**EAST KNOX COUNTY ELEMENTARY SCHOOL**

**Family Engagement Plan**

**2022-23**



The plan addresses the federal and state requirements of a Title I school; supports our school improvement plan; and complies with Senate Bill N. 293, which requires schools to comply with these six standards:

**Tennessee Standards for Family-School Partnerships are:**

**Standard 1:**  Welcoming all families into the school community

**Standard 2:**  Communicating effectively

**Standard 3:**  Supporting student success

**Standard 4:** Speaking up for every child

**Standard 5:** Sharing power

**Standard 6:** Collaborating with community

**Standard 1: Welcoming all families into the school community:**

**Goal 1: Creating a Welcoming Climate**: When families walk into the building, do they feel the school is inviting and a place where they "belong"?

* The building has murals painted throughout the school, including “Welcome to East Knox County Elementary School” in the lobby.
* The *Leader In Me* 7 Habits are painted on the Cougar paws on the sidewalk as you enter the school.
* There are landscaped areas at the front and back entrance.
* Staff members open car doors and stand at the lobby entrance to welcome students.
* Meet the Teacher Night / Open House is held before the first day of school, as well as an ELL meet & greet for new families & students coming to East Knox.
* In person kindergarten and PK parent meetings are held with administrators immediately after drop off on the first staggered day.
* One of the administrator’s **top five expectations** is that we create a physically and emotionally safe environment to work and learn because our families are handing over to us the most precious thing in the world – their child. We take this responsibility serious and want families to feel secure sending their child to school each day.
* Road signs are in place to mark school entrance during school hours and the entrance after school hours. Brush/trees are kept trimmed for visibility and safety.
* A school sign with an electronic messaging center is visible from Rutledge Pike and for families in car rider line.
* A Parent Information Station and bulletin board is set up in the front office with handbooks, family information, and a computer to access to parent portal or school/KCS websites.

**Goal 2: Building a Respectful, Inclusive School Community**: Do the school's policies and programs reflect, respect, and value the diversity of the families in the community?

* Information shared on parent night reviews our policies and procedures that include administrator’s welcome message, our work as a *Leader In Me* school, information on communication, and school procedures.
* Parent Conferences are held each semester with the expectation that teachers ask questions, listen to parents, and learn from the expert on the child: the parent(s). We do not have a Parent Conference Night, we have a two-week period in which teachers set up various times for parents to sign up for conferences. Many classrooms invite students to lead their spring parent conference.
* One of the administrator’s top 5 expectations of all staff is to show **mutual respect** ofany and every person who walks in the door.
* Our Student Support team (counselor, social worker, Title I behavior coach, PBIS teacher, nurse) provides support to build relationships and support students and their families.
* Our front office, ELL teacher, and classroom teachers along with our KCS Welcome Center support new international families, facilitate communication, foster professional learning and support academic growth & citizenship for our students.
* We are a Special Olympics Unified Champion School: use of building buddies, World Down Syndrome Day, and Spread the Word: Inclusion Campaign.
* Kindergarten and Pre-K Round-Up is held in April to register our newest members of our school family.

**Standard 2: Communicating Effectively**

**Goal 1: Sharing Information Between School & Families:** Does the school keep all families informed about important issues and events, and make it easy for families to communicate with teachers?

* Shared at beginning of the year parent meeting and on the website: “How to find out what is going on at East Knox:”
	+ Take Home Folders or Notebooks
	+ ParentSquare
	+ East Knox School Facebook page
	+ East Knox PTO Facebook page
	+ Twitter @EastKnoxElem
	+ Newsletters
	+ School Website <http://www.knoxschools.org/eastknoxes>
* Title I handbooks are provided by Knox County Schools Federal Program department, and are sent home to families.
* One of the administrator’s top five expectations of staff is **positive communication** that is reviewed in staff meetings; and discussed at beginning of year grade level parent meetings. Teachers make a positive phone call home during the first month of school.
* **ParentSquare** is used frequently by families and teachers to communicate with each other. Phone calls and emails are also used for communication.
* Parent Conference Weeks happen after the first 4.5 weeks of each semester. Teachers have common topics to encourage listening to parents, and sharing information. Our school goal is to have over 60% attendance at parent conferences.
* The school sign/electronic messaging center provides information about upcoming events to the community when they drive by on Rutledge Pike and to families when they go through car rider line.
* A projection system and screen in the gymnasium is used for daily PE instruction as well as for parent meetings, programs, and assemblies.
* Title I funds were used to purchase Apple TV and TV for the conference room to display student plans and information to be discussed in individual parent meetings.

