

# Glen Oaks Elementary School

## Family Engagement Plan

Research shows that students receive the following benefits from a collaborative partnership with the school, the family and the community: higher grades and test scores, better attendance and homework completion, fewer placements in special education, more positive attitudes and behavior, higher graduation rates and greater enrollment in post secondary education. The gain for families includes: improved understanding of their child's development, improved ability to parent, improved ability to assist their children with school and learning, and improved relationships among all stakeholders.

Parents/families, school board members, school faculty representatives, and community members were involved in the development of a written Family Engagement Plan that has been adopted by Glen Oaks Elementary School.

### Family Engagement Advisory Council

The Family Engagement Advisory Council members are listed below

#### Committee:

Tasha Kiel, Administrator  
Alexandria Nixon, Counselor/Attendance  
Cynthia Abernathy, Grandparent  
Sheberia Wolfe, Teacher/Technology  
Angette Jackson-Jones, Media Specialist  
Latonya Shears, Reading Specialist  
Sharon Muhammed, Special Education Teacher  
Latoya Williams- Parent  
Tequilla King- Parent  
Elissa Davis - Parent

### **SECTION I - GOALS**

I. Open and two-way communication between families and the district and school both verbally and in writing using a variety of strategies and methods will be supported and increased.

#### Strategies:

A. Schoolwide Parent/Teacher Conferences will be held at least twice yearly to inform parents of their child's progress in school including academic performance and assistance with understanding their child's individual classroom grades and test results to address specific academic needs of their child.

1. Parent/Teacher Conferences will be held at the end of the first nine-weeks and the end of the third nine-weeks for all the schools.

B. A "Back to School" Celebration will be held at the beginning of each school year, and the following information will be communicated to parents:

- Purpose of the Family Engagement Initiative
- Family Engagement School Board Policy
- Title I Requirements
- Assessment Results on all State Tests
- Curriculum – "Blueprint for Learning"
- School-Parent Compact
- School Policies
- Teacher Information
- Parent Rights
- Future Family Engagement Activities

C. Each school will hold an annual Title I Meeting in which all parents of all students will be invited and encouraged to attend. Parents/families will be informed of their school's participation in the Title I Program, and the right of the parents/families to be involved. Parents will be informed of the following information:

- Teacher/Parent/Student Compact
- Current student assessment scores
- Curricular information including any changes in the curriculum and assessment instructional strategies (Common Core)

D. A Student Handbook will be sent home at the beginning of each school year to inform parents of district and school policies for enrollment, attendance, homework, safety and discipline procedures, bus routes and bus behavior, Technology Acceptable Use Policy and Parents Educational Rights and Privacy Act. Parents are required to sign and return to the child's teacher the appropriate form attached to the front of the handbook stating that they have read and discussed the handbook with their child.

E. A School-Parent Compact, a requirement of the Title I Program outlines how parents, the school staff, and students will share the responsibility for improved 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 standards.

F. Teachers will send home in writing to families/parents classroom information including teacher information (phone number and e-mail address), classroom rules and procedures, grading

policy, etc. at the beginning of the school year. This information can also be found on the school and teacher websites.

G. Teachers will communicate with families/parents concerning their child's successes and/or problems on a regular basis through reports, notes, letters, phone calls, awards, etc.

1. Report cards will be sent to parents at the end of each nine-week period.

2. A mid-nine-week report will be sent home at all school centers to make parents aware of student progress as well as allow parents the opportunity to request conferences and additional information to provide added supervision of student learning/homework in order to improve grades if needed.

3. Teachers will document parent contacts and whether made by phone, note, home visit, etc. indicating the date and information discussed.

H. School/classroom newsletters and notes will be written in students' native language and sent to parents/families on a regular basis to keep parents informed of school and classroom events and/or activities.

I. Parent/family surveys and checklists will be used to gain parent input and suggestions as to the quality of parent engagement activities in the school. A suggestion box will be set up in each school center as a means to receive suggestions from parents on how to better serve children. All suggestions are to be typed and submitted to the Director of Schools monthly and will be reviewed by the Family Engagement Advisory Council to discuss ways to improve parent/family interaction.

J. Parents/families will be notified in writing that they may request information about their child's course of study and have access to all learning materials by making a request to the principal of their child's school, and sample instructional materials will be displayed for review at Parent-Teacher Conferences.

K. Parents/families will be informed in the Fairfield City Schools' Student Handbook of their right to access their children's official school records.

L. Teacher certification and qualifications including Highly Qualified information will be available for parent through parent's right to know documentation.

M. An "end of the year" ceremony will be conducted, which includes special activities such as Awards Day, Promotion Ceremonies etc.

N. The "School Reach System" is a parent/staff notification system to give parents/staff pertinent information such as school closure for inclement weather.

II. Family/Parents' opportunities for involvement in classroom, school, and district activities will be increased.

A. Many activities will be provided at the district level and at individual schools to allow parents/families to be involved in their child's school and learning:

1. Open House.

2. Parental Involvement Meetings

- The school will host several parental involvement meetings to keep parents informed on various topics that directly affect students and parents on a consistent basis.

3. Parent Volunteer Program

- The school will encourage parents to volunteer in the school with activities such as reading with children, tutoring, designing bulletin boards, or clerical work. A log will be maintained documenting parent volunteers and the number of hours of parent/family volunteer time.

4. Volunteer Recognition Program.

- The school will provide certificates of appreciation or awards that will be presented to the parents at the regular School Board Meeting.
- Volunteer Appreciation Day

5. Transition/Orientation activities will be developed at each school through partnership with Fairfield High school and Forest Hill Community Center to assist students/parents/families in the transition between Pre-K/K, and 5/6.

