

**Family-Community Involvement Plan  
2007-2008**

**Jonesborough Elementary School**

*“Tiger Power Every Hour”*

# Washington County Department of Education Family and Community Involvement Plan

## School: Jonesborough Elementary

**Communication:** Our focus is to use all means available to clearly convey to every family all pertinent and necessary information concerning the child's education and well being, when practical, no matter what barriers exist.

### GENERAL EXPECTATIONS FOR ALL SCHOOLS AT DISTRICT LEVEL:

- ◆ Send parents information related to the district Family-Community Involvement Plan, student achievement, school performance, programs/program requirements, meetings, and activities. Provide information in an **alternative format** if requested, and address the use of "teacher jargon"/miscommunications. Provide mailouts for key communications. Use technology to communicate, when practical.
  
- ◆ Establish **written procedures, descriptions, and strategies** which allow parents access to information about the curriculum/standards, all learning materials, their children's course of study, their children's official records, forms of academic assessments used to measure student progress, and the proficiency level expectations for students.
  
- ◆ Communicate to families strategies to improve homework or attendance or discipline.
  
- ◆ Provide frequent student progress reports to parents and provide **ongoing communication** between teachers and parents/family.  
\*\* # +

### EVIDENCE

District handbook  
News media  
Newsletters  
Web sites  
Meeting sign-ins/agendas  
Letters

  

District handbook  
Web site  
Public BB school display  
Meetings/sign-ins/agendas  
News media  
Newsletters  
Newsletters/Letters  
Calendar of events  
Vocational booklets  
Special Ed. booklets  
Title I booklets

  

Letters  
Web sites  
Emails  
Notes  
Reward programs

  

Progress reports/report cards  
Notes  
Letters  
Phone messages

### SCHOOL LEVEL EXPECTATIONS:

Send parents information related to student achievement, school performance, programs/program requirements, meetings and activities. Communicate to family member information regarding the Jonesborough Elementary School Family-Community Involvement Plan. Use technology to communicate, when practical.

  

Establish written procedures, descriptions, and strategies which allow parents access to information about the curriculum/standards, their children's official records, forms of academic assessments used to measure student progress, and the proficiency level expectations for students.

  

Communicate to families strategies to improve homework or attendance or discipline

  

Provide frequent student progress reports to parents and provide ongoing communication between teachers and parents.

### EVIDENCE

TCAP Student Test Data/Information  
School Calendar  
School Website  
School Newsletter  
Invitations  
Family-Community Involvement Plan  
Report Cards

  

Open House/Agenda/  
Sign-in Sheets  
Distribution of Curriculum Standards  
School Website with links  
School Bulletin Board Display  
School Calendar  
Ongoing Review Folders  
JES Student Handbook

  

Student Communication Folders  
Letters/Notes/E-mails  
School Website  
Parent Institute Brochures  
School Newsletter/Calendar  
Phone Calls  
Parent Workshops

  

Report Cards  
Midterm Reports  
Notes/Letters  
Phone Calls  
Parent/Teacher Conferences  
Student Communication Folders

# Washington County Department of Education Family and Community Involvement Plan

## School: Jonesborough Elementary

**Activities:** Our focus is to provide a variety of activities and opportunities to allow educators, families, and the community to participate and support involvement in every child's education.

### GENERAL EXPECTATIONS FOR ALL SCHOOLS AT DISTRICT LEVEL:

- ◆ Promote three **positive** parent communications per child, per teacher, each year: one to be the first week of school. \*\* # +
  
- ◆ Send to families information on ways to reasonably access staff, to serve on committees, and to observe in their child's class. \*\* # +

\*\* Title I requirement # Spec. Ed. requirement +Voc. Requirement

- ◆ **Building Capacity For Involvement**—schools will build a strong partnership and assist parents in understanding the program. \*\* # + In all schools, programs, activities, and training will be provided for Family Involvement. Family Involvement may include:

One Open House \*\* # +

*(informing parents of district Family Involvement Plan, curriculum/standards, student achievement, school performance, programs/program requirements, meetings, and activities.)*

Two Parent-Teacher conferences annually \*\* # +

Three Parent workshops: (K-12th) (refer to Training, pg. 4)

**(A)** workshops may include ways parents can improve their child's achievement, monitor their progress toward meeting curriculum standards/career path choices, volunteer in their child's classroom, understand how technology is being applied in their child's education, and be responsible for supporting their child's learning, such as monitoring attendance, homework completion, TV watching, and positive use of extra-curricular time.