**Standard 3: Supporting Student Success**

**Goal 1: Sharing Information About Student Progress:** Do families know and understand how well their children are succeeding in school and how well the entire school is progressing?

* Interim reports are sent home to every student every 4½ weeks to inform parents of progress in the subjects.
* Report cards are sent home every 9 weeks for parents to review.
* Parents of students in RTI2 interventions are sent progress reports after progress monitoring.
* East Knox will have parent conferences the 2 weeks after the first 4.5 weeks of each semester.
* East Knox recognizes students for exhibiting our mission: Cougars C.A.R.E. for Caring for each other, Always Problem Solving, Reading and Responding, and Engaging in Learning & Leading.
* Semester Honors & Awards are given. Grade Level Honors Assemblies are held in January and May of each year.
* Students who **meet their goals** can come to the front lobby to **“ring the bell”** mounted on the wall beside the mural painting that says “Do you hear my success?” Students are also given an ASK ME sticker by our School Resource Officer, so adults can ask them, “How did you earn that? What goal did you accomplish?”
* “Shout-outs” written by students and teachers are shared at faculty meetings and read on East Knox News Network (morning news).
* The school implements a positive reinforcement system and recognizes students for consistently following expectations, and growth in behavior expectations. “Brag Tags” are earned by students.
* Parents are called when a student visits the office.
* Students who receive their 4th classroom positive referral are sent to the office for a POSITIVE office referral. They pick something from the School Swag Basket and call home with an administrator.
* Staff and Students have a Leadership Binder with these sections: About Me; Leadership Roles; Wildly Important Goal; My Learning; Celebrations.

**Goal 2: Supporting Learning by Engaging Families:** Are families active participants in their children's learning at home and at school?

* Beginning of year parent meetings include “How you can help your child be successful”
* Daily folders or notebooks are sent home.
* Based on research concerning the importance of Reading 20 minutes each night, teachers often incorporate this into homework policies.
* *Ready Rosie* is an app that our families have access to. It provides Modeled Moment videos that show simple, quick, and fun activity that is rooted in learning goals for children.

**Standard 4: Speaking Up for Every Child**

**Goal 1: Understanding How the School System Works:** Do parents know how the local school and district operate, and how to raise questions or concerns about school and district programs, policies, and activities? Do they understand their rights and responsibilities under federal and state laws, as well as local ordinances and policies?

* Parent Information Station is set up in the office to notify parents of school activities.
* When parents have bus concerns, we address it at our school level, and tell them how to contact or complete a Knox County Schools transportation concern form.
* Concerns/Commendations forms are available if a staff member is not available when parents stop by the office.
* New student packets address student rights such as Transfer Option for Students Victimized by Violent Crime at School Under the Tennessee State Board of Education’s Unsafe School Choice Policy, Tennessee Code Annotated 40-38-111 (g).
* At beginning of the year Parent Meeting, the administrator reviews how the school operates, and information about being a Title I School.
* The Title I handbook is provided to families.
* The Notice of Parent Rights are reviewed at the beginning of IEP and 504 meetings.
* Families of students receiving RTI2 interventions receive parent letters after RTI2 team meetings to review progress, and any changes that need to be made to meet student needs.
* East Knox has 2 parents who serve on the Knox County Schools Region 3 Family Advisory Council: Ms. Amber Lindsey & Ms. Jenny Henderlight.

