

2022-23 Park Avenue Elementary Family and Community Engagement Plan

Park Avenue Elementary School understands the importance of involving family members, and the community as a whole, in promoting higher student achievement and general goodwill between the district and those it serves. Therefore, PAE shall strive to develop and maintain the capacity for meaningful and productive family and community involvement.

1. Jointly Developed

Park Avenue Elementary will provide opportunities for parents to be involved in the development, implementation, and evaluation of the schoolwide school improvement plan, and the Annual Title I Meeting to engage them in the decision-making processes regarding the school's Title I, Part A Program.

1.1 Parents and community members will be invited and encouraged to assist school personnel on a variety of committees such as an Alumni Committee, School Improvement Plan Committee, PAE Power Parent Meeting, a committee that meets yearly to review and update the SPS Parent/Student Handbook, and a committee to review the school's Parental Involvement Plan.

1.2 Families chosen/invited to participate in decision-making committees are carefully chosen in order to closely represent the student population.

2. Communication

Park Avenue Elementary staff will use various communication strategies to provide additional information to parents and guardians to increase family and community involvement in supporting classroom instruction.

2.1

- Families will be provided report cards every nine weeks and will receive interim reports halfway through each nine-week period.
- Regular two-way communication will be utilized including phone, the use of families' email addresses, school and district social media accounts, homework folders, and the PBIS app.
- Other communication methods utilized are the district's automated phone messaging system, the school marque, newsletters, the school and district website, and announcements on the local radio station.
- A Parent Volunteer Survey will be distributed on signing day. Parents will be encouraged to complete the form that asks about hobbies, and special interests and lists various volunteer opportunities and time preferences.
- Families are provided a copy of the Parent and Family Engagement Plan and a schedule of activities annually as paper copies and digitally on our school website annually.

- Recommended roles for parents, students, teachers, and the school are outlined in the [school-parent compact](#) and distributed annually during sign-in week. The Compact is also posted on the school website.
- [Volunteer](#) Opportunities are distributed annually as paper copies and posted digitally on our school webpage and on our social media sites.

2.2

- Relevant information both in English and Spanish is provided as paper copies, through the PBIS app, on social media sites, and on our school webpage.

2.3

- Flexible opportunities for meeting with families are offered through Coffee Talk (morning), Lunch and Learn meetings, and evening programs/meetings to accommodate all families.

3: Building Staff Capacity

3.1

- Park Avenue Elementary will sponsor and encourage parents to attend an Open House, a beginning of the year informational event, a family night event, a district-wide Maker Faire, PTO meetings, and other academic and enrichment activities such as award programs, Spelling Bee, One Book One School, One Grade, One Book, Accelerated Reader/One Book One School Kick-Off, two Book Fairs, and a Black History Month Program.
- Informational meetings about the new standards-based report card will be provided to kindergarten families in the 2022 - 2023 school year.
- “Real Men Read,” will be held during the month of February. Male relatives of students and male community members are invited to volunteer to read to classes, Pre-K through 4th grade.
- Instruction will be provided to parents on how to incorporate developmentally appropriate learning activities in the home environment such as Lunch and Learn events and videos with examples of instructional strategies.
- Staff members will be encouraged to use family involvement surveys that are housed in the library and shared digitally.
- Staff members will be provided with the Appeal Process in the Stuttgart School District Handbook. The Appeal Process outlines the district’s process of resolving parent concerns.
- Two parent/teacher conferences will be held each year. One during the first nine-week period and one during the third nine-week period.
- Kindergarten and new student registration will be held in the spring.
- Staff members will be encouraged to foster a school/home connection through newsletters, the PBIS app, and social media sites especially grade level pages, phone calls, and emails.
- Teachers will keep a communication log to document communication between home and school.

4: Building Parent Capacity

Park Avenue Elementary will hold family meetings and activities throughout the year to increase family and community involvement and build parent capacity to engage in these types of efforts.

4.1

- Families are provided with explanations and descriptions of the curriculum such as Foundations, Amplify, and Ready Math during family meetings, through newsletters, the school website, and social media sites.
- Parents are informed of grade level assessments (Common Formative Assessments and Common Summative Assessments) and how they are used to determine a student's mastery of the grade level Essential Standards.
- Families are made aware of state test expectations and timelines.
- Families are notified of students reading levels twice annually.
- Essential Standards for each grade level are provided on the school website and sent home at the first of the year and again at the beginning of each quarter.

4.2

- Park Avenue Elementary will conduct an Annual Title I meeting in October 2022 for families of the students who participate in the Title I, Part A Program. The meeting will be conducted separately from any other meeting or activity.
- Parent/Guardians will be informed on how to access their child's IReady account, PBIS account, Home Access Center (HAC), and Accelerated Reader account through Home Connect to monitor their child's progress.
- Families are encouraged to contact educators for assistance in helping their children through a variety of methods. Families also are encouraged to attend curriculum nights, Coffee Talk Curriculum Meetings, and Lunch and Learn Meetings.

