

## **Fair Garden Family Engagement Plan 2018-2019**

Fair Garden Family Community Center believes that school is a partnership between teachers, students, parents, and community. Research indicates that parental engagement is a critical factor in a child's ability to learn and be successful. With our new status as a Community School, there has been a steady increase of parent/family/community involvement at Fair Garden Family Community Center. We continue to strive to improve in areas identified by stakeholders.

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

This policy addresses the federal and state requirements and supports the goals in the school improvement plan, as well as Senate bill N. 293, which requires schools to comply with the six standards above.

### **TN Standard 1 – Welcoming all families into the school community Federal Standard - Shared Responsibilities for High Academic Achievement (d) Building Capacity for Involvement (e) Accessibility (f)**

- The school's monthly newsletter and other school news are posted outside the entryway of the school for parents and stakeholders to view as they enter the building.
- There is a warm and welcoming vestibule area with benches, plants, magazines, and a television located by the front office.
- A wipe board/easel by the main office is updated daily to display current information for parents and stakeholders.
- Parents sign their students in each morning giving the staff the opportunity to warmly greet parents with smiles and laughter each day.
- Safety inspections are regularly completed by our SRO and administration to ensure the school and playgrounds are welcoming and safe.
- Parent Orientation Nights were held on August 6<sup>th</sup> (for parents of our 3 year olds students) and August 7<sup>th</sup> (for parents of our 4 year old students). Parents rotated to different sessions facilitated by our Social Worker, School Nurse, Instructional Coach, Community Leader, Parents as Teachers Adult Teacher, TennCare Kids representatives, Nutritionist from the University of TN, Knoxville and Classroom Teachers. School expectations were shared with the families.

- Each family attending the Parent Orientation Night received a folder, which included the Student Handbook, KCS yearlong calendar, Fair Garden's August classroom supply list and a survey of the night's events.
- Parents, Grandparents, and Guardians are welcomed to volunteer in their child's/children's classroom(s).
- Grandparent's Day program will be held on September 7, 2018. Grandparents, parents and stakeholders are invited to the event. It is a well-attended event each year with a guest magician and door prizes given away.
- Our annual Community Day will be on September 21, 2018. We invite community workers (KUB, Rural Metro, KPD, Knoxville Fire Dept., the Safety House, KAT, etc. to display their services to the community.
- We will encourage our parents to participate in Knox County Schools' Hike for Schools event on September 29<sup>th</sup>.
- Dawgs for Dads is scheduled for October 19<sup>th</sup>. Dads at Fair Garden will enjoy grilled hotdogs and other fun activities. This event is to focus on the importance of fathers in the lives of each student. Parents As Teachers and other community leaders will be a part of this event.
- Fair Garden Fall Festival Family Engagement Night will be held on Tuesday, October 30, 2018. Students will wear costumes of their favorite book characters. There will be educational games at each station along with taking fall family pictures, playing games on the Rolling Video Truck, and other activities hosted by Parents As Teachers and our SHADES afterschool program. Students will be given learning bags containing manipulatives to continue learning at home.
- School wide parent conferences will be held two times during the year (Fall and Spring) to communicate students' development and progress. Parents and Teachers will develop plans to enhance students' academics and social and emotional development.
- Fair Garden will initiate a new Parent group called the PEP (Parents Empowering Parents) team. This team will meet monthly to discuss and plan ways parents can best influence one another.
- Fair Garden's Thanksgiving Luncheon will be on Friday, November 16<sup>th</sup>. Parents, friends and family are invited to attend.
- WinterFest 2018 will be held on Thursday, December 20, 2018. The students will sing songs and put on a great winter show for the parents. The event was well attended and received last year.
- Fair Garden will have its Black History/King and Queen Program on February 22<sup>nd</sup>. Students will share with their families what they have learned about Black History. Following the Black History program, Fair Garden's new King and Queen will be crowned.
- Plans will be made for Vine Middle School dancers to come and perform African dance to the students, teachers, parents and other stakeholders.
- Community readers and local authors are invited to read to classrooms during Read Across America Week and on Dr. Seuss' Day.

- Muffins for Moms event is scheduled for May 10<sup>th</sup>. Plans for the KCS Family Engagement team, Parents As Teachers, and a community leader will be a part of these events.
- Fair Garden's Stepping Up Program will be held on Friday, May 22<sup>nd</sup> to celebrate our students entering Kindergarten in Fall 2019. Families and friends of our students 'stepping up' are invited to this event. This event will be held at Greater Warner AME Zion Church.

