

# **Family-Community Involvement Plan**

**Washington County Department of Education**

**District Outline**

**2020-2021**

# Washington County Department of Education

## Family-Community Involvement Plan

The Washington County Department of Education is committed to and fully supports the concept of family involvement. Family involvement is an essential component of strengthening academic achievement and improving the quality of education for all students. The district will promote and support Title I schools in planning and implementing effective family engagement as required by Section 1116 of the Every Student Succeeds Act (ESSA). This plan establishes district expectations and objectives for effective parent engagement and will be evaluated annually, revised as necessary, and incorporated into the district strategic plan to ensure continuous focus and progress toward meeting the established goals of improving the academic quality of student learning.

The school district will use findings from evaluations to design evidence-based strategies to promote effective parent involvement and build the schools' capacity for family engagement. Administrators, teachers, and parents representing various student groups comprise the district Family-Community Engagement Council and have been involved in the joint development of the Washington County Department of Education's Family-Community Involvement Plan. The district will coordinate, support, and provide technical assistance in planning and implementing the plan in the schools through administrator and teacher review, discussion, and informational sessions. The expectations set forth in the district's Family-Community Involvement Plan shall be clearly communicated in a language that parents understand and shall be accessible to all schools and parents.

The district will support and build the school's capacity for effective family engagement through the district website ([www.wcde.org](http://www.wcde.org)) by providing access to resources that promote and assist parental understanding of state academic standards, state and local academic assessments, and district, school, and student state proficiency. District processes and programs also support continual monitoring of individual student progress and achievement through Powerschool, progress reports, and report cards as well as provide opportunities for families to collaborate and work with educators to improve student achievement through district scheduled parent/teacher conferences. The district provides materials and training to equip families to work with their children to improve academic achievement including the implementation of 1:1 student technology through the distribution of chromebooks and the development of targeted family technology instructional videos and resources on [www.wcde.org](http://www.wcde.org). District efforts also coordinate, integrate, and support various parent volunteer and transitional programs such as PASS, (Parents Assisting Student Success) Midway Parent Resource Center, Asbury Family Resource Center, High School Readiness Day, and Head Start as well as utilizing a community partnership with a division of Eastman Chemical Company, GEM4STEAM, to support the district and the schools by providing translation and interpretation to ensure information related to school and parent/family programs is presented in a language that parents can understand.

Each school site will establish a Family Involvement Council composed of administrators, teachers, and parents and will meet a minimum of two times annually. This council will jointly review, assess, develop and implement a school level Family Involvement Plan and a School Compact that will be distributed or accessible to all students and families. The school council will also evaluate the content and effectiveness of the Family Involvement Plan, identify family involvement participation barriers, and the needs of parents assisting with the learning of their children through the annual Needs Assessment survey that is distributed or accessible to all parents. The school council will also use evaluation findings to coordinate and integrate family engagement strategies, determine school level allocation of federal funds, and identify ways to increase family involvement through implementation of relevant programs, activities, and training.

This plan has been developed by the Washington County Department of Education Family-Community Engagement Council per district and federal policies and guidelines and in consideration of the PTA National Standards for Family-School Partnerships. The PTA National Standards for Family-School Partnerships provide a framework for strengthening family engagement programs, activities, and policies and focuses on ways parents, schools, and communities can work together to support student success.

- 1. Welcoming All Families**
- 2. Communicating Effectively**
- 3. Supporting Student Success**
- 4. Speaking Up for Every Child**
- 5. Sharing Power**
- 6. Collaborating with Community**

