

Marguerite Vann Elementary

Parent & Family Engagement Plan

2018-2019

Marguerite Vann Elementary has developed a Parent & Family Engagement Plan in order to encourage parents and families to become involved as partners with the school in their child's education. A parent and family engagement committee has been formed. Members of this committee are: Bobby Walker (Principal), Rebecca Decker (Assistant Principal), Tammie McClurkin (Instructional Facilitator/Parent Facilitator), Monica Garcia (Teacher), Melinda Flowers (Teacher), Jeremy Fox (Parent/Distinguished Gentlemen's Club Leader), Teresa Burton (Parent), Josh Dewees (Parent/PTO Co-President), and Heather Martens (Parent/PTO Co-President).

Standard I: Communication

Goal: Communication between home and school is regular, two-way, and meaningful.

To conduct effective communication from school to home and from home to school about school programs and children's progress MVE will:

- 1.) *Prepare informational packets including appropriate information for each age and grade of the child describing:*
 - a. MVE's Parent & Family Engagement plan
 - b. Recommended role of the parent, student, teacher, and school
 - c. Ways for parent to become involved in his/her child's education (PTO, Volunteers, etc.)
 - d. Activities planned throughout the school year

- 2.) *To encourage communication with parents, MVE shall schedule no less than 2 parent-teacher conferences per school year.*

- 3.) *The school may plan and engage in other activities determined to be beneficial to encourage communication with parents, such as:*
 - School/Class newsletters will be sent home weekly
 - Parents of students participating in an IRI (Intensive Reading Instruction) will be notified in writing that their child has been identified as having difficulty in reading, math, and/or writing and will be involved in a conference to discuss the IRI
 - Teachers will make phone calls or receive phone calls to communicate with parents during planning periods or after school
 - Teachers and administrators have email and/or website to communicate with parents

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- Parents have access to telephone numbers and/or email addresses of the school, principal, assistant principal, counselor, and teachers. These are also available on the MVE website
- Parent Link phone and email will be used to notify parents of important events or cancellations
- Barb Clardy, the Marguerite Vann designated 'push person', will send out information via the Conway Public Schools app on a regular (at least weekly) basis.
- Parent nights are planned so parents and teachers can interact around our curriculum
- MVE will foster and promote a responsive, open door policy that is defined collaboratively by staff and families
- MVE will disseminate information clearly and specifically by using language that is understandable to all parents in a multi-method approach (newsletters, web page, report cards, progress reports, Parent Link, etc.)
- To meet the needs of our parents who do not speak English, the school will translate all school-wide written communication into Spanish.
- The school will provide non-English speaking parents with an interpreter, when needed.

Standard II: Parenting

Goal: Parenting skills are promoted and supported.

To promote student learning MVE will:

- 1.) *Purchase parenting books, magazines, and other informative material regarding responsible parenting through the school library, advertise current selections, and give parents an opportunity to borrow the materials for review.*

A Parent and Family Engagement Center has been established for parents and families. It includes a lending library that provides information to parents on a wide variety of parent/family information and support materials including family information packets, parenting books, brochures, and pamphlets that focus on parenting the elementary school-aged child.

Parenting books, parenting magazines, brochures, and pamphlets are available in the Parent and Family Engagement Center for check-out, as well as to take. One-on-one interaction with Administration dealing with these topics and more is also available.

Educational materials and games are available in the Parent and Family Engagement Center to assist parents in working with their children. All materials are available for check-out.

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2.) *Create a parent center.*

Educational materials will be available in the Parent and Family Engagement Center to assist parents in working with their children. All materials are available for check-out.

3.) *Plan and engage in other activities determined by the school to be beneficial to promoting and supporting responsible parenting, such as:*

- Weekly newsletters
- School website contains links to educational/parenting websites
- Parents of pre-K students will be invited to attend an orientation meeting to receive tips and information in order to establish a smooth transition into kindergarten.
- Kindergarten Camp is highly recommended to help students understand policy, procedures, and routines for the school year.
- Parents will be notified of Policies and Procedures for the school year through verbal, written, and/or electronic means of communication. This includes arrival, dismissal, and emergency situations.

