

Parental involvement in the educational/learning process of the students attending West Haven Elementary School is an important belief of the educational community. Research has indicated that parental involvement in the education of their students is a critical factor in children's ability to learn and be successful in school. An analysis of the past several years has revealed that parent/community involvement at West Haven has remained constant and the need for additional opportunities to move toward true parental engagement exists.

To enhance/refine the parent involvement at West Haven Elementary School, the following plan has been developed collaboratively with all members of West Haven's learning community. The plan aligns with the ***Tennessee Standards for Family-School Partnerships*** and is divided into six corresponding sections. These standards were originally developed by the National PTA and were adopted by the TN State Board of Education in 2010.

The ***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.

Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class and school.

- Car tag system used for safe and efficient student dismissal.
- State and federally required signs that are posted at each entrance of the building will be reviewed and updated to ensure the content is clearly visible and easily located.
- Several events scheduled at the school to welcome families and students back to school.
 - Meet the Teacher - August 2022
 - Annual Title 1 Parent Meeting & Information Nights before Labor Day weekend
- The West Haven Elementary porch area is maintained and furnished with benches for parents' comfort while they wait for parent conferences and other events.
- A big screen television is in the school lobby that shows a current slide show of school activities, along with pictures and information important to families.
- Family engagement opportunities throughout the year.
- Book Fair in December 2022.
- Music performances by different grade levels throughout the year.
- Veterans Day Program, November 2022
- Field Days for K-2nd grades and 3rd-5th grades, May 2022
- Thanksgiving Lunch with family, November 2022
- Community library stations will be placed throughout the building so students can donate and "check out" books to take home and read, Fall 2022
- All regular classroom teachers make a positive phone call to all of their students' parents in August.

- Volunteer PreK classrooms hold two Parent meetings at night (one each semester) providing expectations and resources to help parents at home.

Standard 2: Communicating Effectively

Families and school staff engage in regular, meaningful communication about student learning.

- West Haven Elementary School will send parents/community members information related to school and parent programs, meetings, and other activities in an understandable language.
- Parents will be given frequent student progress reports both formally (report cards, interim reports, and weekly folders) and informally (parent calls, notes and conversations) Parents will be provided a description/explanation of the curriculum used, various ways that students are assessed to measure their academic progress, and the proficiency levels that students are expected to meet. This information will be provided during the Parent Information Night held in August and the information will also be linked to the West Haven website.
- Informational handbooks (West Haven Parent/Student Handbook & KCS Title 1 Handbook) are sent home with all students in August outlining all policies and procedures for the coming year. These are also available on the West Haven & KCS websites.
- Staff will respond to all parent phone calls or written communication within 24 hours of request during the week.
- The principal sends out communication regularly to parents about upcoming events.
- West Haven's website will be updated on a regular basis including a calendar of upcoming events. Social Media will be accessed and utilized to inform stakeholders about school wide events and celebrate student/staff successes.
- A marquee sign is maintained manually and is used to communicate up to two events at a time.
- A part time interpreter is available at a regular time every week to assist with communication between school staff and Spanish speaking families via phone, in person, and through written communication.
- Parent meetings will be held to accommodate parent schedules/needs, including in person and virtual options. After the first 9 week grading period and the Interim Period during the 3rd 9 week grading period, a Parent Conference Night will be scheduled for parents to meet with their child's teacher.
- The West Haven entry halls and cafeteria will be equipped with a large monitor that displays a school slideshow each day. Pertinent information will be customized for special events such as PTA, Family Engagement Nights, Student Performances, etc.
- School administration will host quarterly awards ceremonies for students to recognize their academic and social achievements.

Standard 3: Supporting Student Success

Families and school staff continuously work together to support students' learning and healthy development both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.

