

Family and Community Engagement Action Plan for Improvement

Goal 1

Goal	The school system will develop and implement strategies to improve communication from the system/school level to the home and from the home to the system/school.
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Action Steps (Goal 1)	Implementation Plan (Goal 1)			
GOAL 1: Action Steps (Strategies, Interventions, or Scientific Based Research)	Timeline	Person(s) Responsible	Projected Cost(s)	Monitoring Strategy
1. The system will require each school to develop a family communication plan to address such issues as grades, attendance, discipline, homework assignments, schedules, etc.	2005-2006 school year	Terri Tilson, Federal Projects Supervisor; Vicki Kirk, Assistant Director for Instruction; school improvement teams; principals	None	School plans will be submitted to Terri Tilson and Vicki Kirk by May 1, 2006.
2. The system will communicate through the system website and school newsletters the procedures available for family input into system policies and will require the schools to develop methods and provide information for family input into school policies on the schools' websites and in the schools' newsletters.	System level - 2005-2006 school year School development of methods – 2005-2006 school year Info on websites and in newsletters – 2006-2007 school year	Central Office Team; principals and faculties; faculty and staff responsible for websites and newsletters	None	System website will be monitored for info. Schools will submit their methods for family input to Terri Tilson, Federal Projects Supervisor. School websites will be monitored for info. Follow-up surveys will include questions related to ability of families to give input on policies.

Greeneville City Schools

Action Steps (Goal 1)	Implementation Plan (Goal 1)			
GOAL 1: Action Steps (Strategies, Interventions, or Scientific Based Research)	Timeline	Person(s) Responsible	Projected Cost(s)	Monitoring Strategy
3. The system will investigate the purchase of services or products to enable the system and the schools to communicate with families in their native languages.	2005-2006 school year	Terri Tilson, Federal Projects Supervisor	\$6000 to be paid out of Federal Funds	Selection of service/product will be completed by the end of the 2005-2006 school year. Usage of the service/product will be monitored. Follow-up surveys will include questions related to communication to families in their native languages.
4. The system will investigate the establishment of a service center at the Central Office site with information on the system website. This center would provide resources such as parenting skill information, guidance on helping students with schoolwork at home, curriculum maps, a directory of community agencies, resource booklets for non-English speaking parents, and a calendar of system/school events and community educational opportunities.	Investigation, planning, and development – 2005-2006 school year Implementation – 2006-2007 school year	Family and Community Engagement Advisory Council; Terri Tilson, Federal Projects Supervisor; Janie Laws, Parent Involvement Coordinator; Vicki Kirk, Assistant Director for Instruction; Beverly Miller, Technology Supervisor	Purchase of materials to be distributed and development of system-made materials - \$1000 to be paid out of Federal Funds	A plan for the center will be submitted to the Central Office Team in February 2006 and, upon approval, to the School Board in March 2006. The center will become available in 2006-2007. Family use will be documented. Follow-up surveys will include questions related to the center and the information provided.

Action Steps (Goal 1)	Implementation Plan (Goal 1)			
GOAL 1: Action Steps (Strategies, Interventions, or Scientific Based Research)	Timeline	Person(s) Responsible	Projected Cost(s)	Monitoring Strategy
5. The system will develop system-wide focus groups in order to open channels of communication with difficult-to-reach families as well as all families.	2005-2006 school year	Family and Community Engagement Advisory Council; Terri Tilson, Federal Projects Supervisor; Janie Laws, Parent Involvement Coordinator	None	Results from focus group discussions will be shared with the Advisory Council and relevant system and school administrators. Follow-up actions regarding concerns will be documented and monitored.

GOAL 1	Professional Development Plan (Steps or Strategies) to Support Action Plan (as applicable)	<ul style="list-style-type: none"> Professional development on the use of the service/product purchased to facilitate communication with families in their native languages.
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Family and Community Engagement Action Plan

Goal 2

Goal	The school system will provide the coordination, technical assistance, and other support necessary so that each school can develop its own family and community engagement plan.
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Action Steps	Implementation Plan			
GOAL 2: Action Steps (Strategies, Interventions, or Scientific Based Research)	Timeline	Person(s) Responsible	Projected Cost(s)	Monitoring Strategy
1. The system will share with each school the results of the Family Friendly Schools survey, the work of the Family and Community Engagement Advisory Council, and the system policy and plan.	August and September 2005; January 2006	Terri Tilson, Federal Projects Supervisor	Copies of survey results and system policy and plan	A calendar of meetings will be kept, as will sign-in sheets for all meetings.
2. The system will provide professional development on family and community engagement research and strategies.	August and September 2005; January 2006	Terri Tilson, Federal Projects Supervisor	Copies of handouts	Sign-in sheets and handouts will be used as documentation.
3. The system will facilitate each school in its development of its plan to address family and community engagement issues unique to the school. The school plan will be incorporated into the school's School Improvement Plan.	2005-2006 school year	Terri Tilson, Federal Projects Supervisor; principals and school improvement teams at each school	None	Documentation of meetings will be kept. Schools will submit SIPs with engagement strategies and goal to Vicki Kirk by April 15, 2006.
4. The system will develop methods for assessing yearly progress on family and community engagement and will facilitate the annual collection, analysis, and distribution of data.	2005-2006 school year	Central Office Team, Leadership Team, school instructional coordinators	Production and mailing of yearly surveys	Data will be collected, analyzed, and distributed on an annual basis with the February 2004 survey data used as baseline data.

GOAL 2	Professional Development Plan (Steps or Strategies) to Support Action Plan (as applicable)	<ul style="list-style-type: none">• Professional development on Family Friendly Schools survey results and system policy and plan.• Professional development on family and community engagement research and strategies.
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