4.3

- Instruction will be provided to parents on how to incorporate developmentally appropriate learning activities in the home environment such as Lunch and Learn events and access to videos of instructional strategies.
- Park Avenue Elementary will sponsor and encourage parents to attend an Open House, a beginning of the year informational event, a family night event, a district-wide Maker Faire, PTO meetings and other academic and enrichment activities such as award programs, Spelling Bee, One Book One School, Accelerated Reader/One Book One School Kick-Off, two Book Fairs, and a Black History Month Program
- Social Media awareness resources will be provided to 3rd and 4th-grade parents.
- The Digital Learning Unit [SMACtalk](#) monthly resources will be shared with parents utilizing our social media sites.
- Families are provided with grade-level Essential Standards to assist with a child's curriculum.

4.4

- "Real Men Read," will be held during the month of February. Male relatives of students and male community members are invited to volunteer to read to classes, Pre-K through 4th grade.

- [Volunteer](#) Opportunities are shared with families and families are surveyed about volunteer interests
- Curriculum meetings such as curriculum nights, Lunch and Learn, and Coffee Talk is held to help with classroom curricular needs.
- The school improvement plan will be evaluated annually through surveys and Parental Involvement Committee meetings.

4.5

- A Parent Resource Center will be located at PAE and will contain parenting books, magazines, and other materials regarding responsible parenting. Current selections will be advertised and parents will have the opportunity to check out materials and use the computer.
- To promote and support responsible parenting, Park Avenue Elementary shall, as funds are available, purchase parenting books, magazines, and other informative materials.

4.6

- To provide parents with developmentally appropriate learning activities PAE will:
 - host curriculum nights, provide videos of learning strategies, Lunch and Learn and Coffee Talk curriculum meetings
 - the use and access of [Division of Elementary and Secondary](#) website tools for parents
 - nutritional tidbits called “Nutritional Nuggets” from our Food Services Department used to educate families on nutritional meals will be posted on our social media sites and the school webpage

5: Coordination

5.1

- A Parent Resource Center will be located at PAE and will contain parenting books, magazines, and other materials regarding responsible parenting. Current selections will be advertised and parents will have the opportunity to check out materials and use the computer.

5.2

- To ease the transition from Pre-K to early elementary, Park Avenue Elementary will provide a literacy packet and a kindergarten handbook for children and families registering for kindergarten. To further aid this transition, Pre-K students attending PAE will tour kindergarten classrooms, the cafeteria, and activity classrooms to get a sense of what kindergarten will be like.
- To ease the transition from Park Avenue Elementary to Meekins Middle School for our 4th-grade students, a “What’s Next Night and Day” will be held. This allows 4th-grade students to meet MMS teachers, tour the building, and get a sense of what is next.

5.3

- Park Avenue Elementary will facilitate the formation of a PTO that meets four times a year between August and May

6: Annual Title I Meeting

6.1

- Park Avenue Elementary will conduct an Annual Title I meeting in October 2022 for families of the students who participate in the Title I, Part A Program. The meeting will be conducted separately from any other meeting or activity.
- Each family will receive a copy of The Right to Know Teacher Qualification and the Right to Request Meetings in the Stuttgart Public School Handbook in printed form and in digital form on the SPS and PAE website.

7: School-Parent Compact

7.1

- The [School-Parent Compact](#) will be reviewed annually by the Parental Involvement Committee which is composed of family and staff members.

7.2

- Parent-Teacher Conferences will be held once each semester during the school year.
- Families receive a copy of the School-Parent Compact in their beginning of the year paperwork required for all students.
- A copy of the compact can also be found on the school website.
- Link to [PAE School-Parent Compact](#)

8: Reservation of Funds

8.1

- Title 1, Part A Funds are spent to fund curriculum nights, literature for our parent resource center, Weebly and Smore subscriptions, One School, One Book, One Grade, One Book, Back to School event, take home STEM project materials, and family engagement home projects
- The school determines how funds are spent through school-wide Title 1 needs assessment and student data
- The Parental Involvement Coordinator, community stakeholders, administrators, and

the Federal Coordinator are all involved in determining how funds are spent.

8.2

- Parents and family members are involved with how funds are spent through surveys, PTO quarterly Family engagement PTO meetings, and Parental Involvement Committee meetings.

Committee Members, Role

First Name	Last Name	Role <i>(Teacher, Staff, Parent, Student, or Community Member)</i>
Celeste	Smith	teacher/parent
December	Hood	parent
Sarah	Moore	parent
Steven	Smith	parent
Cole	Sherman	parent
Shameka	Winfrey	parent