## **TN Standard 2 – Communicating Effectively**

### **Federal Standard – Share Responsibilities for High Academic Achievement (d)**

#### **Policy Involvement (4) (A-D) Building Capacity for Involvement (e)**

- Two-way communication folders are sent home daily from teacher to parents with updates of students' daily progress.
- Weekly newsletters from classroom teachers are sent home to parents to include current information and ways parents can help their children at home.
- Parent Orientation Nights were held on August 6<sup>th</sup> (for parents of our 3 year olds students) and August 7<sup>th</sup> (for parents of our 4 year old students). Parents rotated to different sessions facilitated by our Social Worker, School Nurse, Community Leader and Classroom Teachers. School expectations were shared with the families.
- Each family attending the Parent Orientation Night received a folder, which included the Parent Handbook, KCS yearlong calendar, Fair Garden's August calendar, and a classroom supply list.
- Student handbooks are given to parents during Parent Orientation Nights, which contain all school policies.
- Administrator's monthly newsletter and calendar of events are sent home monthly, posted at the entryway of the school, placed on the sign-in tables, and posted outside teacher's classroom doors.
- Compact forms are shared with parents and signed during PreK registration.
- Changes in curriculum and forms of academic assessments with proficiency level expectations are presented in conjunction with School Wide School Meetings, Parent Conferences, and Family Engagement Events.
- Title I handbooks are sent home during the first week of school. The Title I handbook includes suggestions on how parents may support their children's learning regarding homework, volunteering in the school, participation in the District Advisory Council, etc.
- The school maintains a web site and Facebook page for school information.
- Teachers are asked to return all phone calls to a parent within 24 hours.
- The School Messenger phone system is used to communicate information to the parents along with mass emails.

- School wide parent conferences are held two times during the year (Fall and Spring) to communicate student progress and develop plans to enhance students' academics and social and emotional development.
- The administrators maintain an open-door policy for parents, teachers and students to discuss concerns or questions.

### **TN Standard 3 – Supporting Student Success**

#### **Federal Standard - Shared Responsibilities for High Student Academic Achievement**

##### **(d) Building Capacity for Involvement (e)**

- Opportunities to observe, volunteer, and participate in classrooms are communicated on an ongoing basis.
- Each teacher selects a student a day for Daily Shout Outs that exhibits good behavior and caring for others. These students are recognized at the end of each day and are given certificates to take home to share with their families.
- Students are recognized monthly with a certificate and free dinner card for Perfect Attendance and faithful arrival times.
- Fair Garden's Instructional coach works with teachers through PQA (Program Quality Assessment), Individual Learning Cycles and Professional Development to increase teacher knowledge and improve student achievement. Our coach is critical to student success.
- Anecdotal notes are taken throughout the day by teachers and teaching assistants to record students' daily progress.
- Anecdotal notes are recorded using the COR (Children Observation Record) online assessment. Notes for each student are entered daily and categorized by Approaches to Learning, Social and Emotional Development, Physical Development and Health, ELA, Math, Creative Arts, Science and Technology, and Social Studies.
- Anecdotal notes, students' development, and students' interests drives instruction daily.
- S-team meetings are held as a process to support students struggling with academics and/or social skills. This process may lead to formal referrals for academic testing or the inclusion of other services.
- PIT (Prevention Intervention Team) meetings are held two times a month to determine needs of students that are not covered by IEP or the s-team process. This might include needs such as food, clothing, lack of utilities, death in a family, or families in crisis. The PIT team is made up of the administrator, school secretary, school's social worker, school's nurse, school instructional coach, and referring teacher.
- Toyota and Lexus of Knoxville provide candy to the students during Halloween and 15 food baskets to our families during Thanksgiving.

- Toyota and Lexus of Knoxville provide Christmas gifts bi-annually to two classrooms at Fair Garden.
- Angel Tree provided gifts for every student during Christmas time last year. They will be unable to do it this year.
- Fairview Baptist Church provides bags of food for students in need to take home on the weekends
- The school social worker works with local organizations to provide services and assistance to families in need (clothing, monetary assistance, medical issues, etc.).
- Outside services such as Helen Ross McNabb or Department of Human Services provide caseworkers and counseling for several of our students.
- The SHADES program provides daily support to support the academic and social and emotional development of many of the Fair Garden students.

