

**Distributed to Parents: August 2020**  
**Lucy Elementary School**  
**Family/Community Engagement Plan**



**Lucy Elementary School has established expectations for parent involvement in the educational process. The administration and faculty believe that Family Engagement is one of the most important links to academic success. We are committed to increasing Family Engagement within our school and the community by providing opportunities for parents to actively participate in the education of their child/children in the following ways:**

1. Developing jointly with parents, agreeing on with parents, and distributing to parents, a Family/Community Engagement Plan
2. Supporting and encouraging active participation in PTA events
3. Providing opportunities for parents to respond to surveys and questionnaires expressing their ideas and/or concerns to improve education
4. Providing interpreter services when necessary
5. Encouraging parents to attend school events and use their talent/resources to enhance the instructional program
6. Providing parents access to written materials in their native language
7. Providing a flexible number of regularly scheduled parent meetings during the morning, afternoon and evening
8. Providing descriptions/explanations of curriculum, academic assessments, and student proficiency levels
9. Providing training to help parents work with their children to improve their achievement
10. The school may provide with Title I funds, transportation, child care, or home visits as necessary to help remove barriers to parent/guardian's participation in school activities and meetings.

### **Title I Involvement**

**The administrators, faculty and parents will jointly develop, review, revise, and implement the Lucy Elementary School Improvement Plan, Title I Family Engagement Plan, and School Compact requirements according to the guidelines set forth by law and by Shelby County Schools. To build capacity for involvement with parents and the community, Lucy Elementary School will:**

1. Hold an Annual Title I Parent Meeting and other parent meetings, at flexible times and invite all parents to attend
2. Invite feedback from parents and respond to parent questions and concerns in a timely manner
3. Provide all communications in a format and language that is easily understandable to all parents
4. Invite parents to observe Lucy Elementary School programs and visit classrooms
5. Communicate with parents on a regular basis through weekly newsletters, weekly folders, and student progress reports
6. Provide scheduled parent-teacher conferences and requested parent-teacher conferences to discuss student progress
7. Provide parents and the community with assessment results and overall district and building performance
8. Provide parents and community stakeholders a copy of the Lucy Family/Community/Engagement Plan and a copy of the Shelby County Schools Title I Parent Involvement Policy #7009
9. Provide meetings and activities to assist parents in understanding the curriculum, academic assessments, and student proficiency levels
10. Provide parents and community stakeholders accessibility of LEA policies and curriculum
11. Provide an information board of current events updated website information, and distribute notices and communications in a timely manner to inform parents of school activities and academic programs
12. Utilize partnerships with community organizations and adopters to improve student achievement
13. Coordinate and integrate activities and programs through PACE (Parent and Community Engagement)
14. Invite parents to join and actively participate in the Lucy PTA.

**To ensure Lucy Elementary School parents participate in the school's programs, we will:**

1. Provide annual meetings to explain the requirements of Title I, the school's participation in the Title I program, and parents' right to be involved
2. Provide flexible times for our parents to attend parent meetings during the morning, afternoon and evening
3. Offer training and workshops in parenting skills
4. Provide opportunities for parents to jointly develop, review, and revise the Lucy Parent-School Compact, the Lucy Family/Community Engagement Plan, and the School Improvement Plan
5. Provide opportunities for parents to give suggestions and comments about the Lucy Parent-School Compact, the Lucy Family/Community Engagement Plan, and the School Improvement Plan and respond to parent comments and suggestions in a timely manner.
6. Distribute copies of the Parent-School Compact and the Family/Community Engagement Plan in a timely manner to all students, parents, and community stakeholders and acquire appropriate signatures
7. Provide opportunities for parents to be involved in an organized, ongoing, and timely way in the planning and review of school programs
8. Provide access to community and support services
9. Provide parent meetings to explain the curriculum, assessments, formative assessments and expected student proficiency levels
10. Provide parents opportunities for regular meetings for suggestions, decision-making, and responses
11. Provide responses to parent suggestions, questions and concerns through newsletters, written and phone communication
12. Provide opportunities for parents to participate in professional development available to staff and parents
13. Provide ELL parents information on assisting their children in attaining English proficiency and in achieving academic success
14. Involve parents in an organized, ongoing, timely way, in planning, and reviewing the Lucy Family/Community Engagement Plan
15. Provide two scheduled parent-teacher conferences during the school year to discuss student progress and to review the School-Compact and Family/Community Engagement Plan
16. Provide timely information about parent programs

Shelby County Schools does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex or age.

Note: Parent can also mean a guardian or person who has custody of the child or individual who has caregiving authority.