

Recommended Roles of the teachers:

- Foster a classroom environment that encourages learning
- Ensure students are engaged in meaningful instruction on a daily basis
- Encourage parents to become active participants in the classroom community through open communication
- Provide opportunities for parents to participate in classroom activities
- Provide quarterly interim reports to students who demonstrate a need for additional support
- Be ready to greet students in your classroom 5 minutes before students arrive
- Upload grades weekly in Teacher Access Center(TAC), and notify parents
- Attend school activities supporting students
- Ensure safety of all students during assigned duties
- Monitor student progress and notify parents with any concerns
- Communicate respectfully with parents and staff

Recommended Roles of the parents:

Become an involved parent at Jefferson Elementary School in one or more of the following ways:

- Join and become an active member of the Jefferson P.T.A.
- Volunteer and mentor at Jefferson in your school community quarterly
- Check APTEGY updates and information weekly
- Review all monthly activities on the Jefferson Calendar
- Review information in student's daily folders
- Attend at least 2 parent conferences
- Attend school activities including academic nights
- Provide a quiet place at home for children to study and do homework
- Monitor child's learning and provide assistance when needed
- Monitor child's progress as follows:
Check daily folders, check grades, interim reports, and report cards on Home Access Center(HAC)
- Communicate respectfully with faculty and staff
- Return phone calls and emails with faculty and staff
- Make sure your contact information is current at all times: address, phone number, email

Recommended Roles of the students:

- Follow all school and classroom rules
- Complete homework and daily classroom assignments on time
- Participate in school activities
- Come to school daily, on time, and ready to learn
- Listen and follow school's expectations and directions of all adults
- Travel quietly and safely in the building
- Respect myself, others, and school property

How to contact the Parent/Family Center:

- Visit us at 2600 N. McKinley
- Call the school office 501-447-5000
- Email principal Sandra Register sandra.register@lrzd.org
- Contact Parent Facilitator Sarah Relano sarah.relano@lrzd.org 501-447-5040
- Contact Library / Media Specialist
Lori Benson lori.benson@lrzd.org
501-447-5006

How to find the Parent/Family Center?

The parent center is located in the computer lab which is next to the library. Parents may also check out parenting books from our Media Specialist.

Parent & Family Engagement Committee

Sandra Register, Principal
 Sarah Jane Relano, Parent Facilitator
 Jerri Paula Ramsey, Counselor
 Shannon McMath, Reading Interventionist
 Jamie Jerkins, PTA President
 Rachel Arnold, PTA Vice President
 Terri Cross, GT
 Beth McAlpine, Music Teacher and Parent



Jefferson
Elementary
School
Grades K - 5

2025-2026
 Parent & Family
 Engagement Plan and
 Information Packet

www.jeffersonlr.org

**The Jefferson Parent/Family Center
 located in the Computer Lab
 is open Monday – Friday
 7:40 a.m. to 2:55 p.m.**

Mission Statement

Our mission at Jefferson Elementary School is to provide a safe, nurturing environment, in which all children will develop academic, emotional, and social skills that will enable them to meet future challenges of our global society.

Jefferson Elementary serves students K-5th grades with approximately 350 students. Approximately 30% of our students receive free and reduced lunch. Jefferson is an A rated school, with achieving academic status.

Our school shall:

- *Establish a nurturing atmosphere so that parents will always feel welcome.
- *Designate certified staff members to serve as Parent Facilitators and whose duties are as follows:
 - Provide opportunities to foster parent and family engagement in the school.
 - Provide a parent communication system that consists of the following:
 - Send out weekly PTA newsletters
 - Update the Jefferson Website
 - Send out monthly calendars
 - Send out interim reports for each of the four nine-week periods.
 - Conduct parent/teacher conferences (twice yearly and more as needed)
 - Educate parents on the use of Schoology/HAC to keep track of student progress
 - Utilize PTA and parent/family engagement bulletin boards in the front of the building.
- * Provide a parent center that contains resources, books, magazines and literature parents can read to promote positive parenting.
- * Provide copies of the school handbook that includes the process for resolving parent concerns.
- * Implement a Parent and Family Engagement Committee to encourage parents, students, community members and teachers to be part of this team. This team will meet quarterly to discuss strategies and implementation for the school improvement. They will contribute to formation, revision and evaluation of the school Improvement plan.
- *Implement and support a Parent-Association (PTA) and encourage all to join and participate. Meetings will be held monthly.