- West Haven has a Schoolwide Positive Behavior Intervention Supports (PBIS) program that provides individual student and House incentives for students who meet and/or exceed behavior expectations.
- All students and staff are members of a multi-grade level house. Each house meets on a regular basis throughout the school year to celebrate accomplishments, promote house spirit, and discuss character building behaviors.
- The Whole Child Team meets once every month. The team members include school social worker, counselor, psychologist, nurse, behavior interventionist, administrators and relevant others, as needed. The purpose of the meetings are to discuss academics, emotional & social needs of specific students and develop action plans/next steps for improvement.
- Backpack snack programs are provided weekly throughout the year for students to supplement their food at home for the weekend. The food is supplied by Second Harvest & delivered by the Rotary Club of Maryville to the school. Snacks are delivered and members of the Whole Child Team coordinate the program at the school level.
- The Foster Grandparent Program provides additional adult support for specific students and classes in the building throughout the school year. They work to build positive relationships with students and support social and academic growth.
- UT Recess Vols program matches students in 3rd & 4th grades with college age mentors during their recess time.
- 21st Century Grant Funds have been awarded to West Haven and will be used to provide a strategic after school tutoring program from September through April, focusing on academic and social emotional growth of target students.

Standard 4: Speaking Up for Every Child

Families are informed and enabled to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.

- Meet the Teacher Night is held before the school year starts to assist families and students transitioning into a new school year.
- Parent Information Nights are held during the first few weeks of the school year to communicate relevant school wide, grade level, and classroom level information to families.
- At least two school wide family engagement events will be held for families; one in the fall semester and another in the spring semester. Information related to curriculum and how to assist with student learning at home will be provided directly and through demonstration.
- Through ParentSquare, parents can communicate directly with their child's teacher.
- Parents will be given opportunities for volunteering (such as field trips, reading in the classroom, Field Day, PBIS store, etc...), in their child's classes.
- Parents can request to observe their child's classroom by contacting their teacher in advanced. Observations will be limited to a two hour time frame.
- After the first 9 week grading period and the Interim Period during the 3rd 9 week grading period, a Parent Conference Night will be scheduled for parents to meet with their child's teacher.

- Parents can request to meet with their child's teacher at any time throughout the school year.

Standard 5: Sharing Power

Families and school staff are equal partners with equal representation in decisions that affect students and families and together inform, influence, and create policies, practices, and programs.

- Parents will be invited to be involved in an organized, ongoing, timely, and collaborative manner in the planning, review, refining, and implementation of Title I programs through the School-Wide Planning Committee.
- Opportunities through Parent Night, two scheduled parent conference nights and parent engagement events, and the School-wide Planning Committee provide for parents to offer suggestions, participate in decisions relating to the education of their children, and respond to any suggestions.
- The Family Engagement Plan is to be reviewed, refined, and/or updated with parental input by the School-Wide Planning Committee at the beginning of each school year. The plan will be based upon oral input and survey information from parents to meet the changing needs of parents, the school, and the community.
- Parents are encouraged to communicate any concerns, first with their child's teacher through a variety of means (ParentSquare, email, phone, in person) and secondly, to share any concerns with school administrators.
- Parents will be given reasonable access to the staff for volunteering, participating, and observing in their child's classes.
- West Haven staff will inform and clearly explain the Support Team, 504, RTI2, and Special Education services and process to parents.

Standard 6: Collaborating with Community

Families and school staff work together with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.

- The school will work to develop a network of community partners that support the school through a variety of ways- volunteering, working with specific programs, and monetarily.
- Local churches (The Table, Norwood Baptist Church, Black Oak Heights Baptist Church, Olivet Baptist Church, Church of God-Union Assembly, and Bethlehem Missionary Baptist Church) provide school supplies and holiday assistance for families in need. In addition, the churches support staff with meals and other treats .
- Second Harvest & The Rotary Club of Maryville provides food assistance to families in need through the weekend Backpack snack program.
- Volunteers bring approved HABIT animals to school to participate in a reading program with students.
- Local businesses will be engaged to provide student incentives for quarterly academic and social emotional awards. These include: Texas Roadhouse, Applebee's, Salsarita's, Shoney's, and possibly others.