

# **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. They will be given books to read with their children and will have an opportunity to ask any questions they might have.
- Family members will be encouraged to volunteer in the classrooms of their children. A volunteer sign-in log will be maintained in the office.
- 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.
- 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.
- A 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 will be located in the office on the front counter for suggestions from families and community members.
- Talbott Elementary will send home a weekly newsletter, the “Wildcat Chat,” to inform families of important events coming up, the next week’s lunch menu, information about the Pillar of Character we are studying, and other items. 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, 2008)

- Talbott Elementary will have an active PTO and encourage attendance of every family. The PTO will meet monthly on the second or 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 and 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 any family member for any student. Sign-up sheets will be provided at each school event for families to request copies of these curriculum guides.
- 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 proficient, advanced, and below proficient.
- Family members will be encouraged to participate in school-sponsored activities such as Family Reading Night, 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>.
- 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 inform families and community members of upcoming events.
- Computer classes for adults will be offered during the fall after school one evening per week for six weeks

This plan will be reviewed and improved annually with parent input in the fall. After review, if changes are made to the plan, the new plan will be sent to all families.

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.