



# **Family and Community Engagement**

**Gordonsville Elementary**

**2022-2023 Family Involvement Plan**

**Smith County**

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## **Preface**

**The administration and faculty of Gordonsville Elementary School are committed to providing a safe learning environment in which all of our students are given quality educational opportunities that challenge them to reach their full potential while respecting individual differences.**

**GES acknowledges that parent involvement is an integral component of a child's academic success and will foster and support an active parental involvement program.**

**The following plan was developed jointly with administrators, teachers, paraprofessionals, and parents with this commitment to excellence in mind and is in compliance with the legal requirements of the No Child Left Behind Act of 2001 (PL 107-110 Section 1118).**

## **School Wide Title I Leadership Committee**

<b>Rachel Kelley</b> .....	<b>Building Administrative Representative</b>
<b>Scott Clemons</b> .....	<b>Building Administrative Representative</b>
<b>Dr. Ben Johnson</b> .....	<b>System Administrative Representative</b>
<b>Lesa Manning</b> .....	<b>Literacy Leader/Parent Facilitator</b>
<b>Stephanie Stinnett</b> .....	<b>Parent Representative</b>
<b>Dayna Sykes</b> .....	<b>Parent/Business Representative</b>
<b>Amy Dudney</b> .....	<b>Business Representative</b>
<b>Beth Trusty</b> .....	<b>Paraprofessional Representative</b>
<b>Corinne Miller</b> .....	<b>3rd Reading Representative</b>
<b>Michelle Prichard</b> .....	<b>4th Reading Representative</b>
<b>Megan Campbell</b> .....	<b>5th Math Representative</b>
<b>Lacey Williams</b> .....	<b>6th Math Representative</b>
<b>Tommy Manning</b> .....	<b>School Board Member</b>
<b>Nolan Shoemake</b> .....	<b>Student Representative</b>

# Parent Involvement Goals

- **GES families will participate in meaningful and effective parent programs.**
- **Programs and activities will be relevant to the diverse needs of all of our families.**
- **Information will be provided in appropriate languages.**
- **Programs, meetings, and activities will be presented at varying times to accommodate as many families as possible.**
- **The principal, faculty, and staff will maintain an open line of communication between school and home.**
- **GES will gain family and community input through a family survey each spring. This information will be used in the development of specific programs and policies in order to annually update our Parent Involvement Plan.**
- **The school will acknowledge parent support at an awards ceremony in the spring.**
- **Method of distributing parenting materials, resources, and training is maintained.**

# **Strategies to Increase Parent Involvement**

## **Standard 1 – Welcoming All Families**

**Gordonsville Elementary School is located in a small rural community. There are approximately 325 students in grades 3 through 6. The majority of the faculty and staff live in the area and know most of the students' families. This inviting atmosphere is conducive to a highly involved and supportive interaction between family members and the school.**

**GES promotes programs and practices that enhance parent and family involvement and reflects the specific needs of our students and families. Our strategies will include:**

- The school has convened an annual parent meeting to inform parents about the school's parental involvement programs and right of parents to be involved.**
- Offer a flexible number of meetings throughout the school year that are relevant to the needs of our students and families. In these meetings, legal requirements and information about the Title I program will be discussed. Sign-in sheets of meetings will be kept on file within the school.**
- Conduct a GES Family Needs Survey in the spring each year that seeks GES Family input on the effectiveness of our program plans.**

- **Parents, or an adequate representation of parents, are involved in an organized, ongoing, and timely way in planning, review, and improvement of the school parental involvement policy and joint development of the school wide program plan (TSIPP). If the TSIPP (school wide program) is not satisfactory to parents upon availability, then parents may submit comments to the school's administrator or literacy leader.**
- **The school's parent involvement plan is made available to the local community and updated periodically to meet the changing needs of parents and the school.**
- **Provide families with timely information about school programs and activities in an understandable format through the website, social media, newsletters, marquee, and invitations under NCLB section 118.**
- **Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents in a format and in a language the parents can understand.**
- **Host a minimum of two parent-teacher conferences with additional meetings available per parent request, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.**

## Standard 2

### Communicating Effectively

Gordonsville Elementary School will, to the best of its ability, engage in regular, meaningful communication with its parents. In order to be as accessible as possible to our families:

- Parents are notified in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand.
- To the extent practicable, shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports in a format and in a language parents understand.
- Documents converted to Spanish using on-line translator, Google Translate, if needed.
- Provide reasonable support for parent involvement activities per parent request.
- Parents of migratory students will be provided information for assistance in meeting the needs of their child.
- Parents will be notified of meetings, conferences, programs, and activities via Remind App, letter, social media, school marquee, or website.
- Assistance is provided to parents in understanding topics such as the State's academic content standards, State student academic achievement standards, State and local academic assessments, how to monitor a child's progress and work with educators to improve student achievement. This information will be transmitted by means of the Title I Coordinator, at parent-teacher conferences.