6. Parents will be given the opportunity to become involved in their child's education by participating in the following activities and programs:

- Grandparents Day
- Special Student Programs (Christmas and African American History)
- Carnivals/Festivals
- Red Ribbon Week Activities
- Costume Walks
- PTA Meetings
- Awards/Honors Day
- Attendance Recognition/Incentive Program
- Multiplication/Spelling Bees
- Room Mothers/Fathers to help with classroom events such as parties, etc.
- Parent Appreciation Day (muffins with moms/donuts with dads)
- Beta Club Induction Ceremony
- TAG – Talented and Gifted Program
- Sports Banquets

III. Parents/families will be given increased assistance by district/school staff to gain the knowledge and skills in parenting and fostering conditions to assist and support their children's learning and development at home.

A. Since parents are a child's first and most important teacher, they will be given parental support for their child's academic success in school.

1. The "Parents Make the Difference" will be incorporated into teachers newsletters distributed monthly to each student containing information on how parents can help their child with homework, discipline, etc.
2. Parents will be invited to support their children through attending various school events including student programs, performances, assemblies, sports events, etc.
3. A monthly event calendar will be maintained on each school's website.
4. Parents will be provided with curriculum information from the new common core standards sites detailing skills that are tested in each grade level and subject area on state tests. The building test coordinator will provide parents with test taking strategies for parents and students.
5. Parents will be provided with pamphlets and brochures with suggestions for successful parenting skills.
6. Parents will be encouraged to monitor and/or supervise homework and daily reading activities that reinforce or enrich their child's classroom learning and a list of selected books to read is provided.
7. Parents will be encouraged to monitor their children's television viewing as well as their use of free time.
8. Referrals are being made to the provider for court-ordered parenting-classes for students with excessive absences.

B. Parents/families participation in joint projects such as the Science Fair, Math Derby, Social Studies Wax Museum and read-a-thons that involve children and teachers will be encouraged and supported.

1. Each year every elementary school has a large number of students that participates in the school Science Fair.
2. Boy/Girls Scouts gives parents and students an opportunity to work together on projects.
3. The district will provide multiple opportunities for parents to develop their parenting and child-rearing skills to help their children succeed in school and life.
4. The school will work with community resources to provide parenting classes. The parenting series will also be used to give parents information on providing a positive home environment for their child that:
  - Is safe, drug-free and positive
  - Fosters a positive self-confidence/self-esteem
  - Provides developmentally appropriate behavior
  - Holds high expectations
  - Establishes clear rules and boundaries
  - Has a balanced and nutritional diet along with quality health care

IV. Parents/Families and community organizations will be provided numerous opportunities to share in decision-making and to become leaders in the advisory and advocacy roles in the schools including school review and steps for school improvement.

A. The district and schools will invite parents to participate as partners in decision-making activities.

1. One or more parents were involved in the development of the School Family Engagement Plan, School Improvement Plan, etc.
2. Each school site will establish a Parent/Family Advisory Committee to meet quarterly with minutes being recorded.
3. Each school center will encourage the organization and promotion of a PTA Organization.
4. A Suggestion Box will be set up in each school center to give parents/families an opportunity to give suggestions for improvement. A copy of the suggestions will be given to Walter Curry, Director of Operations.

B. The School will collaborate with business and community organizations.

1. A Parent/Community/Business Resource Program in which parents and community members share expertise, talents, and experiences will be established.
2. Community and business partners will be recruited to provide incentives for good attendance, etc.

- McDonalds
- Sonic
- Subway
- Arby's
- Pizza Hut

4. There is collaboration with Head Start/Forest Hills Community Center in transitioning students from Pre-K to Kindergarten.

5 Girls Inc. is partnering with our school to provide a program entitled "Safe Touching" to our students, which also provides "Prevention of Child Abuse"

6. Other collaborations have been established to develop a mutual support and appreciation between business, community, and schools.

- Miles College
- Big Brothers/Big Sisters
- University of Alabama at Birmingham
- Cahaba Medical
- Vision Screening
- Local Churches
- DA office
- Jefferson County Sheriff's Office
- Assistance League/Operation School Bell
- ACE
- Learning for Life
- Jefferson county commissioner
- Better Basics
- AMSTI
- McWane Science Center
- Birmingham Mayors office
- Local Fire Departments
- Local radio stations

- Bessemer Police Department

## **SECTION II – COORDINATION, ASSISTANCE, AND SUPPORT**

I. The school will provide the coordination, technical assistance and support through direct participation of Central Office Staff and the Family Engagement Advisory Council to assist schools in planning and implementing effective Parent/Family Involvement activities.

A. Training for Teachers/Staff on the importance of Family Engagement and “Family Friendly Schools” has been provided.

1. The school district provided professional development sessions on how to communicate with parents during employee institute.

B. The Central Office will provide technical assistance and support in helping schools in planning and implementing their School Parent/Family Involvement Plan.

## **III. EVALUATION**

A. The Family Engagement Advisory Council will annually evaluate the content and effectiveness of the Family Engagement Program in the district and schools.

Family and Community feedback concerning the effectiveness will be received through multiple outlets in order to evaluate the effectiveness of the engagement program. Feedback will be accepted from our website, emails, suggestion boxes, and annually at our Family Engagement Meeting.

B. Documentation from district/school/family engagement activities such as a scrapbook including sign-ins with name and position, minutes of meetings, surveys, questionnaires, invitations, agendas, pictures, will be maintained at each school center

C. The Family Engagement Advisory Council will develop strategies to address respondent concerns.

1. To improve open and two-way communication between families and schools/teachers as listed in Goal I.

a. Update each school’s website.

b. Provide teacher contact information (phone number, e-mail address, and planning time) for parents/families.

1. Place contact information on the welcome letter that is sent home at the beginning of the school year.

2. Place contact information on each correspondence that is sent home to parents throughout the school year.