

## **Documentation**

Acceptable Documentation Options—Hard Data such as:

- Student work samples (name(s) removed)
- Student pre/post test scores
- Pictures of students involved in strategy implemented
- Charts and/or graphs of student data
- Lesson plans plus one of the above items attached

Classroom observation is acceptable (check with your Local Inservice Coordinator [LIC]) for some types of training. For example:

- Anger management
- Behavior management
- Classroom management
- Public speaking
- In some instances, music (band/choral) and physical education

Non-Acceptable Documentation Options:

- Copies of lesson plans without attachment(s)
- Faculty presentations
- Follow-up that doesn't include classroom implementation
- Research reports
- Copies of grade book pages

## **Evaluation (Examples only—not to be copied):**

Example 1 - Subject (Reading)

- Strategy: Use of graphic organizers to analyze and compare test components (e.g., venn diagrams, content frames)
- Evaluation: 95% of students will demonstrate mastery of comprehension skills based on teacher-created pre/post-assessment results by obtaining an 80% or above on the post-assessment.

Example 2 - Subject (Writing)

- Strategy: Engage students in writing to explain answers and processes
- Evaluation: Daily assessments of students' writing to explain in various problem solving situations with 90% of the students demonstrating mastery in a 9-week period, teacher-created assessments.

Example 3 - Subject (Foundations Training)

- Strategy: Communication between teacher and parents of students will be provided by increased telephone communication and written correspondence.
- Evaluation: Teacher and student surveys which show an 80% improvement over initial surveys that communication, student safety, etc. have improved, also a reduction in discipline referrals for level 3 and 4 offenses as well as a reduction in referrals for level 1 and 2 offenses.

Example 4 - Subject (Use of technology in the classroom)

- Strategy: During lesson presentations and demonstrations, implement the use of a variety of technologies to include but not limited to PowerPoint, Excel, MS Word, Document Camera, and video streaming and conferencing.
- Evaluation: Pre/post-assessments given to students to determine technological literacy demonstrating mastery of skills (80%) by 100% of the students.



## S. Bryan Jennings Learning Contract

We know that learning does not begin and end at the front door of school. You are the first and the most important teacher your child has. Your child will learn best when we work together.

Because we are all committed to \_\_\_\_\_ progress in school, we are going to combine effort, interest, and motivation to promote his/her achievement.

### Teacher's Commitments:

1. I will maintain a safe, positive learning environment for students.
2. I will treat all children with respect and fairness.
3. I will serve as a role model for positive character development for students and support the P.R.I.D.E. program.
4. I will conference with parents as needed.
5. I will attend training to strengthen and expand my educational knowledge.
6. I will attempt to return parent letters and telephone calls within 24 hours of my receipt of the request.
7. I will support the adopted homework policy.
8. I will help each student grow to his/her fullest potential.

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

### Parent's Commitments:

1. I will support the school's codes of behavior, dress, and discipline.
2. I will furnish a suitable study area for my child at home.
3. I will provide my child with appropriate supplies throughout the year.
4. I will communicate regularly with my child's teacher.
5. I will encourage my child to read at home and will monitor his/her TV viewing.
6. I will abide by the school's tardy and attendance policies.
7. I will provide written explanation of my child's absence upon his/her return to school.

I would like to be a parent volunteer \_\_\_\_\_ Yes \_\_\_\_\_ No

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### Student's Commitments:

1. I will be responsible for completing and handing in classwork and homework assignments on time.
2. I will be responsible for bringing any notices from my teacher, parents, or guardians to or from school.
3. I will care for all school property such as books, furniture, and equipment, and I will leave them in good condition.
4. I will abide by the school dress code as it is explained in the school handbook.
5. I will not bring candy, gum, or toys to school unless I am given permission to do so.
6. I will display good manners, sportsmanship, and show my PRIDE in all locations and at all times.

This was discussed at a conference held on \_\_\_\_\_ (date)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## **School Parent Involvement Plan 2006/2007**

**Attach a parent involvement plan that has been developed jointly with and agreed upon with parents of participating children. The plan should include a description of the following:**

- (1) The expectations for parent involvement activities and how these activities will be implemented and evaluated.**

Parents are involved in the School Advisory Council and develop strategies for the school-wide Title I Plan. A draft of this plan is available to all parents. A tri-fold explaining the Parent Involvement Plan will be sent home with each student, and it encourages parent comments.