- **Conduct a minimum of two parent teacher conferences a year. Within the conferences, teachers will provide assistance to parents in understanding the state academic content standards, state and local assessments, and how to monitor student progress. Contact information to the school staff is located on the school website and stated in the handbook, which is distributed to parents via Skyward at the beginning of the school year to each student.**
- **Skyward, weekly folders, progress reports every 4.5 weeks, documented phone calls, emails, and individual student notes to and from parents are used to provide parents information about their child's progress.**
- **Maintain a school website that includes information on school programs and policies.**
- **TNReady academic testing results are sent home every year.**
- **Link to the Tennessee State Report Card for each school is available via the county website.**
- **Notify parents after each Universal Screening assessment period as to achievement, improvement, and grade level expectations.**
- **At the beginning of school, place school policies and rules via skyward. Parent signatures will be required to signify the handbook has been reviewed. When needed, parent information will be provided in a language parents will understand.**
- **Utilize the local newspaper and social media to acknowledge student achievements and successes as well as school events.**

## Standard 3

### Supporting Student Success

- Each year, Title I funds are allotted to Gordonsville Elementary School in support of student success through supplemental instruction and resources.
- These Title I funds are used for materials, equipment, parent involvement, and professional development that would otherwise be unobtainable through general funding.
- The parent-school compact, jointly developed with parents, describes how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and how the school and parents will build a partnership to help children achieve the State's high standards.
- Materials are provided to help parents work with their children to improve their achievement.
- The Parent Advisory Committee will make determinations on expenditures based on parent surveys, teacher requests, TNReady assessment results, and the School Improvement Plan.
- Decisions made by the committee will be offered to families during the annual meeting to gain any additional input or comments.
- Technology, equipment, and professional development consistently remain a high priority response on surveys and questionnaires.
- Parents can request a meeting. Materials and resources will also be available to help parents improve their child's school success. Information will be provided at the annual open house, conferences, Google classroom, and Facebook classroom groups.

## **Standard 4**

# **Speaking Up for Every Child**

**Gordonsville Elementary School proudly holds a safe school status.**

- This information is shared with parents and families through the School Improvement Plan and annual school meeting.**
- Students are encouraged to discuss any fears or concerns they may have with either the school counselor, principal, or teachers.**
- The Olweus Bullying Prevention program has been implemented. The program's goals are to reduce and prevent bullying problems among school children and to improve peer relations at school.**
- The counselor teaches classes covering topics such as Dealing with Bullies, Drug Awareness, and Life Skills at all grade levels as appropriate.**
- Parents are encouraged to be their child's advocate anytime they feel the child is experiencing difficulty at school and contact either the principal, teacher, or counselor.**

# Parents' Right to Know

## Standard 5

### Sharing Power

To assure that GES parents and families are equal partners in the decision making process of our programs, plans, and policies, we put forth the following information each year:

- The school and parents will jointly develop an acceptable school compact that meets the requirements of Title I/ESSA. The compact will describe the responsibilities of the school, the parents, and the students. Moreover, the compact will address the importance of communication among the stakeholders as well as ways to enhance student achievement and the importance of regular school attendance.
- A Parents' Right to Know information is embedded in the student handbook and located on the school website. When requested, Gordonsville Elementary School will provide parents information on their right to know the qualifications of their child's teacher and paraprofessionals.
- A notification letter is sent home to parents when a teacher who has failed to reach highly qualified status is teaching their child or a substitute not deemed highly qualified has been in the classroom for four consecutive weeks.
- Parents are encouraged to serve on various committees that are responsible for the decisions affecting GES programs and policies.
- Faculty and staff are educated in recognizing the value and contributions of parents. Strategies on how to reach out to, communicate with, and work with as equal partners, implement and coordinate parent events, build ties between parents and the school have been implemented.
- The goal of improving parent involvement at GES is embedded in the School Improvement Plan.

## **Standard 6**

### **Collaborating with Community**

- **Gordonsville Elementary School recognizes the importance of its support from community and area businesses through their contributions.**
- **All parental involvement strategies are coordinated and integrated with parent involvement strategies under other programs, such as Head Start, Reading First, Early Reading First, Even Start, Parents as Teachers, Home Instruction Program for Preschool Youngsters, State-run preschool programs, and Title III language instructional programs.**
- **The local health department, hospital, doctors, and dentist offices contribute materials and information about community resources available to families.**
- **Information concerning the Head Start, Adult Basic Education, Smith County Health Department, and other community organizations will be provided to parents.**
- **Gordonsville Elementary School book distribution during the Town of Gordonsville Halloween Bash.**
- **Upper Cumberland Electric Membership Corporation presents an electrical safety program.**
- **Our community and GES Families are invited three times a year to our Book Fair.**
- **Ollie the Otter, grades 3-4 Bus Safety Program.**
- **American Legion Fourth Grade Flag Program.**

- **Wilson Bank and Trust savings program.**
- **The Army Corp of Engineers at Cordell Hull Lake presents an environmental program for our fifth grade students.**
- **Programs and resources for homeless and migratory families are available through the school and the board of education. A backpack program is implemented so that students who are considered latch key children have access to healthy foods they can prepare themselves.**
- **GES strives to emphasize the importance of helping others within the Middle Tennessee area. Our students participate in:**
  - \***Donating can tabs to the Ronald McDonald House**
  - \***6th Grade Hand Chimes to the Kindred Nursing Home**
  - \***Canned food drive in coordination with GHS FCCLA**
- **Family events are held throughout the school year during the day and evening hours. These include:**
  - \***5th Veterans**
  - \***Reading Strategies, Ideas to make crafts at home, STEM Display**
  - \***Student Artwork Display at the Carthage Junction Depot**
  - \***4th -American Legion Flag Program**
  - \***Grades 3 – 6 Honors Ceremony**
- **The local newspaper allows the school to advertise meetings, conferences, school events, and acknowledge student achievement and success.**
- **Gordonsville Elementary School believes the shared responsibility of its students among the school, home, and community will produce a positive effect on student achievement and create a sense of stakeholder ownership in the success of our school.**