

# Michigan Avenue School Family Engagement Plan

(Updated November 2014)

*If you have any questions concerning this plan, please contact Sha'Ree Morgan at 478-8807. To translate call 478-8807 Para traducir la llamada 478-8807*

**Goal Statement:** Encourage and maintain effective relationships between school and community.

**Objective 1:** Provide timely communication concerning school curriculum, assessments, and events.

**Action Plan:**

1. A system-wide calendar is distributed at the beginning of each school year within the parent handbook.
2. A website for our school system is regularly maintained with postings of the school calendar and links to the school website.
3. School Insites, an app for keeping parents informed of upcoming school events, is available for download to all smart devices and can be found on the district website.
4. Parents are provided awareness regarding the Family Engagement Plan in an understandable and uniform format, and to the extent practicable, provided in a language the parents can understand.
5. The PTO has established on-going communication via Twitter and Facebook and regularly posts upcoming events and/or news for parents.
6. The principal provides weekly communication with teachers via e-mail concerning the following week and all school activities.
7. The school website is maintained to provide parents the opportunity to view the Family Engagement Plan and offer suggestions and/or amendments to the plan.
8. The school website is maintained to provide parents the opportunity to view current school events, curriculum offerings and Common Core Standards.
9. Open House/Parent Meetings are held annually to orient parents to the beginning of a new school year, define school-wide Title I, their right as a parent to be involved, and AMO results.
10. A student/parent handbook is provided to outline school procedures, discipline policies, dress-code, and other pertinent information.
11. Weekly communication folders provide parents a glimpse of their child's academic progress and behavior status. Parents' signatures are documented to indicate receipt of this communication.
12. Teachers log any phone calls, notes, or personal contact with the school community and keep these in a Parent Engagement Folder.
13. Parent Conferencing is offered, in both, the first and second semester of each school year and may be student led. Conferences offer a flexible number of meeting times. Other conferences are scheduled at the teacher's discretion.

14. Test results from spring standardized tests are sent home in report cards at the beginning of each school year.
15. A description of curriculum and the expected proficiency levels for each grade level are given to parents and students annually.
16. A link to Common Core Curriculum and state standards is provided and available for viewing on the district website, [www.bradleyschools.org](http://www.bradleyschools.org).
17. ConnectEd, a phone tree messaging service, is utilized to inform parents of upcoming school events, testing information and/or other pertinent information as it pertains to the education of their child.
18. Leadership Logs are utilized for student-led conferencing with parents and are sent home bi-annually for review by the parents.
19. The MAS PTO manages and maintains contact with parents through the social media avenues of Facebook and Twitter.

**Objective 2:** Promote family and community participation in school activities.

**Action Plan:**

1. Two Parent Volunteer Orientation Meetings are held at the beginning of each year.
2. The Title I Teacher serves as the Family Engagement coordinator and match volunteers to service opportunities.
3. A parent volunteer handbook has been developed and is updated annually. All volunteers are provided a copy of this handbook.
4. Volunteers sign-in upon arrival to the school so that their participation can be monitored.
5. Corporate partners, School Board members, and County Commissioners are regularly informed/invited to school events via email and/or mailings.
6. A Community Celebration/Luncheon is held for community partners in appreciation of their gifts/donations to the school.
7. Grandparents are treated to a special breakfast during the year.
8. A PTO is established and holds regular meetings.
9. A Santa Social is held in December for grades PreK - 2 and provides parents the opportunity to do crafts, cookie-decorating, and a variety of Christmas activities with their children.
10. Science/ Math Night is held each Spring for grades 3,4, and 5 and allows parents and provides parents the opportunity to participate in hands-on activities with their children.
11. A Teddy Bear Picnic is held for new Kindergarten students and their parents in the summer, prior to the beginning of the school year.
12. Michigan Avenue School participates in the annual event "Read for the Record," where positive male role models from the community are invited to attend a breakfast and spend time reading books to the students.
13. Per parent request, childcare may be made available so that parents may attend literacy, technology and/or parent trainings.