- (2) How parents will participate in the development of strategies.**

Parent comments will be solicited via the Jag Growl newsletters with a tear-off section for suggestions/comments each semester. As well as encouraging comments throughout the year, parents will have the opportunity in the spring for input through the Parent Climate Survey. Home/school communication is encouraged at all times.

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**(3) How parents will participate in an annual evaluation of the content and effectiveness of the parent involvement program.**

Parents will be surveyed in the spring of each school year and comments will be encouraged. SAC parents will be assigned to SIP objective committees.

**(4) How timely responses to parents' suggestions will be addressed.**

Parents will be surveyed in the spring of each year and comments will be encouraged throughout the year as outlined in (2) above. Immediate attention is given to suggestions made by parents directly to teachers and/or administration.

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**(5) Shared responsibility of parents and educators for high student performance. This is to be implemented through a school-parent compact for each child served by Title I, under which the two parties agree on how they will work together to help the child achieve the state's standards (include a copy of the actual compact).**

Teacher/Parent/Student Contract to be signed together by all participants. Parent volunteerism will be encouraged on the contract.

**(6) Provisions for an annual school meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I and their right to be involved.**

A copy of the Parent Involvement Plan and School Improvement Plan will be located in the Front Office so that parents will have access to the plans. Parent Night will serve as the annual meeting and parents will be informed of the school-wide Title I Program at that time. A parent involvement tri-fold will be sent to every parent. A copy of the Parent Night sign-in sheet will be placed in the Audit Box for verification.

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**(7) Provisions for a flexible number of meetings, such as meeting in the morning or evening, and how funds provided under this part, transportation, child care, or home visits as such relate to parental involvement.**

Parent Involvement activities have been planned by the teachers, the administrators, and the School Advisory Council. They will be implemented during the 2006-2007 school year, along with any other plans that come from the District Advisory Council. Parent Activities will be offered in the early afternoon and again the same evening so that parents may select the most convenient time for them. Childcare will be provided for all parent involvement meetings. Transportation is not necessary due to the proximity of the school to the population which we serve.

**(8) How parents will be provided timely information about parent involvement activities.**

Notices will be sent home in advance of all conferences, workshops or meetings. Information about the meetings may also be available on the school website, and on Channel 29, the school information outlet on television.

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**(9) How parents will be provided with school performance profiles and their child's individual student assessment results, including an interpretation of those results.**

Interims and report cards with accompanying explanations/comments/resources are sent home on a quarterly basis for all students. Stanford 10 and FCAT results with accompanying explanations will be sent home as soon as they are available for all students. Assessment and progress monitoring will be available throughout the year for students in K-3 as a result of the Reading First Grant and grades 4, 5 and 6 as part of the District Reading Plan. The State DOE will provide FCAT folders and website user names and passwords so that parents may access scores for their child(ren).

**(10) How parents will be provided a description and explanation of the curriculum used at the school, the National Educational Goals, the State's content standards and student performance standards, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet.**

Parents receive a copy of the School's Public Accountability Report that contains information specific to S. Bryan Jennings Elementary School. School newsletters are sent home with similar information, as well as School Improvement Plan information. The FCAT profile is sent home for students in grades 3-6 and the Stanford 10 Test results for students in grades K-2 are also sent home. Each one has information for the parent(s) on what the test results show. Curriculum Frameworks for every grade level are available on line. K-6 parents will be notified if their child qualifies for a PMP (Progress Monitoring Plan), and this document will be monitored at regular intervals throughout the year. Additionally, parents of every student will be encouraged to attend individual conferences with the teachers of their children at which curriculum, assessment, and student progress will be discussed.

**(11) Provisions for materials and training such as:**

- (a) coordinating necessary literacy training from other sources to help parents work with their children to improve their children's achievement**

S. Bryan Jennings Elementary School has assistance available from the Adult Education Department, as well as information about the following: literacy programs, ESOL classes, GED requirements and class times, and parenting classes. This information is located in the glass display case outside the front office.

- (b) training to help parents work with their children to improve their children's achievement**

Training to help parents work with their children will be provided at all grade levels. Teachers will provide information and strategies to use at home with students. These may include reading, math, science and computer activities. Apple iBook computers with educational software are available to be checked out for student use at home after a short training session for the parents.