*See attached plan.*

**1. Welcoming All Families into the School Community:** Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class.

GENERAL EXPECTATIONS AT DISTRICT LEVEL:	EVIDENCE	SCHOOL LEVEL EXPECTATIONS:	EVIDENCE
<ul style="list-style-type: none"> <li>● Maintain an updated, user friendly, district website that promotes and supports family involvement.</li> <li>● Provide or ensure accessibility to district information in a language that parents can understand. Access to student handbooks, school board policies, district calendar, attendance policies, curriculum information, assessment information, contact information for district and school administration, and access portals to all WCDE school websites.</li> <li>● Provide opportunities for parents to participate in district level family engagement activities that display and showcase students' works, talents, or academic achievement.</li> </ul>	<p>District website (www.wcde.org)</p> <p>District website (www.wcde.org) Student Handbooks</p> <p>Announcements and invitations</p>	<p><b>Maintain a warm, welcoming entrance area and school climate.</b></p> <p><b>Create a Family Center that includes an information display for parents and visitors. Included at this display would be tips and ideas from our web page and also a suggestion box for parents to suggest ideas about parent training and information they would like to have provided for them.</b></p> <p><b>Work toward improving attitudes of all personnel concerning parents, students and fellow coworkers. (EPIC)</b></p> <p><b>Showcase students' work and talents, and place more emphasis on the arts.</b></p> <p><b>Work toward improving empathy for parents, students, and other school personnel, while also working toward discouraging apathy among all. (EPIC)</b></p> <p><b>Encourage family involvement by working toward improving empathy for parents, students, and other school personnel, and discouraging apathy among all.</b></p> <p><b>Provide a family center in the school.</b></p>	<p>Family survey/summarized results Student survey/summarized results Faculty survey/summarized results Bulletin Boards Brochure Display</p> <p>Frequently updated Webpage Suggestion Box Parent brochures in lobby in brochure display</p> <p>Sign-in sheets Staff development documentation EPIC assemblies</p> <p>Classroom/school displays Special programs/projects Art show Chorus and Musical Programs Drama Club Presentation</p> <p>Staff Development Food Backpack program and coat closet Homeless Training FosterCare Training</p> <p>Parent brochures in lobby in brochure display Suggestion Box</p> <p>Food pantry, backpack with supplies, coat closet</p>

**2. Communicating Effectively:** Families and school staff engage in regular, two-way, meaningful communication about student learning.

GENERAL EXPECTATIONS AT DISTRICT LEVEL:	EVIDENCE	SCHOOL LEVEL EXPECTATIONS:	EVIDENCE
<ul style="list-style-type: none"> <li>● Provide parents with information related to the district Family-Community Involvement Plan, district academic performance, district calendar, and district announcements in a language they can understand.</li> <li>● Establish written policies, procedures, descriptions, and strategies which allow parents access to information about the curriculum/standards, 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.</li> <li>● Provide constant access to student grades and attendance and frequent student progress reports to parents.</li> </ul>	<p>District Website                      District Handbook                      District Calendar                      Board Policies                      TDOE Resources                      GEM4STEAM</p> <p>District Websites                      District Handbook                      School                      Counselors/Teachers                      Notice of Procedural                      Safeguards                      CTE Guide</p> <p>Progress reports/report cards                      PowerSchool                      P/TConference/Email/Phone</p>	<p><b>Send parents information</b> related to the district Family-Community Involvement Plan, student achievement, school performance, programs/program requirements, meetings, and activities.</p> <p>Provide documents and descriptions of curriculum standards and other learning materials</p> <p>Discipline and attendance procedures communicated to parents and families                      Send four week progress reports to parents</p> <p>Send frequent positive parent communications</p> <p>Inform parents of ways that communication may be made with faculty/staff and they may serve on committees</p>	<p>School folder Newsletters                      TNReady data                      Report Cards (midterm and end term)                      School Monthly Calendar                      School Website/Marquee</p> <p>Data Notebooks                      School Website                      Ongoing Review Folders                      School Bulletin- Boards</p> <p>Letters/Emails                      Flyers                      Websites                      Dojo                      Remind Notifications                      Phone contacts                      Parent Workshop                      Student folders</p> <p>School Newsletters                      Progress reports                      Report cards                      Student Communication Folders                      Emails– Notes                      Phone Calls</p> <p>Letters/Emails                      Schoolwide and classroom Class DoJo                      Remind Notifications                      Notes                      Phone contact                      Meeting sign-ins                      Student folders                      Bi-annual P/T conf.</p>

3. **Support Student Success:** Families and school staff continuously collaborate to support students’ learning and healthy development both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.