- *The Parent Facilitator and PTA can train volunteers and tutors.
- *Prepare Family Informational Packets that will be sent home with students to include:
 - Jefferson Parent & Family Engagement Plan
 - Jefferson Student Handbook
 - Strategies for effective parent/teacher collaboration
 - Parent survey of parent interests/needs
 - Opportunities for parent/family engagement to support school community and education of children
 - Tentative calendar of family events
 - Parent suggestion sheets on how to foster children's success at school
- *Encourage communication between families and teachers by scheduling two parent-teacher conference days per year.
- *Plan various activities throughout the school year to build staff and parent capacity, to strengthen our school community and parent/family communication, such as:
 - August Meet the Teacher- to provide the opportunity to meet teachers and be informed of classroom procedures and expectations
 - Family Literacy and Math Nights - to provide information and take home activities that support our curriculum and strategies to help students excel in reading, writing, & math.
 - Jefferson Jubilee- to provide a social opportunity to build a strong school community
 - Other activities including:
 - Book Fairs and Grandparents' Day
 - Jefferson Joggers,
 - Musical programs,
 - VIPS reading days,
 - Field days,
 - Red Ribbon week,
 - STEAM Night,
 - Classroom holiday parties,
 - Fall Family Event Night
 - Chess club
 - Drama Kids

- Graduations for 5th grade.
- *Send out parent surveys to evaluate parent interests and plan activities.
- *Staff members will participate in a minimum of two hours of parent and family engagement staff development each year.
- *Jefferson Elementary is not a Title One school. We use money from all of our PTA Fundraisers to provide events for families.
- * The Parent and Family Engagement Information Plan and Packet will be distributed through PTA email blasts, JES PTA Facebook page, Apptegy(Rooms), as well as uploaded on the Jefferson school website, and shared at PTA meetings. Parents will be able to access information in other languages than English and we will have interpreters available for parent conferences as needed.
- *Jefferson Elementary is a member of Johns Hopkins University National Network of Partnership Schools (NNPS). The NNPS School, Family and Community Partnership family model is designed to enhance parent and family participation and engagement in the school and community. The family model is researched based and references engagement, activities, and resources for the six types of involvement: Parenting, Communicating, Volunteering, Student Learning, Decision-Making and Collaborating with the Community. To support the six types of involvement, Jefferson Elementary participates on the LRSD NNPS West School Cluster Team. (Sarah Jane Relano, 501-447-5040)

Jefferson Elementary

Parent, Family, and Community Activities-2025-2026

Activity	Date	Time	Contact Person/Information
Kindergarten -Popsicle Party	August 2025	TBA	Stephanie Becton
PTA Meetings	quarterly	5:30-6:30pm	Jamie Jerkins- president@jeffersonlr.org
Teacher Meet and Greet	8/07/25	4:30-6:30pm	Jefferson Staff Members, Sandra Register, Principal and Jamie Jerkins, PTA Officer and Parent Sandra.Register@lrzd.org president@jeffersonlr.org 501-447-5000
Book Fair	10/17/25- 10/24/25	7:40 to 3:00 p.m.	Lori Benson, Media Specialist Lori.Benson@lrzd.org 501-447-5006
Grandparent's Day and Lunches	9/09/25- 9/10/25- 9/11/25	10:30 to 1:30 p.m.	Mandy Quick
Red Ribbon Week	10/23 – 10/31	8:00 to 2:35 p.m.	Paula Ramsey, Counselor Jerri.ramsey@lrzd.org 501-447-5004
Fall Family Event -75 th Celebration Event	10/6-10/9/25	5:30 to 7:30 p.m.	Anna Meadows and Emily Bemberg president@jeffersonlr.org
VIPs Reading Day	TBD	8:00 to 2:35 p.m.	Lori Benson, Media Specialist Lori.Benson@lrzd.org 501-447-5006