**(B)** Transitional meetings from Pre-K to K, 4th to middle school, 8th to high school, 9th to 10th for career path/course of study, and 12th to higher education.

**(C)** Provide parents opportunities annually for regular meetings with flexible scheduling, and provisions for participation of parents with limited English proficiency, disabilities, or migrant.

### EVIDENCE

Letters  
Notes  
Phone contact  
Meeting sign-ins

Meeting sign-ins/agenda  
Letters  
District handbook  
Phone messages

Meetings sign-ins, agenda, and materials  
Letters  
Newsletters  
News Media  
School calendar of events

Booklets

### SCHOOL LEVEL EXPECTATIONS:

Provide three positive parental communications per child, per teacher, each year: one to be the first week of school.

Provide families information on ways to reasonably access staff, serve on committees, and become more involved in their child's education

Jonesborough Elementary School will build a strong partnership and assist family members in school participation.

\*Open House

\*Two Scheduled Parent/Teacher Conferences Annually

\*Three Parent Workshops

### EVIDENCE

Letters/Emails  
Phone Calls  
Meeting Sign in sheets  
Student Communication Folders  
Report Cards  
Mid-term reports  
Parent/Teacher Conferences

Letters  
Invitations  
School newsletter/ Calendar  
Parent Institute Brochures  
School Website  
Teacher Newsletters

Open House Agenda/ Sign-In Sheet  
Invitations  
Parent Workshop Sign-In Sheets  
School Newsletter/ Calendar  
PTO Meetings  
Title I Parent Involvement Sign-In Sheets

# Washington County Department of Education Family and Community Involvement Plan

## School: Jonesborough Elementary

**Training:** Our focus is to provide opportunities for teachers, staff members, parents, and families to attend a variety of workshops/classes.

### GENERAL EXPECTATIONS FOR ALL SCHOOLS AT DISTRICT LEVEL:

- ◆ Arrange for parents to have reasonable access to staff, to serve on committees, and to observe in their child's class. \*\* # +
  
- ◆ Provide **opportunities for participation of parents** with limited English proficiency, disabilities, or migrant. Integrate **programs and activities** with Head Start, parent resource centers, pre-schools, and other programs as feasible. \*\* # +
  
- ◆ Distribute **Title I School-Parent Compact** which outlines how parents, staff, and students **will share responsibility for improving student academic achievement** and how school and parents **will partner** to help children achieve the State standards. Special education student IEP's outline how parents, staff, and students will share academic learning responsibilities.\*\* #

\* **Title I requirement** # **Spec. Ed requirement** + **Voc. requirement**

- ◆ Provide a minimum of 3 activities with **materials and training** to help parents work with their children to improve their achievement. Suggested : one activity for K-2nd; 3-5th; 6-8th , 9, 10-11, 12  
Workshops may include ways parents can:  
*improve their child's achievement, monitor their progress toward meeting curriculum standards/career path choices, volunteer in their child's classroom, understand how technology is being applied in their child's education, and be responsible for supporting their child's learning, such as monitoring attendance, homework completion, TV watching, and positive use of extra-curricular time.*

### EVIDENCE

Meeting sign-ins, agendas, and materials  
Letters  
News media  
School calendar of events  
Newsletters

Title I school compact signed by specified individuals  
Special Ed. signed IEP's  
Sessions/sign-ins/materials

Sessions/sign-ins/materials

### SCHOOL LEVEL EXPECTATIONS:

Provide families information on ways to reasonably access staff, serve on committees, and become more involved in their child's education

Provide opportunities for participation of parents with limited English proficiency, disabilities, and/or migrant

Distribute Title I School-Parent Compact which outlines how parents, staff, and students will share responsibility for improving student academic achievement and how school and parents will partner to help children achieve the State standards. Special education student IEP's outline how parents, staff, and students will share academic learning responsibilities.\*\* #

Provide a minimum of three activities and training to assist parents to work with their children to improve achievement.

