

Algood School Family Engagement Plan

Mission Statement:

The mission of Algood School, hand-in-hand with our community, is to provide a quality education through diverse and clearly focused educational programs that instill in all students intellectual, moral, physical, emotional and social values; produces citizens competent in basic skills, possessing the ability to think critically and solve problems; promotes a positive attitude toward learning; and prepares all students to succeed in this every-changing world.

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

Algood School believes that the education of a child is a shared responsibility by the school, the parent and the community. Our parents are a vital component in the educational success of their children. Our focus is to create a parent friendly environment where parents form a partnership with their child's school. Algood School's desire is to strengthen parental ties with their diverse families.

To foster communication with parents Algood has an open door communication policy. Parents are able to call the school and leave voice mail messages for their child's teacher. Each parent is provided with a parent student handbook and individual grade level classroom goals at the beginning of the school year. Our teachers send home weekly and biweekly folders containing newsletters, grades, comments, concerns and student work for a given period of time. We provide planners for all middle school students that parents and teachers sign daily. Algood School has an active parent volunteer program where parents are encouraged to help as often as they can. This program is monitored through our teacher assistants. Algood School maintains an active website with current school information and links to all teachers' web pages. Parents are encouraged to schedule teacher conferences when needed, as well as attending the calendar-scheduled conferences. The PTO Organization at Algood School involves approximately 70% of parents with this percentage growing annually.

Parents are encouraged to visit school activities through invitations in the newsletter and school-wide notes. Algood School provides many diverse parent activities throughout the school year.

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To increase family involvement within Algood School staff will implement the following items:

Communication with Parents:

- Website
- School-wide Newsletters
- Classroom Newsletters
- Phone Calls
- Emails

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.

- The SIP is being restructured to include a Family Involvement Program with goals to increase participation. Participation will be monitored through sign-in sheets, photos, and surveys of events.
- A group of family members, Algood teachers and staff, and community members are participating in the revision of the SIP.

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

- The importance of family involvement is identified in the handbook and Algood's mission statement. These documents are provided in Spanish as required for our non-English speaking families.
- The K-4 and 5-8 Counselors act as Algood's Family Liaisons for Parent Involvement and Participation.
- Algood's annual budget is being revised to include money for family involvement activities such as trainings, materials, and special events.
- Every teacher is responsible and aware of his or her responsibility to include families in their children's education. Volunteers are called upon in the classroom to help with classroom education.
- Events are held at various times of the week, both day and night, to adhere to different work schedules and family needs. The Family Resource Director is called upon frequently for home visits.

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

- The school counselors, as well as administration staff, are continuously contacting families to provide support and resources.

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- Special assistance is provided as necessary to promote active parental involvement at Algood School.
- Personal invitations will be sent to family members who do not participate in school events.
- Special services will be offered to overcome boundaries families may encounter when attending special events (i.e., transportation, child-care, interpreters, etc.).
- Parenting classes will be offered at various times of the year.

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

- Having a family friendly school is of the utmost importance to Algood: all staff is expected and required to be friendly and helpful to all students and visitors. This is a requirement that is frequently reminded at all staff meetings to ensure everyone is aware of the school's policy.
- Algood's Family Engagement Committee includes staff as well as parents.
- Each classroom invites and appreciates the expertise of the variety of family members: Family members are frequently called upon to present trainings in the classrooms.
- Algood has a strong community support system that is frequently called upon; activities are held at Cane Creek Park for individual classrooms and their families; community members are invited to share their experiences with students and families alike.
- Algood Administration has a strong belief in open-door policy. Algood Administration is present at all special events, as well as in the classrooms. Many of Algood's students are car-riders and the administration at Algood is always present during pick-up and drop-off in order to encourage the open-door policy and a family friendly school environment.