Jefferson Elementary

Parent, Family, and Community Activities–2024-2025

Activity	Date	Time	Contact Person/Information
Canned Food Drive	November 2025	mornings	Paula Ramsey, Counselor Jerri.ramsey@lrsd.org 501-447-5004
Son + ONE Glow Party	March 6, 2026	5:30-7:00pm	Courtney Newell and Amy Hough
Dr. Seuss Read Across America	March 2, 2026	7:40-2:55pm	Lori Benson, Librarian
Cookies and Milk with Santa/Toy Drive	December 2, 2025	5:30-6:30pm	Lair Huguen and Emilie Snyder
Holiday Parties	December 2025	1:00 to 2:00 p.m.	Classroom Teachers, Room Parents and other parent volunteers
PJ Sing Along	December 2025	9:00 to 10:00 a.m.	Classroom Teachers and Beth McAlpine Elizabeth.McAlpine2@lrsd.org 501- 447-5038
Valentine's Holiday Parties	February 13, 2026	1:00 to 2:00 p.m.	Classroom teachers and Room Parents
Little Rockers Marathon	January – March 1, 2026	10:00am	Lauren Satterfield marathon@jeffersonlr.org
STEAM NIGHT	March 19, 2026	5:30-7:00pm	Terri Cross, GT Teacher
MY GIRL Dance	February 6, 2026	5:30-6:30pm	Jordan Roehrenbeck/Rachel Ferraro
Spring Social	April 17, 2026	7:00 to 10:00 p.m.	Rachel Arnold
Field Day	May 8, 2026	8:30-12:30pm	Courtney Vincent and PTA Parents
Fifth Grade Graduation	May 2026	8:30 to 10:30 a.m.	Fifth Grade Teachers and parents president@jeffersonlr.org



Jefferson Elementary
School
Parent and Family
Engagement Plan

2025 - 2026

Jefferson Elementary School

Parent and Family Engagement Facilitator: Sarah Jane Relano
Computer Lab
sarah.relano@lrsd.org
501-447-5040

Table of Contents
Parent and Family Engagement Plan
Recommended Role of the Parent, Student, and Teacher
Calendar of Activities
School/Home Learning Compact
Jefferson Staff Contact List
PTA Information and Committee List
Jefferson Parent Survey
NNPS Keys to Successful Partnerships: Six Types of Parent Involvement

Jefferson Elementary Parent and Family Engagement Plan

1. Jointly Developed

Mission Statement

Our mission at Jefferson Elementary School is to provide a safe, nurturing environment, in which all children will develop academic, emotional, and social skills that will enable them to meet future challenges of our global society.

Jefferson Elementary serves students K-5th grades with approximately 450 students. Approximately 29% of our students receive free and reduced lunch. Jefferson academic status is achieving. We are an A rated school.

Our school shall:

Establish a nurturing atmosphere so that parents will always feel welcome.

Communicate with parents regularly through social media, email, and Apptegy.

Involve parents in the development, review, update, and improvement of the school parent and family engagement plan to meet the changing needs of students, parents, and the school.

Ensure adequate representation of parents of participating children in the process and in a variety of roles.

Address opportunities for regular meetings if requested by parents, to meet the needs of all parents and students.

Designate certified staff members to serve as Parent Facilitators and classroom teachers whose duties are as follows:

- Provide opportunities to foster parent and family engagement in the school.
- Provide a parent communication system that consists of the following:
- Send out newsletters
- Update the LRSD app(Apptegy)
- Send out academic calendars

- Send interim reports for each nine-week period.
- Conduct parent/teacher conferences (twice yearly and more as needed).
- Educate parents on the use of Schoology/HAC to keep track of student progress.
- Utilize PTA and parent/family engagement bulletin boards in the front of the building.

Provide a parent center that contains resources, books, magazines and literature parents can read to promote positive parenting. The Jefferson Parent/Family Center located in the Computer Lab is open Monday – Friday 7:40 a.m. to 2:55 p.m.

Provide copies of the school handbook that includes the process for resolving parent concerns. Implement a Parent and Family Engagement Committee to encourage parents, students, community members and teachers to be part of this team. This team will meet each semester to discuss strategies and implementation for school improvement. They will contribute to formation, revision and evaluation of the school Family and Engagement plan. Upon request and to the extent possible, Jefferson Elementary School will provide communication in a language that parents can understand.

Implement and support a Parent-Association (PTA) and encourage all to join and participate. PTA meetings will be held monthly.

The Parent Facilitator and PTA will train volunteers and/or tutors.

Communicate with parents in regards to parent-conferences, school events, etc. During Parent Teacher Conferences, parents will have the opportunity to review and sign off on the District and School's Parent and Family Engagement Plan.

Send out parent surveys at the beginning and end of the school year to evaluate parent interests and plan future events and activities.

Jefferson Elementary is not a Title I School.

To provide funding for parent and family engagement initiatives, we use money from our PTA fundraisers(Spirit Nights, Jefferson Jubilee Auction, donations).

Parents will have the opportunity to view and receive a copy of the 2025-2026 Parent & Family Engagement Information Packet.

2: Communication

Provide a parent center that contains resources, books, magazines and literature parents can read to promote positive parenting.