- One for Kindergarten level
- One for Grades 1 - 2
- One for grades 3—4

### EVIDENCE

Letters Invitations  
School Newsletter/  
Calender  
Parent Institute Bro-  
chures  
School Website  
Teacher Newsletter

Letters Invitations  
School Newsletter/  
Calender  
School Website  
Pre-K Speech  
Program Sum-  
mer School

Title I School Com-  
pact signed by spe-  
cific individuals  
Special Education  
signed IEP's

Meeting sign-in sheet  
Invitations  
Materials as needed  
School newsletter/  
calander

# Washington County Department of Education Family and Community Involvement Plan

## School: Jonesborough Elementary

**Family Friendly Environment:** Our focus is to provide a warm, welcoming, safe environment in all schools to promote a more positive understanding/interaction between teachers, students, and families to provide a positive learning setting for those of varying abilities.

### GENERAL EXPECTATIONS FOR ALL SCHOOLS AT DISTRICT LEVEL:

- ◆ **Parent-Family**
  - Positive parenting skills
  - Homework
  - Attendance
  - Discipline
  - Special needs children
  - Organizational skills
- ◆ Provide teachers and staff the opportunity to **participate in training at district level and school level to improve** their knowledge, skills, and strategies in working with the children more **effectively**.
- ◆ **Educate the School Staff**, with the input of parents, about how to reach out, communicate, work with parents as equal partners, and value their contributions\*\* # +
  - Teacher-Staff**
  - Promoting people skills
  - Conducting parent conferences
  - Recognizing economic issues
  - Effective use of volunteers
  - Special needs children
  - Organizational skills
- ◆ Provide a warm, welcoming entrance area and school climate.
- ◆ Work toward improving attitudes of all personnel concerning parents, students, and fellow coworkers.
  - low functioning parents*
  - irresponsible parents*
  - low income families*

### EVIDENCE

Staff development documentation

Staff development documentation  
Faculty bus tour with students within first month of school

Staff development documentation  
Faculty bus tour with students within first month of school

Family survey/summarized results  
Student survey/summarized results  
Faculty survey/summarized results

Faculty bus tour for teachers with students within first month of school  
Staff development documentation

### SCHOOL LEVEL EXPECTATIONS:

Provide teachers and staff the opportunity to participate in training at district level and school level to improve their knowledge, skills, and strategies in working with the children more effectively.

Educate the school staff, with the input of parents, about how to reach out, communicate, work with parents as equal partners, and value their contributions.

Provide a warm, welcoming entrance area and school climate.

Work toward improving attitudes of all personnel concerning parents, students, and fellow coworkers.

### EVIDENCE

Staff development  
Sign-in Sheets  
Computer Classes  
Faculty Bus Tour  
Teacher In-service  
Summer Workshops

PASS Program  
Staff Development  
Teacher In-service  
Grade Level Meetings  
Faculty Bus Tours  
PTO Meetings

Bulletin Boards  
Parent Institute  
Brochure Display  
Family student and Faculty Survey Results

Staff Development  
Sign in sheets  
Faculty Bus tour  
Attend Dr. Rita Pierson  
Poverty Workshop  
B.U.G. Program  
Character Kids/ Character counts Programs

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**Family Friendly Environment:** Our focus is to provide a warm, welcoming, safe environment in all schools to promote a more positive understanding/interaction between teachers, students, and families to provide a positive learning setting for those of varying abilities.

### GENERAL EXPECTATIONS FOR ALL SCHOOLS AT DISTRICT LEVEL:

- ◆ Showcase Students' works and talents and place more emphasis on the arts
- ◆ Work toward improving empathy for parents, students, and other school personnel, while also working toward discouraging apathy among all.
- ◆ Provide a family center in the school

\*\* # +

### EVIDENCE

Classroom/School displays  
Special programs/projects

Staff Development Documentation

### SCHOOL LEVEL EXPECTATIONS:

Showcase Students' works and talents and place more emphasis on the arts

Work toward improving empathy for parents, students, and other school personnel, while also working toward discouraging apathy among all.

Provide a family center in the school

### EVIDENCE

Classroom/School Displays  
Musical Programs  
4th Grade Talent Show  
Science Fair  
Special Projects

Staff Development  
Sign-In Sheets

Parent Institute Brochure  
Display School Website