Standard III: Student Learning

Goal: Parents play an integral role in assisting student learning.

To help parents in assisting students, MVE will:

1.) *Host a Parent Orientation Night and an Open House where parents are given a report on the state of the school and an overview of:*

- a. What students will be learning (curriculum guides and newsletter)
- b. How students will be assessed (report cards, progress reports, performance tasks, and rubrics)
- c. What parents should expect for their child's education (Arkansas State Standards)
- d. How parents can assist and make a difference in his/her child's education

Marguerite Vann's Report to the Public Document containing school-wide data will be posted to the school's website.

District Handbook will contain information regarding homework policies and consequences of not turning in homework.

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Students will participate in an interactive daily reading program in which they are encouraged to read 20 minutes daily. This will require students to discuss and interact with their parents in order to reach their goal.

Staff development for teachers during the school year will focus on successful approaches to engaging parents in their child's education along with ways to work with parents effectively.

Parents will be invited to Parent Nights to receive ideas and strategies, learn to role play, and model effective practices in the areas of math and literacy.

Standard IV: Volunteering

Goal: Parents are welcome in the school, and their support and assistance is sought.

To organize volunteers to support and assist, MVE will:

1.) Have policies and procedures that encourage parents to visit school, specifically including:

- Procedures for parents to drop off and pick up his/her child outside the building each day
- Procedures allowing parents to visit the school and their child's classroom by setting up an appointment through the main office
- Signage at entrance and a warm, friendly office staff to create a welcoming climate where parents feel valued and respected

2.) Engage in activities determined by the school to welcome parents into the school, such as:

- Have a work area for volunteer work and meetings, sign in through the office using the Hall Pass system
- Encourage families and the community to be involved at school by reading with students, helping at parties, and/or participating in clubs or activities, etc
- Utilize volunteers for the annual "Fun Run", "May Madness", and other special school wide or grade level events
- Spring "Volunteer Appreciation Breakfast" will be held to recognize volunteers

Standard V: School Decision Making and Advocacy

Goal: Recognize that a parent is a full partner in the decisions that affect his or her child and family.

To encourage parents to participate as full partners in the decisions that affect his or her child and family, MVE will:

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- 1.) *Publish the school's/district's process for resolving parental concerns, including how to define the problem, whom to approach first, and how to develop solutions (district handbook)*
- 2.) *Formation of PTO to identify and respond to issues of interest to parents*
- 3.) *Engage in other activities that the school determines will encourage parents to participate as full partners in the decisions that affect his/her family*
- 4.) *Parents will be asked for their ideas and opinions on various school decisions via surveys and/or parent meetings*
- 5.) *Develop clear and understandable procedures that enable all to participate*
- 6.) *Treat parent concerns with respect and demonstrate genuine interest in developing solutions*
- 7.) *Encourage parents to regularly visit our school*
- 8.) *Inform parents of opportunities available through the M. Vann Parent Resource Center.*
- 9.) *Parents will be given the opportunity to communicate concerns, suggestions, etc. to the school's administration in verbal or written form.*
- 10.) *The school administration will respond to parent requests, ideas, and concerns in a timely manner.*
- 11.) *Faculty will attend at least 4 hours of professional development on Logical Consequences and Internet Safety.*

Standard VI: Collaborating with the Community

Goal: To recognize that community resources strengthen school programs, family practices, and student learning.

To take advantage of community resources, MVE will:

- 1.) *Engage in activities that the school has determined will utilize community resources to strengthen school programs, family practices, and student learning*
 - Utilize business and community resources to provide school supplies, food, Christmas gifts, clothing for needy children, and participate in special events
 - Utilize the expertise of community members and invite them to be guest speakers for teacher in-services, parenting workshops, and to inform and motivate students.
 - Partner with community members to improve conditions of safety of school grounds and surrounding areas.

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- Utilize partnerships with community organizations and local businesses.