How to contact the Parent/Family Center:

- Visit us at 2600 N. McKinley
- Call the school office 501-447-5000
- Email Principal Sandra Register sandra.register@lrsd.org 501-447-5002
- Contact Parent Facilitator Sarah Relano sarah.relano@lrsd.org 501-447-5040
- Contact Library/Media Specialist Lori Benson lori.benson@lrsd.org 501-447-5006

How to find the Parent/Family Center?

The parent center is located in the computer lab which is next to the library. Parents may also check out parenting books from our Media Specialist.

Provide copies of the school handbook that includes the process for resolving parent concerns.

Implement and support a Parent-Association (PTA) and encourage all to join and participate. Meetings will be held monthly.

Send out parent surveys at the beginning and end of the school year to evaluate parent interests, and plan future events and activities.

The parent and Family Engagement Information Plan and Packet will be distributed through PTA email blasts, JES PTA Facebook page, LRSD app(APPTegy), as well as uploaded on the Jefferson school website. We will share the Information Packet at the September PTA meeting and distribute copies of the packet as well. Parents will be notified through when the plan has been posted.

Parents will be able to access information in other languages than English and we will have interpreters available for parent conferences as needed. We send flyers home in Spanish and English.

Parents will be able to access the Parent and Family Engagement Plan and Packet on the school's LRSD website, as well as the PTA website at any time during the year.

Upon request and to the extent possible, Jefferson Elementary School will provide communication in a language that parents can understand.

During Parent Teacher Conferences, parents will have the opportunity to review and sign off on the District and School's Parent and Family Engagement Plan.

The school will encourage communication between families and teachers by scheduling two parent teacher conference days per year.

Send out parent surveys at the beginning of the school year, as well as the end, to evaluate parent interests, and plan future events and activities.

Plan various activities throughout the school year to build staff and parent capacity, to strengthen our school community and parent/family communication, such as:

- August the Teacher- to provide the opportunity to meet teachers and be informed of classroom procedures and expectations
- Family Literacy and Math Nights - to provide information and take home activities that support our curriculum and strategies to help students excel in reading, writing, & math
- Jefferson Jubilee Silent Auction- to provide a social opportunity to build a strong school community
- Book Fairs and Grandparents' Day
- Jefferson Joggers,
- Musical programs,
- VIPS reading days,
- Field days,
- Red Ribbon week,
- STEAM Night,
- Classroom holiday parties,
- Fall carnival- JES FEST
- Chess club,
- Drama Kids,
- Graduation for 5th grade

Recommended roles of the students:

- Follow all school and classroom rules
- Complete homework and daily classroom assignments on time
- Participate in school activities
- Come to school daily, on time, and ready to learn
- Listen and follow school's expectations and directions of all adults
- Travel quietly and safely in the building
- Respect myself, others, and school property

COMMUNICATION

- The parent and Family Engagement Information Plan and Packet will be distributed through PTA email blasts, JES PTA Facebook page, as well as uploaded on the Jefferson school website. We will share the Information Packet at September PTA meeting and distribute copies of the packet as well. Parents will be notified through email when the plan has been posted.

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Recommended roles of the parents:

Become an involved parent at Jefferson Elementary School in one or more of the following ways:

- Join and become an active member of the Jefferson P.T.A.
- Volunteer and mentor at Jefferson in your school community quarterly
- Check APTEGY updates and information weekly
- Review all monthly activities on the Jefferson Calendar
- Review information in student's daily folders
- Attend at least 2 parent conferences
- Attend school activities including academic nights
- Provide a quiet place at home for children to study and do homework
- Monitor child's learning and provide assistance when needed
- Monitor child's progress as follows:
Check daily folders, check grades, interim reports, and report cards on Home Access Center(HAC)
- Communicate respectfully with faculty and staff
- Return phone calls and emails with faculty and staff
- Make sure your contact information is current at all times: address, phone number, email

Recommended roles of the teachers:

- Foster a classroom environment that encourages learning
- Ensure students are engaged in meaningful instruction on a daily basis
- Encourage parents to become active participants in the classroom community through open communication
- Provide opportunities for parents to participate in classroom activities
- Provide quarterly interim reports to students who demonstrate a need for additional support
- Be ready to greet students in your classroom 5 minutes before students arrive
- Upload grades weekly in Teacher Access Center(TAC), and notify parents
- Attend school activities supporting students
- Ensure safety of all students during assigned duties
- Monitor student progress and notify parents with any concerns
- Communicate respectfully with parents and staff

Type 2: Communication

Communicate with families about school programs and student progress through effective school-to-

home and home-to-school communications.