#### **Standard 4 – Speaking Up For Every Child**

- Fair Garden and Parents As Teachers are housed in the same building and often work together to serve the students at Fair Garden and in the community.
- Community volunteers, such as the Foster Grandparent Program, are assigned to work with specific classes and students to support students emotionally and academically.
- PIT (Prevention Intervention Team) meetings are held two times a month to determine needs of students that are not covered by IEP or the s-team process. This might include needs such as food, clothing, lack of utilities, death in a family, or families in crisis. The PIT team is made up of the administrator, school secretary, school's social worker, school's nurse, school instructional coach, and referring teacher.
- S-team meetings are held as a process to support students struggling with academics, attendance, or other issues impacting academic performance. This process may lead to formal referrals for academic testing or the inclusion of other services. Prior to such referrals the S-team process documents interventions made by the school to support the struggling student.
- A school nurse is available at our school 2 days per week to monitor student health and assist with accidents and illnesses. In addition, she facilitates appointments for both the nurse practitioner and provides a liaison to the local health clinic.
- Students were provided with the opportunity for a free dental screening during the year.
- The school social worker works with local organizations to provide services and assistance to families in need (clothing, monetary assistance, medical issues, etc.).

## **TN Standard 5 – Sharing Power**

### **Federal Standard – School Parental Involvement Policy (b) Policy Involvement (c) Shared Responsibilities for High Student Academic Achievement (d) Building Capacity for Involvement (e)**

- Two Parent Orientation Nights were held at the beginning of August for parents to meet their child's/children's teachers, get acquainted with the school building, receive pertinent information about school policies and procedures, as well as about Title I Programming, after school programming (at school and in the community), the parental involvement policy, review the rights of parents to be involved, and other services.
- The parent compact form is shared with the parents/guardians and later signed by each parent/guardian upon PreK registration.
- A student handbook is distributed to all families during the Parent Orientation Nights.
- Title I handbooks were sent home during the Parent Orientation nights.
- School Messenger, the school web site, and parent meetings/events are used to present information to stakeholders.
- Community partners are invited to attend and participate in the Partners In Education meetings.
- Information is shared with local newspapers for publication to provide positive information about school activities.
- Two parent conference times are scheduled yearly. Teachers also will meet with parents on an as need basis. Parents of special education students attend meetings at least yearly (and sometime more often) to assess their child's individual program.
- The STAR ePlan will be developed jointly and shared with the leadership team, the staff, and parents.
- Fair Garden FCE plan is developed, updated and reviewed annually jointly with parents, staff and community stakeholders.
- Stakeholders are given information about school activities, plans, accomplishments, and needs.
- The administration oversees all teacher evaluation and programs. Lead teachers share in the evaluation of teachers and the follow up of teacher implementation of strategies in the classroom.
- Instructional Coach is responsible for facilitating PLC meetings weekly and provides both group and individual support to teachers as needed.
- Once a month parents, students, community members and school representatives meet to discuss school programming.

## **TN Standard 6 – Collaborating With Community**

### **Federal Standard – Building Capacity for Involvement (e)**

- The CAC program provides Foster Grannies as volunteers to support students both academically and emotionally.
- Greater Warner is a Safe Haven for Fair Garden Family Community Center.
- Fairview Baptist Church provides food bags for students in need to take home on the weekend.
- Toyota and Lexus of Knoxville provide candy to the students during Halloween and 15 food baskets to our families during Thanksgiving.
- Toyota and Lexus of Knoxville provide Christmas gifts bi-annually to two classrooms at Fair Garden.
- SHADES, Parents As Teachers, and KCS Family Engagement team sponsor booths and/or activities during our Family Engagement Nights.
- Knoxville Ministerial Alliance invites community ministers to visit the schools and pray for the schools at the beginning of the year.
- The Knoxville Dream Center supports our Parent Engagement efforts by providing food items, books, and services for planned activities.
- The University of TN Agricultural Dept. will send a nutritionist to lead a parent workshop on Eating Smart.
- Parent Orientation Nights were held on August 6<sup>th</sup> (for parents of our 3 year olds students) and August 7<sup>th</sup> (for parents of our 4 year old students). Parents rotated to different sessions facilitated by our Social Worker, School Nurse, Instructional Coach, Community Leader, Parents as Teachers Adult Teacher, TennCare Kids representatives, Nutritionist from the University of TN, Knoxville and Classroom Teachers. School expectations were shared with the families.

The Fair Garden Parent Plan was created during the 2018-2019 school year.