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**(12) Provisions for educating teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between home and school.**

The District Title personnel will inservice the staff in Parent Involvement programs. The school newsletter "Jag Growl" includes parenting information/ideas. Parent volunteers are a source of enormous talent and are used as important partners of S. Bryan Jennings. Parent Involvement is one of the goals addressed by the School Improvement Plan for the 2006-2007 school year. The school media center has a professional library available to teachers/staff.

**(13) To the extent feasible and appropriate, provisions for coordinating and integrating parent involvement programs and activities with Head Start, Even Start, the Home Instructions program for Preschool Youngsters, the Parents as Teachers Program, public preschool programs and other programs.**

The District is represented by the Clay County K.I.D.S. Council which co-ordinates all early learning services. Brochures based on research materials and parent involvement newsletters are provided to local daycares. S. Bryan Jennings has two Pre-Kindergarten ESE programs located on the campus with services coordinated by the District Pre-Kindergarten specialists. For the first time, Voluntary Pre-K (VPK) was offered on-site in the summer of 2006. We are also fortunate to have the past President of the Southern Early Childhood Association on our staff.

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**(14) Plans for developing partnerships between elementary schools and local businesses that include a role for parents.**

S. Bryan Jennings Elementary School has a Business Partners Program by which local businesses such as Chick-Fil-A and the U.S. Navy provide volunteers for activities/students on our campus. A committee of teachers and parents will be established to seek possible business partners. The county Public Relations Officer provides assistance for schools in developing these partnerships.

**(15) To the extent feasible and appropriate, provisions for parent resource centers.**

S. Bryan Jennings Elementary School has a Parent Resource Room with materials such as parent literature, poster maker, Ellison letter machines and dies, button maker, games, books and tapes provided by the District Title I Program and the school for parent use.

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**(16) To the extent possible, information relating to school and parent programs, meetings, and other activities is sent to the homes of participating children in the language used in the home.**

Translation materials about school programs are provided by the Clay County School Board with information in Spanish. Since each parent will meet with the teacher, the dominant language spoken at home can be determined and steps taken to alleviate any communication issues in the future. The county has translation software available for creating standard notices into many languages, and it is housed with the Assistant Principal. The State provides FCAT folders and reports in Spanish and Creole. Mrs. Dee Lazenby, Media Secretary, is fluent in Spanish and is frequently used as an interpreter. Additionally, a member of the SAC committee has translated all climate surveys into Spanish.

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**PARENT INVOLVEMENT PLAN**  
**TIME LINE**  
**2006/2007**

School: S. Bryan Jennings Elementary School/0331

<u>Activity Evidence</u>	<u>Reference Plan #</u>	<u>Tentative Date</u>	<u>Completion Date</u>	<u>Documented</u>
Parent Orientation	5,8	8/4/06	8/4/06	Calendar
Parent Resource Room	15	8/7/06	5/24/06	Sign-in Sheet
Parent Conferences	5,7,16	8/7/06 ongoing	5/24/06	Copies, Contracts
Jag Growl	2,13	monthly		Copies
Parent Tips	12	monthly		Copies
Open House	1,4,5,6	8/14/06	8/15/06	Agenda, Sign-in Sheet
PFA Meetings	1,7	monthly		Minutes
SAC Meetings	1,7	8/25/06		Minutes
Interims	9	9/6/05	4/23/06	Copies

Parent Volunteer Training	7,12,15	9/19/06	Sign-In Sheet
District Advisory Council	7	9/27/06, 12/6/06 2/21/07, 4/25/07	Sign-In Sheet
Parent Involvement Training	12	TBD	Sign-In Sheet
PreK—6 Parent Night	5,7,16	Fall/06	Sign-In Sheet Notices
Report Cards	9	10/16/06	Copies
Fall Dance/ Ice cream Social	7,12	Fall/06	Notice Calendar
Holiday Extravaganza	7,12	12/7/06	Notice Calendar
Night Conferences	5,7,16	TBD	Copies
Climate Surveys	2,3,4	3/07	Copies
Spring Parent Night	5,7	Spring/07	Sign-In Sheet Notices
Spring Dances	7,12	Spring/07	Notice Calendar
District Annual Meeting	3,4	5/1/07	Sign-In Sheet

<b>Kindergarten Pre-Orientation</b>	<b>5,7</b>	<b>May/07</b>	<b>Sign-In Sheet Notice</b>
<b>FCAT/ SAT 10 Profiles</b>	<b>9</b>	<b>5/07</b>	<b>Copies</b>
			<b>5/24/07</b>