

# Marmaduke Elementary School

## 2018-2019 Family Engagement Plan

### **Overall School Initiatives:**

- Each teacher will send home a folder containing student papers and work samples throughout the semester. Parents will be asked to sign the folder and send it back to school.
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress.
- The school will provide to parents grade reports/report cards every 4½ and 9 weeks with information regarding their child's academic progress and upcoming classroom and school events.
- The school will send parents a parent-friendly letter that explains their child's test results and standardized test scores.
- The school will send brochures home with students, post notices in school facilities and public buildings, and provide information for local newspapers and radio stations about parent meetings.
- The school will use the student handbook, school website, and parent orientation meetings about the School wide Title I Plan and how to get a copy upon request.

### **1. Marmaduke Elementary employs various communication strategies to provide additional information to parents and increase involvement in supporting classroom instruction including:**

- Marmaduke Elementary School will send messages including surveys, tips related to school achievement, homework tips, organizational skills, grade level standards and study skills.
- Parents may access their child's grades using Home Access Center. Marmaduke Elementary parents may use email to communicate with members of the school staff.
- Each teacher will send home a folder containing student papers and work samples.
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress.
- Parents will be provided student grade reports during the fourth week of the first quarter, ending the first and second nine-weeks, semester, third and fourth nine weeks with information regarding their child's academic progress. On campus, parent/teacher conferences will be scheduled during the mid-term fourth week of the first nine weeks and the ending of the third nine weeks. Messages and calendars will be sent home announcing upcoming classroom and school events.
- The school counselor will send parents a letter explaining students' test results and standardized test results.
- The school will send home notes with students, post notices in school facilities and provide information for local newspapers and radio stations about meetings. The student handbook, School Reach phone call, school website and parent meetings will provide Marmaduke Elementary opportunities to communicate with parents.

### **2. Through proposed parent meetings, conferences, and activities regularly scheduled throughout the year with consideration to flexible meeting times, Marmaduke Elementary will increase parental involvement and build staff and parent capacity to engage in these types of efforts:**

- Parents are encouraged to be involved with review and revision of the school's Title I Program.

- Teachers will hold conferences individually with parents of students in their classrooms. Parent/Teacher scheduled conferences held mid-term the first nine weeks allow time for teachers to meet with parents and inform them of the student's class work, skills mastery, test scores, and an explanation of the interventions teachers are using to assist the child in reaching achievement goals. Parents will be asked to engage in discussion of how they can support efforts being made toward their child's education goals. Parents will also be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures and policies.
- The school will offer an Open House each year to provide an explanation of the statewide assessment system, standards, and other accountability measures as needed.
- Accelerated Reader Rewards Activity Day
- Book Fair Helpers
- Fundraiser for area Children's Hospital
- Soda tab collection for area Children's Hospital/Hospice House
- Teacher Appreciation Week
- "Box Tops" for Education collection
- Relay for Life Fundraiser
- Field Trip day volunteers
- Open House
- Red Ribbon Week
- Choir concerts
- DARE graduation
- MES Basketball season
- Various Committees

### **3. Marmaduke Elementary will provide information to parents about volunteer Opportunities**

- The school will provide a list of volunteer opportunities in a parent interview survey. The survey, including parent volunteer events, will be handed out during Open House for students and parents. Teachers will be available to explain the list of volunteer opportunities to parents and encourage them to become involved in school activities.
- The school will work with Junior High School to help provide a smooth transition from one school to the next by providing end of year visits to the 7th grade campus to review procedures and related activities.
- Marmaduke Elementary teachers will provide instruction about incorporating developmentally appropriate learning activities in the home environment during individual parent teacher conferences, by phone and email as needed.
- The Arkansas Board of Education's Standards for Accreditation of Arkansas Public Schools and school districts shall require no fewer than two hours of professional development is provided for administrators designed to enhance understanding of effective parent involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation during a cycle that will rotate with other highly important training sessions annually.
- School staff, parents, and students will continue to use the school-parent-student compact. This compact will outline how parents, school staff, and students share the responsibility for improving student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high academic standards.

### **4. Marmaduke Elementary will work with parents to create a School-Parent-Compact by:**

- School, staff, students, and parents have developed a school-parent-student compact. This compact outlines how parents, school staff, and students share the responsibility for improving student academic achievement. Parents and Marmaduke Elementary staff continually build and develop a partnership to help children achieve the state's high academic standards. The school compact is included in the student handbook. The administrator, parents, and students remove, sign, and return the compact to school.
- The school will involve parents on school improvement planning committees. To support this process, the school will offer both school staff and parents training on how to contribute to this process in a meaningful way.
- The school will engage parents in decision making about the allocation of its Title I, Part A funds for parental involvement.
- To take advantage of community resources, the school shall consider recruiting alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement.
- Coordinate and integrate parental involvement strategies with those from other local organizations such as state-run preschool programs.