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

- Monetary resources are provided as needed to allow parent involvement. Algood adopters are also frequently called upon to support parent involvement. Staff is provided as needed to ensure that activities are successful without lack of personnel. As stated earlier, Algood administration is continuously supportive of any events that take place within the school, either during school hours or after hours.
- IEP programs are set up and special attention is provided to ensure that each child has every opportunity to succeed in his or her education with the individual attention that may be required. Community volunteers are called upon to provide one-on-one time with those students in need of individual attention.

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- Teachers are provided with templates for sign-in sheets to monitor in-house volunteers, as well as phone logs to keep track of teachers' and staff communication with families.

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

- Each family receives a handbook at the beginning of the year. Frequent newsletters from the principal are sent home with the students. Each classroom sends home a weekly newsletter. All of the information sent home is provided in Spanish upon request for our non-English speaking families. Parents and families are also welcome to go over any information sent home with either an interpreter and/or one of the school's family liaisons should they so desire.
- Algood Family Liaisons are frequently in touch with the Family Resource Center to offer special services to families in need. A list of these services will be included in future handbooks given out at the beginning of the year.
- Algood staff is aware of the classes offered at the Adult High School as well as the resources provided from the Family Resource Center. Individual staff members and the school counselors guide families to these services as needed.

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

- The plan at hand is to ensure that families and parents are aware of Algood's commitment to make Family Involvement and Participation a top priority. This plan will be presented to all family members along with a request for ideas to enhance and improve the present plan.
- Surveys will be sent home to determine the areas of interest to families and parents: (i.e. homework assistance, technical assistance, bully training, etc.).
- Algood has a Family Involvement Planning Committee which consists of staff and parents.

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

- Having a family friendly environment is the number one priority at Algood. All staff members are required to be pro-active with their attitudes toward family members and participation.
- Algood continuously calls on the support, advice, and expertise of family members. Family members serve on the Planning Committee.
- Algood's parent, family and community volunteers are a vital aspect of Algood's success. They are frequently called on to help teachers read to students, help teachers administer AR tests, give one-on-one assistance, and help during special events such as picture day, BMI screening, and more.

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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.

- Each classroom teacher provides parents and families with a list of what the students will be learning in the upcoming year, as well as an explanation of the curriculum and grades used in the classroom. Homework folders are sent home weekly and required to be signed and returned to ensure that parents are well aware of their child's performance in class.
- Teachers provide a sign-up list at the beginning of the year so that parents may see where volunteers are needed. Those that are interested are called upon frequently to volunteer in the classroom.
- Homework suggestions are given to parents demonstrating how they may help their children with their studies effectively. Reading lists are sent home weekly so that parents may review with their children. The desired outcome is that parents actively participate in their children's studies as well as recognize the improvement made from week-to-week.
- Teachers make phone calls to families as necessary. Notes, homework folders, and frequent progress reports are sent home to be signed by parents. Parents are encouraged to call upon the teachers, as they feel necessary, or email them if the resource is available to them.
- Communication between parents and teachers is a vital asset to the students' success and Algood encourages frequent communication through newsletters, report cards, progress reports, phone calls and emails. Parents are encouraged to schedule conferences with the teachers at any time they feel the need.
- Teachers take into consideration special circumstances that may affect the child's learning. Teachers are open to feedback from families.
- Teachers not only contact parents and families to discuss areas of concern, but also to praise success. Positive feedback is very important to the child's success and is given abundantly.

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

- Interpreters are provided as necessary. For students needing ESL classes, they are available.
- Teachers are encouraged to take into consideration different cultures, languages, and special circumstances when dealing with students. Future trainings are being devised to ensure teachers recognize the effect of students with different cultures and backgrounds.
- Families of different cultures, backgrounds, or special professions (policeman, firemen, doctors, etc.) are invited to share their personal experiences with the students.

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- Teachers and staff at Algood continuously try to break down any barriers with family members. Events are provided at various times to ensure that everyone has the opportunity to attend. Phone calls are made to those that cannot or will not attend conferences and events. Written communication is sent home weekly.

