

Burks Elementary Family Engagement Plan

Note: Burks Elementary School has adopted the Putnam County Schools Family Engagement Plan.

Burks Belief Statement:

Learning is a life-long process in which all students become unique members of one society.

Build student character through leadership, guidance, creativity, and education. Understand the needs and differences of each student. Respect ourselves and others. Kindle success with positive expectations, classroom management, and lesson mastery. Serve our school and community.

The following item must be carried out in engaging families at BES:

Communicate in every way with parents through:

- Phone calls, Class Dojo, Remind, and emails from teachers and administrators in the family's home language;
- Meetings with parents;
- Home visits with parents and students;
- Letters sent home in the family's home language;
- Newspaper and school messenger utilized to market school events;
- Teacher websites for homework help/homework assignments;
- School handbook for all students that include school rules and policies;
- Parent/Teacher Conferences;
- Power School grade program accessed by computer.

In order to follow the policy of Putnam County, the following school level standards must be met:

Standard 1: Family Engagement is incorporated as a strategy to achieve any goal in the School Improvement Plan.

- Parents will be involved in as many committees as possible throughout the SIP planning.
- Family Engagement is evaluated in each goal of the SIP to see how that involvement can help the school to reach its SIP goal.

Standard 2: Everyone who works at the school strongly believes that Family Engagement is important to students' success and academic achievement.

- Teachers will invite families to visit classrooms.
- School personnel will be given copies of the family engagement policy and will discuss ways they can better involve families.
- Funding will be used to implement activities to engage families.
- Teachers will be given opportunities to make home visits to families, when needed.
- School personnel will make a point to speak to all people that enter Burks Elementary School, saying hello and offering directions or assistance. We want families to be comfortable coming into the school building.
- A teacher will serve as the Family Engagement Liaison.

Standard 3: School staff use creative ways of reaching out to families who have not been involved in their children's education.

- School personnel will partner with community stakeholders and businesses to distribute information regarding school functions and opportunities to celebrate student successes.
- Family education will be made available through the 21st Century After School Program at times that are best, so most families can participate.
- Parents are recognized for participation at Honor Roll functions.
- Bi-lingual educators will help in getting information to students and families of all languages represented at BES, i.e., Spanish and English.
- The Burks Elementary School Guidance Counselors will keep a library of resources available to parents in need of assistance, which are kept in the library parent center. The counselor will make those resources known through conferences, phone calls, and flyers.
- A teacher will serve as the Family Engagement Liaison.
- The school is currently partnering with the area churches to spotlight the choir. We will continue to search for other venues for school meetings to meet the needs of the largest number of families.

Standard 4: There is a strong partnership among school staff, students, families and community members that increases students' success and academic achievement.

- Being in a small town, there are many connections that are already in place to aid in increasing student successes. We need to broaden that network by making sure all new families to the area are made to feel welcome, thus adding them to the support network for our children.
- Community members are generous in coupons and gifts for students to celebrate success.
- Teachers and administration are expected to treat parents and families with respect in all interactions.
- We are currently surveying parents to see what talents they may be able to share with the faculty and staff of Burks in order to serve the students in the best possible way.

Standard 5: The principal and site council provide active leadership in increasing the level and quality of family engagement in children's education.

- The principal and Family Engagement Committee will help make funds available for family activities.
- The principal and site council will keep a school calendar of activities to try to prevent overlaps in scheduling.
- The principal and site council will serve as role models for the faculty of the school in promoting family engagement.
- The principal and site council will troubleshoot and try to anticipate planning difficulties to better help teachers and families.
- The principal and site council will provide staff development to increase understanding in all cultures represented in the Upper Cumberland Area.
- The principal and site council will be constantly looking for groups that need to be reached out to for better engagement.

Standard 6: The school is responsive to the needs of it's families.

- Correspondence between school and home will be in the family's home language.