**5. Marmaduke Elementary will provide opportunities for parents to be involved in the development, implementation, and evaluation of the school wide improvement plan and the Annual Title I Meeting to engage them in the decision-making process regarding the school's Title I, Part A Program by:**

- Marmaduke Elementary will ask parents to join committees in working on the school improvement plan. To take advantage of community resources, Marmaduke Elementary will consider recruiting alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement. The school has a Parent Involvement Association called the Booster Club that fosters parental and community involvement within the school. One occasion for which parents and community members volunteer is working in the concession stand at all home basketball games.
- Parents may check out materials, use the computer to check grades, and visit educational websites. Parents will be encouraged to view the Title I Plan located in the parent resource center or media center. A suggestion sheet will also be available for parental input. The school will open the resource center at hours that are convenient to parents.
- The school will distribute information each year that include a copy of the school's parental involvement plan, survey for volunteer interests, recommended roles for parents, teachers, students, and school. Suggestions of ways parents can become involved in their child's education, parental involvement activities planned for the current school year and information about the system that will be used to allow parents and teachers to communicate (notes, phone calls, e-mail...).
- To promote and support responsible parenting, the school shall, as funds are available: Purchase parenting books, magazines and other informative materials regarding responsible parenting through the school library, advertise the current selection, and give parents the opportunity to borrow the materials for review.
- Include in the school's policy handbook the school's process for resolving parental concerns, whom to approach first, and give parents the opportunity to borrow the materials for review.
- The principal of each school district shall be the parent facilitator.

**6. Marmaduke Elementary will provide resources for parents by:**

- Parents are advised they may borrow materials, use the computer to check grades and visit educational web sites at the parent center computer. The school distributes informational packets each year that include a copy of Marmaduke Elementary School's

Parental Involvement Plan. A survey for parents to respond to their interests as volunteers, recommended roles and websites for parents/teachers/students. The packet also includes suggestions of ways parents can become involved in their child's education.

Parental involvement activities planned for the current school year and information that allows parents and teachers to communicate such as notes home, phone calls, e-mail, conferences, etc. are provided in the information sent home.

Promoting and supporting responsible parenting, the school purchases parenting books, magazines and other informative materials through the school library and parent center. The parent magazines, handouts, and book selections may be sent home with the students or given directly to parents when they visit the parent center.

The school will involve parents in the annual evaluation of the Title I, Part A Program's parental efforts through an annual evaluation using a comprehensive needs assessment filled out by teachers, parents and school staff. The Title I committee, made up of teachers, parents and school staff, will determine the effectiveness of the family engagement plan and make changes if warranted. While collecting evidence about satisfaction with the program and the school's efforts to increase parental involvement will be part of the evaluation, the survey will also collect specific information on: (1) growth in number of parents participating in workshops and meetings (2) specific needs of parents; (3) effectiveness of specific strategies; and (4) engagement of parents in activities to support student academic growth.

#### **7. Marmaduke Elementary will engage parents in the evaluation of our parental involvement efforts by:**

The program and the school's effort to increase parental involvement will be a part of the Academic School Improvement Plan, ACSIP evaluation. Parents will serve as committee members for this school improvement plan. The "Family Engagement Survey" will be used to collect specific information in the following areas: (1) Growth in number of parents participating in Grade Level Night, Family Night and meetings. (2) Specific needs of parents. (3) Engagement of parents in activities to support student academic growth recorded in the ACSIP Plan.

The school will ask parents to fill out a parent survey during the school year to get information from parents concerning the activities they feel will be most beneficial in the effort to support their child academically.

The school will use the results of the parent interest survey to plan parental involvement activities for the year.

The school will evaluate the activities that were suggested by the parents at the end of the year as part of the annual parental involvement plan evaluation.

#### **8. Marmaduke Elementary will use the parent interest surveys to select, plan and implement parental involvement activities offered throughout the year by:**

Marmaduke Elementary School will ask parents to fill out a Parent Interest Survey during the school year to get information from parents concerning school activities which may support their child academically. Results of the Parent Interest Survey, parent meetings and the ACSIP Parental Involvement Plan will guide Marmaduke Elementary School Parent Involvement Efforts throughout the year. Activities that were suggested by parents as part of the annual parental involvement plan evaluation will be reviewed. The Parental Involvement Leadership Team will present data for the ACSIP Plan. Information will be given to the parents in regard to the issues that sixth grade students face transitioning to seventh grade at Marmaduke High School. Advisement from the principal, counselor, and teachers will be given in areas affecting course selection, career planning and preparation for post-secondary opportunities.

The school will conduct an Annual Title I Meeting for parents of the students who participate in the Title I, Part A Program.

- The school will hold their annual Title I meeting separate from any other meetings or activities to ensure that they have ample time to provide a description/explanation of school curriculum, information on forms of academic assessments used to measure student progress and information on proficiency level students are expected to meet.
- For each Title I, Part A School, an annual Title I Meeting must be conducted. The agenda, the sign-in sheet and the minutes for this meeting must be generated separately from any other events and kept on file in the school's office.

**9. Marmaduke Elementary will plan the Annual Title I Meeting**

- The annual Title I Meeting for parents will be held during the fall semester. The Title I annual meeting will be held separate from any other activities or meetings. Marmaduke's Title I meeting will provide a description/explanation of school curriculum and instructional information. The principal will host the Title I Plan meeting and parents will be informed of the use of formative and summative assessments. Proficiency levels for testing will be explained as well as expectations for mastery and teacher interventions to instruction according to the district, state and national assessments. The agenda, sign-in sheets and minutes for the Title I meeting will be kept on file by the principal in the Title I Records folder.