

# 2011 - 2012 Talbott Elementary School Family and Community Engagement Plan

Our Family and Community Engagement Plan was created to ensure that Talbott Elementary School sets high expectations for family and community involvement; ensures that programs, activities and procedures are planned and implemented with meaningful consultation with families of our students; and that families receive outstanding service regardless of race, color, national origin, sex, marital status, disability or age.

The following activities have been developed jointly with the involvement of family members of students, community members, and school staff:

- Talbott Elementary will host an Open House in August of each school year to which all parents will be invited. In conjunction with Open House, a Title I meeting will take place. Families will be informed of our participation in the Title I program, the requirements of this program, including the rights of parents to be involved, and opportunities for involvement that are available at our school.
- Talbott Elementary will provide families the opportunity to visit our school throughout the year to gain a better understanding of our school, staff, and programs. Families will be invited to a complimentary hot dog supper at the first parent/teacher conference day in October of each year. They will also be invited to a luncheon in January to eat with school staff members and other families.
- Family members will be encouraged to volunteer in the classrooms of their children. A daily volunteer sign-in log will be maintained in the office. All visitors will wear a visitor's pass.
- Family members may eat lunch in the cafeteria with their children at any time. A visitor sign-in log will be maintained in the office. All visitors will wear a visitor's pass.
- Grandparents Day will be observed in different ways by different grade levels.
- Student/Parent Handbooks that contain information about the organization of the school and all the procedures children need to know to be comfortable and successful at Talbott Elementary will be given to every student. Parents and students will sign and return the signature page.
- An annual Veterans Day Program will be held in November. Breakfast will be served to all Veterans from the community who attend.
- A display of pamphlets about many special services available to families in our county will be maintained in the office on the front counter. Many pamphlets are available in English and Spanish.
- A comment box is located in the office (on the front counter) for suggestions from families and community members as to how we can serve you and your children more efficiently.
- Talbott Elementary will send home a bi-weekly newsletter called the "Wildcat Chat," to inform families of important events coming up, the monthly lunch menu, the Pillars of Character, our Anti-Bullying Program, and other important information. A monthly newsletter, "Nutrition Nuggets," will be sent home. If needed, communications with families will be translated into other languages.

(See reverse  
side)

(Revised August,  
2011)

- Talbott Elementary has an active PTO and we encourage attendance from every family. The PTO will meet monthly on the third Tuesday. Each grade level at Talbott will have a program for students to participate in during the school year.
- Each teacher will send home notes, newsletters of classroom events, upcoming assignment information, and student planners for family members to sign as a means of communication. They will make phone calls and send home graded work on a regular basis. Mid-term progress reports will go home midway through each 9-week grading period. Grade cards will go home every 9 weeks. Friday folders, classroom calendars, and reading folders will be sent home. Pre-K will have monthly family meetings and will make home visits, as well.
- Talbott Elementary is committed to utilizing high quality curriculum and delivering high quality instruction. Curriculum guides for each grade level will be made available upon request to parents or legal guardians for any student.
- Information about preparing for TCAP testing will be sent home to all families of students in the 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades prior to testing. After test results come back, a pamphlet explaining the test results will be sent home to each family. This pamphlet will explain what is advanced, proficient, basic, and below basic.
- Family members will be encouraged to participate in school-sponsored activities such as PTO meetings, Fall Festival, Christmas and Spring Performing Arts Program, Santa's Workshop, Book Fair, and Read Across America. Family members will be encouraged to attend Honors Day activities and Kindergarten graduation.
- Families will have access to our county web-site to find information about curriculum, testing, and the achievement goals of the Jefferson County School System. The address is <http://jc-schools.net>. Also parents are encouraged to visit our teachers' and school's websites weekly.
- Family members and community members will be invited to serve on all school committees and advisory councils to provide input into school decisions.
- Family members will be involved in all meetings where academic decisions are to be made regarding their children's program.
- A large sign in front of the school will contain information for families and community members of upcoming school events.
- This plan will be reviewed and improved annually. The plan is always available to parents and family members upon request. The plan will also be posted on the county and school's web-sites.
- Talbott Elementary School has developed with parent input a Parent/School Compact that will outline how the staff and faculty, parents/guardians, and students of Talbott Elementary will form a partnership to share the responsibility for improving academic achievement. All parties will sign the Compact and the parties will work toward helping children achieve the State's high standards.
- **School Motto:** Talbott Elementary .. Tennessee's Best Kept Secret
- **Shared Vision:** We can learn. We will learn. We do our best everyday!
- **Mission Statement:** The mission of Talbott Elementary School is to meet the individual needs of each student by providing a safe, challenging, and nurturing environment in which students will learn, discover, and excel.