**Goal 2: Empowering Families to Support Their Own and Other Children's Success in School:** Are parents prepared to monitor students' progress and guide them toward their goals through high school graduation, postsecondary education, and a career?

* Administrators and teachers work with 6th grade middle school counselors and administrators to communicate middle school parent nights, and plan the 5th grade transition to middle school including Carter Middle School principal speaking at 2nd semester PTO meeting.
* East Knox collaborates with Carter High School to plan a Senior Graduation March in which CHS seniors who are former students come back to East Knox in their cap and gown. This gives our students a vision of the goal we have for them all of graduating high school.
* Parent Conferences provide an opportunity to discuss a students’ long-term goals and the impact of their current progress.
* Counselor education includes college & career readiness standards in lessons. Schedule is set up for a homeroom to have a counseling class once every 16 days. Career Day will be help in Spring 2023 for all students.

**Standard 5: Sharing Power**

**Goal 1: Strengthening the Family's Voice in Shared Decision Making:** Are all families full partners in making decisions that affect their children at school and in the community?

* Parent representatives are on the school-wide committee to help make decisions concerning school planning and funding decisions (Title I Budget).
* PTO board meets with administrators at monthly board meetings.
* KCS parents can decide whether their child will attend in person at their zoned, or apply for a transfer to KCS virtual school or a KCS magnet school.
* Title I Handbook and Title I Compact are provided to families. It includes the responsibilities of school, families, and students.
* Coffee with the Principals will be held each semester two times – morning & evening to accommodate parents’ schedules. Feedback on the Title I compact, and these Tennessee Standards for School Family Partnerships.
* Parents are invited to Parent conferences, and S-Team Meetings to make decisions about their child’s education.
* The parents of students receiving special education services meet at least once a year to review and revise their child’s IEP.
* In our daily Social Emotional curriculum - *Leader In Me –* we teach our students Habit #8 to “find their voice”.

**Goal 2: Building Families' Social and Political Connections:** Do families have a strong, broad-based organization that offers regular opportunities to develop relationships and raise concerns with school leaders, public officials, and business and community leaders?

* The PTO board meets at monthly board meetings with school administration. PTO has quarterly general membership meetings at 6:00 pm for families.
* PTO has a Facebook page for reporting events, celebrations, and school recognitions.
* Family Engagement Nights provide opportunities for families to develop relationships with other families, staff, and community members.
* Coffee with the Principal will be held at total of 4 times: a morning and evening opportunity each semester
* East Knox has 2 parent representatives on the Knox County Schools Region 3 Family Advisory Council.

**Standard 6: Collaborating with Community**

**Goal 1: Connecting the School with Community Resources**: Do parent and school leaders work closely with community organizations, businesses, and institutions of higher education to strengthen the school, make resources available to students, school staff, and families and build a family-friendly community?

* University of Tennessee Early Childhood Studies provides full year interns to learn from our veteran teachers. For the 2021-22 school year we have 3 UT interns - one in kindergarten and two in 1st grade. This partnership has been in place for over 20 years.
* Kids Place provides after-school care for our students. A committee including EK administrator, teacher, KP site director, and parent meet each semester to address evaluation criteria.
* Junior Achievement provides volunteers/mentors to teach Financial Literacy lessons to our students, with older students going to “Biztown”.
* “Backpack Buddies” sends food home to students on the weekends. The food is provided by Second Harvest Food Bank.
* The PTO provides a “Santa Shop” for students to shop and buy presents for their family members in December.
* Local churches provide school supplies for students and luncheons for our school staff.
* Our student service club “The Kindness Crew” sponsors community service projects.
* We host a community luncheon to build partnerships to serve our students and their families in the Mascot Community.
* East Knox is proud to be a one of many international *Leader In Me* schools. *Leader In Me* unites students, staff, and families around a common goal to prepare students with college, career, and life-readiness skills necessary to thrive in today’s ever-changing, fast-paced environment. We collaborate with staff at other LIM schools and LIM coaches to further improve leadership, culture, and academics.