

Baxter Elementary School

FAMILY INVOLVEMENT PLAN

Mission Statement:

The mission of Baxter Elementary is for each student to become a responsible citizen by providing the necessary skills for each unique individual to develop his/her learning style and reach his/her potential in a safe and comfortable environment. The school staff will endeavor to help students develop self-esteem and mutual respect in positive relationships with peers, teachers, family members, and individuals with different backgrounds or cultures.

Belief Statements:

At Baxter Elementary School, we believe that:

- 1. Students are unique individuals with different learning styles.*
- 2. Students learn best when they are actively involved in academics, technological, social, emotional, and physical learning processes.*
- 3. Student learning is enhanced by a safe and trusting environment.*
- 4. Personal self-esteem is strengthened by positive relationships and mutual respect among students, parents, and staff.*
- 5. Individual strengths should be challenged as students prepare to become responsible citizens.*
- 6. Student learning is enhanced when there is cooperation and communication among parents, students, teachers, and the community.*

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

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

Communication with Parents:

- School Newsletters
- Website
- Classroom Newsletters
- Email
- Phone Calls
- Parent/Teacher Conferences

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

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

- Parents will be participants in the Title I Committee, and the Parent Involvement Committee.
- Volunteer forms will be sent home at the beginning of the school year.
- Parents will volunteer in the annual book fair.
- Parents and family members will be invited to schools events: Grandparents' Day, Veteran's Day, Literacy Nights, Choir Performances, Holiday Events, etc.

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 parents to participate in classroom events.
- Funding will be provided for family activities and trainings.
- The guidance counselor will act as the school family liaison for parent involvement.
- Teachers and staff will be reminded during staff meetings the importance of promoting family involvement in the classroom and school.

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

- The school counselor will act as the BES Family Liaison for parent involvement activities; the counselor will work to increase communication with families and develop relationships through in-school trainings.
- The school will offer additional resources (i.e. transportation, child-care, etc.) as needed.
- The school will use community resources to publicize events (newspaper, radio, road signs, etc.).
- Interpreters will be provided as necessary for school events.
- BES is developing a parent center where parents can check out helpful information: brochures, books, videos.
- The school will offer parent trainings based on the needs of the school.

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

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- Community members participate in the Parent Involvement Committee.
- BES Parent Involvement Plan and Policy will be available to the community.
- Parents and family members are used in the school as volunteers for individual groups, as well as to share their expertise with the students. (Example: parents participate with Literacy Nights per grade level; family members share their musical talents with the students of BES.)
- Administration will be present at all after-school events and encourage feedback from the parents.

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 authorize the use of funds to increase parent involvement at BES.
- BES teachers will offer incentives for parents/families to attend special events and trainings (i.e. homework passes, bonus points, pizza party, etc.).
- Surveys will be given at each event to determine areas needing improvement; sign-in sheets and pictures will be a regular part of parent involvement at BES.

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

- Documents sent to family members will be translated as appropriate.
- A list of the Family Resource Services will be sent home at registration so that families are aware of extra help available.
- Parent-to-Parent trainings will be offered in the school at various times to ensure that all parents have the opportunity to learn how to better help their children (homework, literacy, discipline, etc.).

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

- Surveys will be sent out at the beginning of the year to determine areas of interest to parents (for example: homework help, helping my child read, discipline).
- "Family Friendly Schools" in-service will be given to all of BES staff annually.
- BES Parent Involvement Committee consists of teachers, administration, support staff, parents, and community members.

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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 not only contact parents to address concerns, but also to praise children for outstanding performance and/or improvement.
- Parent volunteers help in the classroom, lunchroom, library and the office.

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 grade level hosts a family night to explain the curriculum for the upcoming year. State standards are made available at that time.
- Teachers give each family a volunteer form so that the family can identify ways they would like to volunteer in the class.
- Progress reports are sent home.
- Homework folders are sent home for parents to sign.
- Classroom newsletters are sent home frequently.
- Communication is encouraged through parent/teacher conferences, phone calls, emails, and the homework folders.

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

- Interpreters will be provided as needed.
- Notes and classroom information is translated as appropriate.
- A multi-cultural in-service is planned for all teachers and support staff.