**GENERAL EXPECTATIONS AT DISTRICT LEVEL:**

- Promote and support schools in planning and implementing effective family engagement by establishing district policies, procedures, and expectations that inform parents, encourage collaboration, support strong family and community engagement, improve student achievement, and strengthen student success.
- Provide or make district information accessible to parents in a language they can understand. Access to student handbooks, school board policies, district calendar, attendance policies, curriculum information, assessment information, and access portals to all WCDE school websites.

**EVIDENCE**

District Website  
District Handbook

District Website  
GEM4STEAM

**SCHOOL LEVEL EXPECTATIONS:**

**Family Involvement may include:**

- Open House/Wildcat Welcome
- Fall Festival
- Book Fair: Scholastic
- Parent/Teacher Conference x2
- Career Planning opportunities (all grades) high school and college campus visits, guidance curriculum, Career Day
- Family Reading Night/Family Math Night
- Math, Science, & SS website resource
- Field Day

**Distribute South Central School Parent Compact** which outlines how parents, staff, and students will **share responsibility for improving students 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.

**Invite parents to serve on SIP committees, School-wide Title committee**  
**Communicate through phone calls, and emails**  
**Invite parents to visit classrooms**

**Kindergarten Transition Welcome Workshop, summer school opportunities. 8th grade transition meeting**

**EVIDENCE**

Meetings sign-ins, agendas, and materials

Letters  
Newsletters  
Title I PA sign-in sheets  
Invitations  
News media  
School calendar of events  
Flyers at local businesses

Title I school-wide compact  
individuals SpEd signed IEP’s

Newsletters  
Sign-in sheets/agenda  
School and class websites  
Phone logs  
Schoolwide Class DoJo

Invitations  
Letters  
SchoolCommunicationWebsites  
School newsletters and calendars

**4. Speaking Up for Every Child:** Families are empowered to be advocates for their own and other children to ensure that students are treated fairly and have access to learning opportunities that will support their success.

GENERAL EXPECTATIONS AT DISTRICT LEVEL:	EVIDENCE	SCHOOL LEVEL EXPECTATIONS:	EVIDENCE
<ul style="list-style-type: none"> <li>● Identify barriers that prohibit parents/families from participating in family involvement activities.</li> <li>● Identify needs of parents/families to support greater student learning.</li> <li>● Provide translation option on district website and post Family-Community Involvement plan on district site in English and Spanish</li> <li>● Provide faculty/staff the opportunity to participate in training to improve their knowledge, skills, and strategies in effectively working with students.</li> </ul>	<p>Family-Community Engagement Council</p> <p>Family-Community Engagement Council</p> <p>District website</p> <p>PD Invitations Book Study sign-ins Materials Agendas</p>	<p><b>Provide a parent involvement activity or workshop each month. Schedule may include but not be limited to:</b></p> <p>August— Open House/Wildcat Welcome/PTO Meeting/ Parent/Child/Teacher Compact</p> <p>September—EPIC week</p> <p>October — Parent/Teacher Conf, Family Reading Night, Book Fair.</p> <p>November —Fall Festival</p> <p>December—Winter Musical Family Visitation Day</p> <p>February — Coffee House Poetry, Jump for Heart</p> <p>March — Book Fair, Family Math Night Parent/Teacher Conf.</p> <p>April — Musical Program</p> <p>May— K-Transition workshop/summer school opportunities Field Day Awards Days</p> <p><b>Faculty attend provided Staff Development during school year and during summer</b></p> <p><b>Educate the school staff</b>, with the input of parents, about how to reach out, communicate, work with parents as equal partners, and value their contributions.</p> <p>PASS program Staff Dev. (Homeless &amp; Foster Care) PLC's/Grade level meetings SIP &amp; Title I meetings</p>	<p>Session sign-in Handout/Materials</p> <p>Session sign-in Handout/Materials Staff development documentation</p> <p>Session sign-in Handout/Materials Staff development documentation</p>

**5. Sharing Power:** Families and school staff are equal partners in decisions that affect children and families and together inform, influence, and create policies, practices, and programs.