14. Information related to school and parent programs and other activities is sent to the parents in a format and, to the extent practicable, in a language the parents can understand.
15. Parents are invited to assist in the production of numerous school activities, such as: field trips, in-class art projects, fall festival, spring auction, RAP Program, and the Accelerated Reader Store.
16. Parents and staff are educated on the importance and value of building ties between the parents and the school.
17. A “Boo-Hoo Breakfast” is hosted annually by 1<sup>st</sup> grade parents for all incoming Kindergarten students and their parents.

Objective 3: Provide curriculum-based activities to be utilized at home to enable and encourage parents to participate in their child’s education.

**Action Plan:**

1. Home/School Connection letters are sent home monthly which suggest educational activities for parents and students to do together.
2. The RTI2 program is utilized and provides parents, whose children need intensive reading/math instruction, the opportunity to participate in data team meetings.
3. 4-H projects provide parents the opportunity to participate in activities such as speech writing, bread baking, and creative arts with their children.
4. Family Reading Nights are held twice each week for students and their families to read together and check-out library books.
5. Each grade level provides a minimum of one home project for students to complete with parental assistance.
6. Materials and training may be provided to help parents work with their children to improve their achievement.
7. In coordination with our pre-school program, certain materials and/or other pertinent information may be offered to the parents of the children who attend the MAS Pre-K Program.

Objective 4: Provide parent and community opportunities to give input concerning school needs and goals.

**Action Plan:**

1. Parents serve on School Improvement/QAR Committees and the Title I Task Force.
2. Surveys are conducted annually of all parents, students and teachers. Survey results are used in conjunction with test scores to develop the SIP/QAR plans.
3. Suggestions are taken annually at the Parent Volunteer Orientation for improving parental participation. Two sessions are held at differing times to allow maximum participation.
4. The Student/Parent/Teacher Compact was jointly developed by teachers and parents from all schools in our district and is reviewed annually at Title I Task Force Meetings.

5. Parents may be invited to serve on the Director of Schools Advisory Committee.
6. Parents may be invited to serve on the MAS Parent Advisory Council.
7. The school website is maintained to provide parents the opportunity to view the Family Engagement Plan and offer suggestions and/or amendments to the plan.
8. The PTO offers an annual membership drive and all parents are encouraged to become a member.

Objective 5: Coordinate community services with students' needs.

**Action Plan:**

1. The Michigan Avenue School Counselor works in coordination with Parkridge Hospital, Hiwassee Mental Health Center, Health Management Services, Youth Counseling Services, and the Department of Children's Services to support students' mental health on an as-needed basis.
2. Classroom teachers identify students who might need clothing, shoes, or school supplies. These services are provided by local churches, the Shriner's of Cleveland, Junior Auxiliary and other organizations.
3. Free vision screenings are conducted each year by the Lion's Club of Cleveland for grades K, 2, and 4.
4. Vulcan Materials Inc. and Brenda Lawson, a local businesswoman, pay for Christmas shopping sprees of \$100 for each needy student in our school.
5. Johnnie Shumate, Youth Minister at Living Word Fellowship, serves as campus chaplain for Michigan Avenue School to provide emotional support to students in crisis.
6. Junior Auxillary of Cleveland conducts a program annually entitled, "Read to Me" for all first grade students to promote literacy.
7. Athens Federal Bank provides a gold coin and a "piggy bank" to students to students who are named as "Student of the Month."
8. Safe schools grant provides assistance for improved implementation of security for students/staff.
9. YMCA provides an on-campus after-school program for working parents.
10. Big City University and North Cleveland COG provide after-school programming for students who may have lower socio-economic backgrounds. This program provides new and innovative activities that integrate academic content with a creative environment.
11. Various guest speakers are invited to visit with students who may be in a current study related to their specific field of employment. (Examples: the Mayor of Cleveland, local dentists, veterinarians, employees from Cleveland Utilities, Bradley County Sheriff's Office and many others).
12. Lee University partners with MAS to provide college students the opportunity to serve the children in several capacities. These include: tutoring, reading buddies, speech writing, EPals, and Storyfair.

