

Sycamore Elementary School Family Engagement Plan

Mission Statement:

Sycamore Elementary School believes all students are valued individuals who can learn and succeed. Our school, along with parents and the community, actively works to meet the needs of the whole child. We encourage students to develop a deep love of learning that will continue through life.

Sycamore Elementary School recognizes that the education of a child is a responsibility shared by the school and parents. Parents are an essential component in the educational success of their education. Sycamore desires to engage parents in activities that support student achievement.

In order to improve Parent/Family participation, Sycamore Elementary has adopted the Putnam County Schools Family Engagement Plan.

To increase family involvement within Sycamore Elementary, Sycamore staff will implement the following items:

Communication with Parents:

- Phone calls from teachers and administrators in the family's home language
- Meetings with parents
- Home visits with parents and students
- Letters sent home in the family's native language
- Newspaper and local radio stations used to publicize information regarding school events
- Parent-Teacher conferences (with an interpreter as necessary)

In order to meet the Putnam County policy requirements, the following standards will be met:

Standard 1: Family Involvement is incorporated as a strategy to achieve any goal in the School Improvement Plan.

- Parents will be involved in the Title I committee, as well as the Family Engagement Advisory Council.
- Goals will be set for the school's Parent Involvement Plan to ensure parents and families are involved in every way possible. The Family Engagement Council will monitor the process of these goals through frequent Council Meetings.

Standard 2: Everyone who works at the school strongly believes that family involvement is important to student's success and academic achievement.

- Teachers will invite and encourage families to visit the classrooms.

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- School personnel will receive a copy of the family engagement policy, and will be called upon to share ways to involve parents and families.
- Teachers will be given the opportunity to visit students' homes, as necessary.
- Teachers, administrators, and support staff will make a point to speak to all visitors entering the school.
- The school budget will be revised to include funds specifically for Parent Involvement activities.
- The school counselor and Title I teacher will act as the school's family liaisons.

Standard 3: School staff use creative ways of reaching out to families who have not been involved in their children's education.

- The school will use local radio stations and newspapers to publicize events, as well as send home personal invitations.
- Documents will be translated, as needed, for non-English speaking families.
- Interpreters will be available at school functions.
- Resources will be available for parents:
 - Brochures
 - Pamphlets
 - Videos
 - Trainings
 - Homework Help Handouts
 - Literacy Information
 - Adult High School
 - Family Resource Center Services
- Events will be held at different times to allow each parent the opportunity to participate.
- Parent surveys will be conducted:
 - To determine desired trainings
 - To determine parent needs
 - To determine friendliness
- Special services will be provided:
 - Interpreters/translations
 - Transportation
 - Handicap Accommodations
- The school counselor and Title I teacher will act as the school's family liaisons.

Standard 4: There is a strong partnership among school staff, students, families and community members that increases students' success and academic achievement.

- Adopters and local businesses will be called upon to participate in school functions.
- Community members will be invited to read to the students and to share their experiences.

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- Family members will be invited into classrooms to teach and/or volunteer.
- The principal and site council will hold an annual meeting for parents and families to discuss the importance of their involvement in their children's educational success.

Standard 5: The principal and site council provide active leadership in increasing the level and quality of family involvement in children's education.

- The principal will make funds available for special activities, and include Family Engagement in the upcoming budget.
- The principal and site council will keep a school calendar of events.
- The principal and site council will serve as role models for the school's faculty by discussing the importance of parent communication and family engagement during staff meetings.
- The principal and site council will provide staff development to increase understanding of all cultures, economical disadvantaged, or children with disabilities.
- The school will make the open door policy known to all parents and families.

Standard 6: The school is responsive to the needs of its families.

- Correspondence between school and home will be in the family's native language.
- Meetings will be planned around parents' work schedules.
- Phone calls will be made at appropriate times.
- When communicating with parents, teachers will not only focus on areas of concern, but will also recognize students for their successes.
- Parents will be notified of the Putnam County Family Resource Center and the programs offered there.

Standard 7: School staff, families, and community members work together to plan, put into action, and evaluate family involvement efforts.

- Surveys will be conducted requesting parent feedback. Criticism will be accepted as opportunities for improvement.
- A suggestion box will be located in the school for parent comments, suggestions, feedback, opportunities for improvement, etc.
- Planning teams will involve family members, community members and the school staff.
- School staff will use community services and resources:
 - Parenting Classes
 - Adult High School
 - S.T.A.R. Center
 - Park Facilities
 - Public Library

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- In-services will be provided and required by the school staff to promote the importance of family-friendly schools.

Standard 8: Everyone who works at the school draws upon the knowledge and expertise of all families to support the school as a whole.

- Teachers will take time to talk with families about their children's strengths and weaknesses.
- Conferences will be planned to build relationships with the families and students.
- Communication sent home will request signatures to ensure families are aware of what is taking place in the children's school.
- Students will be recognized for their successes, and parents will be invited to participate.
- Parents will be invited to share their special talents with the school (music, careers, cultures, etc.).
- Parents will be encouraged to participate in the Family Engagement Council.
- The school will have a volunteer program, not including the PTO, where parents and family members can volunteer in the school.

In order to meet the Putnam County policy requirements, the following classroom standards will be met:

Standard C-1: Families are seen and treated as partners in their children's education by teachers and other instructional staff.

- Teachers will send home classroom discipline policies to parents in their native language.
- Frequent progress reports will be sent home.
- Teachers will send student work home for parents' signatures.
- Teachers will invite parents to volunteer in the classroom. There will be an open door policy allowing parents to visit as they wish.
- Teachers will ask parents to advise them of the students' needs, strengths, and/or disabilities. The teacher will consult with parents for an appropriate method of learning.
- Teachers will conduct on-going communication with parents.
- Teachers will send home classroom newsletters.

Standard C-2: Each family's experience, knowledge, and culture are respected and valued by teachers and other instruction staff.

- The teacher will study special beliefs or cultures that could affect a student's learning or behavior.
- Interpreters/translations will be provided as necessary.
- Teachers will work daily to develop strong relationships with the parents and students.

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- Staff will receive in-services to ensure that all students are treated as equal with respect:
 - Multi-cultural
 - Gender-fair
 - Disability-aware practices
 - Poverty