GENERAL EXPECTATIONS AT DISTRICT LEVEL:	EVIDENCE	SCHOOL LEVEL EXPECTATIONS:	EVIDENCE
<ul style="list-style-type: none"> <li>● Conduct surveys and/or focus groups to get the input of parents on current and potential district programs and policies.</li> <li>● Keep parents informed regarding district policies, district and school student assessment results and other activities of the district.</li> <li>● Include parents in advisory groups and decision making committees. Make sure the parents on these teams represent the diverse population of the school.</li> <li>● Invite parents to share concerns and ideas at the district level by being accessible to all parents.</li> </ul>	<p>School Reopening Survey Family-Community Engagement Council</p> <p>District Websites District Handbook TN Report Card</p> <p>Family Community Engagement Council Meeting invitations Meeting Sign-ins/agendas</p> <p>District contact information School Board Meeting</p>	<p>Annually conduct a school and community-wide survey for determining input on school programs and policies.</p> <p>Invite parents to serve on SIP committees, School-wide Title committee Communicate through phone calls, and emails Invite parents to visit classrooms</p> <p>Distribute <b>South Central School Parent Compact</b> which outlines how parents, staff, and students <b>will share responsibility for improving student academic achievement</b> and how school and parents <b>will partner</b> to help children achieve the State standards. Special education student IEP’s outline how parents, staff, and students will share academic learning responsibilities.</p>	<p>Title Survey/Needs Assessment</p> <p>Newsletters Sign-in sheets/agenda School and class websites Phone logs Meeting Invitations</p> <p>Title I School-Wide Compact Flyer Special Ed. signed IEP’s School Website</p>

**6. Collaborating with Community:** Families and school staff collaborate with community members to connect students, families, and staff to expanded learning opportunities, community service, and civic participation.

<b>GENERAL EXPECTATIONS AT DISTRICT LEVEL:</b>	<b>EVIDENCE</b>	<b>SCHOOL LEVEL EXPECTATIONS:</b>	<b>EVIDENCE</b>
<ul style="list-style-type: none"> <li>● Develop partnerships with local business and service groups.</li> <li>● Encourage staff participation in service learning opportunities.</li> <li>● Act as a source of information and referral regarding services available in the community for families.</li> <li>● Use a variety of strategies to reach out to adults, families, and children of all ages, races, and socioeconomic backgrounds in the community.</li> </ul>	<p>EVIDENCE</p> <p>CTE Industrial Day Burlison Construction GRC GEM4STEAM</p> <p>United Way</p> <p>Coordinated School Health District Website</p> <p>Family-Community Involvement Plan</p>	<p><b>Develop partnerships with local business and service groups.</b></p> <p><b>Encourage staff and student participation in service learning opportunities.</b></p> <p><b>Information sources</b></p> <p><b>Strategies for reaching our families in our communities</b></p>	<p>Partnerships with: Superior Metal Dollar General AAA Pressure Washing Liberty Church Enon Church Mt Carmel Church 2nd Harvest Food Bank Washington County Health Dept. Local Volunteer Fire Dept.</p> <p>Various EPIC promotion events within the school and community Jump for Heart/ Hoops for Heart SC Ruritan Trunk or Treat Pioneer Shooters Poetry Cafe Chorus Performances All Pro Dads Moms in Touch</p> <p>Newsletters Sign Websites Family Center/ board</p> <p>Food Backpack program Clothes Closet Well Child Tele-Medicine</p>