3: Building Staff Capacity

Our school shall:

Encourage communication between families and teachers by scheduling two parent-teacher conference days per year.

Staff members will participate in a minimum of two hours of parent and family engagement staff development.

Designate certified staff members to serve as Parent Facilitators and whose duties are as follows:

- Provide opportunities to foster parent and family engagement in the school.
- Provide a parent communication system that consists of the following:
- Send out weekly PTA newsletters
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- Educate parents on the use of TAC/HAC to keep track of student progress
- Utilize PTA and parent/family engagement bulletin boards in the front of the building.

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BUILD STAFF CAPACITY

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- Encourage parents to become active participants in the classroom community through open communication
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- Be ready to greet students in your classroom 5 minutes before students arrive
- Upload grades weekly in Teacher Access Center(TAC), and notify parents
- Attend school activities supporting students
- Ensure safety of all students during assigned duties
- Monitor student progress and notify parents with any concerns
- Communicate respectfully with parents and staff

Jefferson Elementary teachers, administrators, and specialists will continue to receive ongoing online Professional Development throughout the summer and the 2023-2024 school year through trainings, to receive strategies to enhance parent engagement.

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4: Building Parent Capacity

Our school shall:

Establish a nurturing atmosphere so that parents will always feel welcome.

Implement and support a Parent-Association (PTA) and encourage all to join and participate. Meetings will be held monthly.

Prepare Family Informational Packets that will be sent home with students to include:

- Jefferson Parent & Family Engagement Plan

- Jefferson Student Handbook
- Strategies for effective parent/teacher collaboration
- Parent survey of parent interests/needs
- Opportunities for parent/family engagement to support school community and education of children
- Tentative calendar of family events
- Parent suggestion sheets on how to foster children's success at school

Plan various activities throughout the school year to build staff and parent capacity, to strengthen our school community and parent/family communication, such as:

- August Meet and Greet- to provide the opportunity to meet teachers and be informed of classroom procedures and expectations
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- Field days,
- Red Ribbon week,
- STEAM Night,
- Classroom holiday parties,
- Fall family events,
- Chess Club,
- Drama Kids,
- 5th grade Graduation

Recommended roles of the students:

- Follow all school and classroom rules
- Complete homework and daily classroom assignments on time
- Participate in school activities
- Come to school daily, on time, and ready to learn
- Listen and follow school's expectations and directions of all adults
- Travel quietly and safely in the building
- Respect myself, others, and school property

BUILD PARENT CAPACITY

Recommended roles of the parents:

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Type 1: Parenting

Assist families with parenting and other child-rearing skills, understanding child and adolescent development, and setting home conditions that support children as students at each and grade level. Assist schools in understanding families.

Type 4: Learning at Home

Involve families with their children in learning activities at home, including their homework and other curriculum-related activities and decisions.

Type 5: Decision Making

Include families as participants in school decisions, governance and advocacy through PTA/PTO, school councils, committees, action teams, and other parent organizations.

Type 6: Collaborating with the Community

Coordinate community resources and services for students, families, and the school, with businesses, agencies, and other groups, and provide services to the community.

5: Coordination

Jefferson will continue to implement and support a Parent-Association (PTA) and encourage all to join and participate. Meetings will be held monthly.

The Parent Facilitator and PTA will train volunteers and tutors.

Jefferson PTA will organize volunteers, events, and audiences to support the school and students and provide opportunities at various times in various different locations throughout the year.

Type 3: Volunteering

Improve recruitment, training, work, and schedules, to involve families as volunteers and audiences at the school or in other locations to support students and school programs.

Six Types of Involvement:

Keys to Successful Partnerships

TYPE 1 Parenting

Assist families with parenting skills and setting home conditions to support children as students. Also, assist schools to better understand families.

TYPE 2 Communicating

Conduct effective communications from school-to-home and from home-to-school about school programs and student progress.

TYPE 3 Volunteering

Organize volunteers and audiences to support the school and students. Provide volunteer opportunities in various locations and at various times.

TYPE 4 Learning at Home

Involve families with their children on homework and other curriculum-related activities and decisions.

TYPE 5 Decision Making

Include families as participants in school decisions, and develop parent leaders and representatives.

TYPE 6 Collaborating with the Community

Coordinate resources and services from the community for families, students, and the school, and provide services to the community.

Epstein, et. al. 2002. School, Family, and Community Partnerships: Your Handbook for Action, Second Edition. Thousand Oaks, CA: Corwin Press, Inc.