

## **FAMILY & COMMUNITY ENGAGEMENT PLAN**

### **T. A. Dugger Junior High School**

**2008-2009**

It is the goal of T. A. Dugger Junior High School to assure an ongoing partnership between families, the community, and school. We believe such a partnership is fundamental to the academic and social success of students. This cooperative responsibility in educating our students will ensure academic excellence.

We believe and acknowledge that all policy makers, teachers, parents, and the community together are responsible for nurturing the whole child, addressing their unique needs, and improving self-esteem. We are developing a written parent involvement plan that accurately reflects practices which have been and will continue to be in place in our school.

To support the goal of the schools in educating all students effectively, the school and parents must work as knowledgeable partners. Our primary focus for this partnership is homework, attendance, and discipline. Parents not only are an integral component of a school's ability to provide for the educational success of their children, but also are a crucial component. Our secondary focus for this partnership includes extra-curricular activities. Extra-curricular activities incorporate fine arts, clubs, community service, and athletics (either through participation, or in the social aspect as a spectator). While our administrators, faculty, and staff take leadership roles in the many "extra" activities at T. A. Dugger, family and community support are imperative to provide quality programs. Therefore, our school encourages family involvement in all of these areas.

#### **1. We use the following tools to promote communication and parent understanding of our programs:**

- ✍ Handbook for students and parents (updated and published yearly)
- ✍ Announcement Line (542-7550) updated weekly on Friday to help plan and coordinate schedules
- ✍ Letter(s) from teachers outlining expectations, homework and discipline
- ✍ Written notes, letters, announcements
- ✍ Graded work
- ✍ Mid-term progress reports
- ✍ Grade Cards
- ✍ Newsletters (containing upcoming events, tips for helping students, tidbits of school happenings)
- ✍ Band Newsletter (monthly)
- ✍ Daily assignment sheets (bright green)
- ✍ Web Site
- ✍ E-mail
- ✍ Phone calls
- ✍ Parent/Teacher conferences
- ✍ Attendance call in
- ✍ Surveys (Family Friendly and School Improvement)
- ✍ Printed student schedule with school floor plan
- ✍ School Calendar
- ✍ Positive statements (teacher logs at least one positive student/parent communication per week)
- ✍ News releases (textbook review, special events, student honors, etc.)
- ✍ Individual Teacher's websites

#### **2. Scheduled opportunities for parents to attend events at the school:**

- ✍ Orientation
- ✍ Honors/Awards Assemblies
- ✍ Band Concerts (two per year)
- ✍ Art Show
- ✍ Musical productions (annually)
- ✍ Choral Presentations

- ✍ Athletic Events
  - ✍ Football
  - ✍ Girls' and boys basketball
  - ✍ Cheerleading
  - ✍ Swimming
  - ✍ Softball
  - ✍ Baseball
  - ✍ Girls' and boys' track
- ✍ Parent/Teacher Conferences
- ✍ Talent Show
- ✍ Book Fairs (two family night)
- ✍ Open invitation to call for parent/teacher conferences
- ✍ M-teams

**3. Parent and Community Involvement Opportunities:**

- ✍ A parent involvement sign up sheet (goes home with registration materials)
- ✍ A volunteer notebook is kept (used by teachers, committees, etc. when volunteer help is needed)
- ✍ Parent/Teacher Organization
- ✍ Band Boosters
- ✍ Athletic Boosters
- ✍ Choral Parents
- ✍ School Improvement Committees
- ✍ Guest Speakers
- ✍ Civic Involvement
- ✍ Community sponsors for DC trip
- ✍ Nurses (hearing, vision, scoliosis screening)
- ✍ Private business donations
- ✍ Job Shadowing
- ✍ First Responders: Police, Fire, EMS – Safety Drills and Planning
- ✍ Miscellaneous special events
- ✍ Open invitation for summer school opportunities

**4. We provide multiple opportunities for students to receive additional assistance with academics by providing:**

- ✍ Letter to parents describing who, what, when, how of homework
- ✍ Class placement (multiple options, especially L. A. and math: CDC, resource, remedial, regular, advanced)
- ✍ Daily assignment sheets
- ✍ Homework room (both before and after school)
- ✍ Student Tutoring (free)
- ✍ Parent Tutoring
- ✍ Enrichment activities
- ✍ Summer School
- ✍ Field trips with businesses for career education
- ✍ Peer Tutoring
- ✍ After school library/media use until 3:00
- ✍ Clubs

**5. Discipline is handled in a step process with the least punitive procedures being tried first, including but not limited to:**

- ✍ Letters to parents outlining classroom expectation
- ✍ Handbook for clear understanding of expectations, procedures, rules, and punishments/rewards
- ✍ Teacher interventions
- ✍ After school with teacher
- ✍ Parent notification
- ✍ Office referral
- ✍ Multi-day after school detention (behavior modification program)
- ✍ In-school suspension
- ✍ Required parent conference
- ✍ Out of school suspension
- ✍ Alternative school placement
- ✍ Restricted activities list

**6. The following tools are used to help school staff better meet the needs of our students and community:**

- ✍ Professional Development training opportunities on the topic of engaging families and communities
- ✍ Statistical analysis and data driven decision making
- ✍ Survey results
- ✍ Verbal feedback from parents and students
- ✍ Fundraisers and involvement of students for community needs (Red Cross, UNICEF, Ronald McDonald House, Leukemia Society, St. Jude's Women's Shelter)]
- ✍ Engaging students in helping others: (Fundraisers listed above and leaf raking, food drive, Mother's Day Project, Clothes Closet for kids, other "seasonal involvement" as needed, (i.e. -- singing or band involvement at parades, Christmas tree lighting, etc.)