- Meetings will be planned around parents' work schedules to make it easier for them to attend.
- Phone calls will be made at appropriate times and teachers will always include success information along with any possible areas of concern.
- Parents will be made aware of ways students can increase successes at Burks Elementary School.
- The Family Liaison will keep an updated list of resources available for basic needs of families.

Standard 7: School staff, families and community members work together to plan, put into action, and evaluate family engagement efforts.

- School staff must be comfortable taking criticism as well as accolades in evaluating family involvement efforts.
- Planning teams must involve all needed school personnel, as well as parents, students and community leaders.
- Planning teams must be able to grow and change together as the face of the school changes, thus reaching out to all families in the community.
- Training opportunities are available to all teachers to learn more about different cultures and family dynamics.
- Teachers and families are able to make suggestions about needs for activities and outreach for and to families of BES students.

Standard 8: Everyone who works at the school draws upon the knowledge and expertise of all families to support the school as a whole.

- Teachers must make time to talk to families to get to know their strengths and talents.
- Conferences should be planned often to build relationships with students and their caretakers.
- All communication sent home with students should be followed up to ensure that parents receive all necessary information in a timely manner.
- Planning time should be used wisely and should include parent contact time.

- Parents should be contacted for successes as well as for areas of improvement.
- Parent talents should be shared at the school level when available.

In order to follow the policy of Putnam County, the following classroom level standards must be met:

Standard 1: Families are seen and treated as partners in their children's education by teachers and other instructional staff.

- Teachers send home copies of class discipline policies in the home language(s).
- Teachers send home student progress reports every four and a half weeks. Progress reports can be mailed, if the parent desires.
- Teachers send work home to be signed by parents, so that parents can see how the students are succeeding.
- Teachers encourage parents to visit the classroom, as well as volunteer throughout the school.
- Teachers are willing to assess the needs of the student and work with parents to meet those learning needs.
- Teachers engage in regular communication with parents regarding their students' progress.

Standard 2: Each family's experience, knowledge, and culture are respected and valued by teachers and other instructions staff.

- Interpreters are provided when needed.
- Teachers take knowledge of family culture. The teachers ensure that respect is demonstrated towards the family's culture in the classroom activities and assignments.
- Teachers work to develop strong classroom/parent relationships. Teachers work to develop classroom/parent teams who work together for the better of all students at Burks Elementary School.
- Other training opportunities are being made at this time that will focus on better serving the community.

SIP Goals: 2019-2020

All Means All

The student to school connection will be strengthened by decreasing the yearly, average student chronic absenteeism by 1.4%. Burks will provide a well- rounded comprehensive approach to help meet the needs of the whole child through the following student supports: Social-emotional, behavioral, physical health, family, community engagement, communication, safety, and climate.

Educator Development and Support

Foster educator development with professional learning and supports the enhance teaching and learning.

Improve College and Career Readiness

Burks will increase the number of students participating in College and Career Exploration opportunities.

Academic Success for All

Support teachers utilizing literacy/math coaches in delivering strong instruction and having high expectations for all students with the use of engaging, grade-appropriate tasks and assignments in all subject areas. Student performance will reflect achievement and growth as a result of strengthened instruction.

CALENDAR OF EVENTS 2019-2020

August 1, 2019, 5:30 pm Parent Roundup: Back to School Night.

August 19, 2019, 3:00-6:00 Parent/Teacher Conferences.

October 1, 2019, 5:30-7:00 Burks University: Reading and Math Night.

January 27, 2020 Parent/Teacher Conferences.

March 10, 2020 5:30-7:00 Health and Reading Night.

April, 2020 Kindergarten Registration.

June 2020 Summer Reading Program at Monterey Library.

COMMITTEE MEMBERS 2019 - 2020

Kevin Maynard

Burks Elementary Family Engagement Plan

Rev. 9-19

Jackie Reynolds

Kathy Elrod

Marcy Milligan

Dwayne Roberts

Gerri Reese

Angela Storie

Janet Raines

John Wright

Julie Bohannon – Community Representative

Ted Stepp – Parent

Amanda Enoch - Parent