaluate the program in the spring.
  - At the conclusion of each workshop, parents will be given the opportunity to evaluate the workshop and make comments for improvement.
  - A Parent Partnership will be developed jointly with parents.
3. Provide parents with:  
Timely information about the program:
  - Flyers will be sent home informing parents of all the parent involvement activities.
  - Remind 101 will text parents to inform them of all the parent involvement activities.
  - Information will be available on the school website. [www.westigers.com](http://www.westigers.com)
  - Information will be available on the school Facebook page.
  - Parents can sign up for "Remind 101 app" to receive text messages alerts/school information
  - Parent comments will be submitted with the school Eplan to the State Department of Education.

### School Performance:

- The school performance will be included in the WES news calendar and posted on the website.
- This will also be discussed at parent advisory meetings.

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- Open House will be held to inform parents about school procedures, curriculum, achievement test results, and proficiency levels students are expected to meet.

### Individual Assessment:

- TNReady scores will be sent home as soon as they are available.
- State provides parents with a flier that explains TNReady scores
- Report cards will be sent home at the end of every nine-week period.
- State standards will be posted on the website
- Star Reader levels will be sent home at the beginning, middle, and end of the year.
- Intervention letters for Tier 2 and Tier 3 students at the end of every nine-week period
- A meeting will be each fall to discuss Tennessee's Third Grade Retention Law. Opportunities for regular meetings to make suggestions, share experiences, and participate in decisions relating to the education of their children.
- Regular opportunities for parents to participate in parent involvement activities will be offered.

### Timely responses to parents' suggestions:

- WES will respond in a timely manner to parent questions and concerns.
- Fall and spring parent advisory meetings will be held.

5. Provide parent-teacher conferences at the elementary schools, at least annually, during which the compact is discussed as it relates to the individual child's performance.

- Parent-teacher conferences are held two times a year.
- Parent conferences are welcome at any time during the school year with an appointment.
- Teachers are willing to conference with a parent on his/her planning time or by appointment.

6. Provide frequent reports to parents on their child's progress.

- TNREADY scores will be sent home as soon as they are available.
- State provides parents with a flier that explains TNREADY scores.
- Progress Reports will be sent home mid-way through each nine-week period.
- Report cards will be sent home at the end of every nine-week period.
- Star Reader levels will be sent home at the beginning, middle, and end of the year.
- State standards will be posted on the county website

7. Provide to parents reasonable access to staff and opportunities to volunteer and participate in their child's class and to observe other classroom activities.

- Parents are encouraged to participate in the WES volunteer program.
- The school phone number will be available in the school handbook.
- Parents will be informed of the school's policy and procedures concerning classroom observation.
- Provide other reasonable support for parental involvement activities as parents may request.

8. Provide to parents, who so desire, assistance in understanding such areas as, National Education Goals, state content standards, state and local assessments, and how to monitor a child's progress.

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- A copy of each class curriculum will be sent home in the school handbook.
  - Website information will be sent home in the school newsletter as a source of assistance.
  - If desired, opportunities will be available on interpreting test data.
  - A description of our curriculum may be found on the county/school website.
  - A grading scale may be found on each report card.
9. Provide help to parents in working with educators to improve the performance of their children.
- Various workshops will be offered through the school-based Family/Community Engagement Coordinator.
  - The school-based Family/Community Engagement coordinator listing community opportunities will send information home.
  - Transitional information will be distributed to parents for students entering kindergarten and fifth grade.
  - Pre-K workshop will be offered in the spring for parents who enroll in our Pre-K program.
10. Provide help to parents in learning how to participate in decisions relating to the education of their children.
- Discuss parents' rights to be involved at open house.
11. Provide materials and training for parents.
- Parents will be offered workshops and materials through the school-based parent coordinator.
  - The school-based parent coordinator will meet with the principal to decide what workshops will be offered based on test scores.
  - A survey of the workshops will be sent to parents.
  - Parents will be given information about Adult Basic Education in Marion County.
12. Coordinate and integrate parent involvement programs and activities with Head Start.
- The school will work with the school-based Family/Community Engagement coordinator with Head Start and the other preschool programs in the area.
13. Develop appropriate roles and encourage the formation of partnership for the local businesses and schools.
- WES will continue to develop relationships with community organizations and businesses in support of the school.
14. Conduct other activities, as appropriate and feasible, such as parent resource centers and opportunities for parents to learn about child development and child rearing issues, which are designed to help parents become full partners in the education of their children.
- Provide resources through the Family/Community Engagement Coordinator.
15. Ensure, to the extent possible, that information to school and parent programs, meetings, and other activities is sent in a language parents can understand.

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- WES will continue to provide foreign translations, where needed, of all information going home to parents.
  - WES will, to the extent possible, provide opportunities for parents with disabilities.
  - The school will work with the ESL Coordinator as needed.
  - The school will work with the CSH Coordinator to link health issues with academics.
16. The school will work with the LEA to ensure requirements are met for homeless students and that homeless students receive the educational services to which they are entitled:
- The principal and staff will work with the district's Homeless Liaison to identify homeless students.
  - The school will adhere to the Marion County Schools' policy on homeless students.
17. The school will work with LEA to ensure the requirements are met for migrant students and the migrant students receive the educational services to which they are entitled:
- The principal and staff will work with the district's Migrant Liaison to identify migrant students.
  - The school will adhere to the Marion County Schools' policy on migrant students.
18. Educate teachers and all other staff to communicate with parents as equal partners and build ties between parents and the school.
- Teachers and administration will offer parents the opportunity to attend a faculty meeting where their input will be heard.