

Elementary

Family Engagement Action Plan

School: Madison Elementary

Year: 2011-2012

GOAL 1 – ACADEMIC:

(What is one goal reflected in our School Improvement Plan and Parent Involvement Policy and Compact that we, as a school, could implement to engage families in Reading, Writing, Math, etc.?)

To collaborate with families through explanations of academic data, progress, and student specific strategies in an effort to increase student achievement in reading

PTA Standards: **Standard 1**—Welcoming All Families into the School Community; **Standard 2**—Communicating Effectively; **Standard 3**—Supporting Student Success; **Standard 4**—Speaking Up for Every Child; **Standard 5**—Sharing Power; **Standard 6**—Collaborating with Community

Goal Setting: How will we accomplish THIS GOAL?

Possible strategies, activities and initiatives we want to consider:	Audience: e.g., grade, all, some, few	Timeline: Projected Date(s)	PTA Standard(s) 1-6 (see above)	Persons Responsible: Who’s helping? What resources, training, and information will they need?	How will we measure the results? (e.g., questionnaires, surveys, checklists, interviews, observations and focus groups.)
Family Reading Night – activities will be differentiated based on quadrant sort data	All Grade Levels All <i>differentiated</i>	11/13/11 <input type="checkbox"/> Completed	1, 2, 3	All grade level teams will need basic information about each event and resources to assist them in planning grade level activities.	Survey families and staff, observations
Identify students in need of reading interventions and communicate progress with families on a bi-weekly basis through notes, phone calls, e-mails, etc. Utilize family contact logs to track communication.	All Grade Levels Few	Throughout the school year <input type="checkbox"/> Completed	2, 3	All teachers will need training in effective communication. They will need access to data, postcards, stamps, and time to contact families.	Family contact logs, student progress data
Insert “commercial breaks” focused on literacy into all music concerts.	All Grade Levels All	Throughout the school year <input type="checkbox"/> Completed	2, 3	Family Engagement Team and music teachers. Music teachers will need to be involved in the planning.	Staff survey, observations, interview of families attending concerts.
		<input type="checkbox"/> Completed			

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GOAL 2 – BEHAVIORAL:

(What is one goal reflected in our School Improvement Plan and Parent Involvement Policy and Compact that we, as a school, could implement to engage families in the behavioral procedures of our school?)

To involve the school community (families, community members, students, and staff) in the development of the school Guidelines for Success.

PTA Standards: **Standard 1**—Welcoming All Families into the School Community; **Standard 2**—Communicating Effectively; **Standard 3**—Supporting Student Success; **Standard 4**—Speaking Up for Every Child; **Standard 5**—Sharing Power; **Standard 6**—Collaborating with Community

Goal Setting: How will we accomplish THIS GOAL?

Possible strategies, activities and initiatives we want to consider:	Audience: e.g., grade, all, some, few	Timeline: Projected Date(s)	PTA Standard(s) 1-6 (see above)	Persons Responsible: Who's helping? What resources, training, and information will they need?	How will we measure the results? (e.g., questionnaires, surveys, checklists, interviews, observations and focus groups.)
Survey staff, students, and families for top 5 choices on the nominated Guidelines for Success characteristics necessary for school and future success.	All Grade Levels All	9/9/11 <input type="checkbox"/> Completed	2, 3, 4, 5	MTSS Leadership team, Family Engagement Team, classroom teachers. Inform teachers of plans at August staff meeting.	Compiled survey data
Staff and leadership students will visit the Madison Avenue Mall to ask store owners to vote on the nominated Guidelines for Success characteristics.	Community Members All	9/30/11 <input type="checkbox"/> Completed	5, 6	MTSS Leadership team, Family Engagement Team, Leadership Students. Train students on how to approach business owners.	Compiled survey data
		<input type="checkbox"/> Completed			
		<input type="checkbox"/> Completed			

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GOAL 3 – RELATIONSHIP BUILDING:

(What is one goal reflected in our School Improvement Plan and Parent Involvement Policy and Compact that we, as a school, could implement to WELCOME, HONOR and CONNECT with our families?)

To ensure that families feel welcomed, valued, and connected to the school community and to what students are learning in class.

PTA Standards: **Standard 1**—Welcoming All Families into the School Community; **Standard 2**—Communicating Effectively; **Standard 3**—Supporting Student Success; **Standard 4**—Speaking Up for Every Child; **Standard 5**—Sharing Power; **Standard 6**—Collaborating with Community

Goal Setting: How will we accomplish THIS GOAL?

Possible strategies, activities and initiatives we want to consider:	Audience: e.g., grade, all, some, few	Timeline: Projected Date(s)	PTA Standard(s) 1-6 (see above)	Persons Responsible: Who's helping? What resources, training, and information will they need?	How will we measure the results? (e.g., questionnaires, surveys, checklists, interviews, observations and focus groups.)
Porch visits for all students new to the school at the beginning of the school year. Include information about the school, as well as area community resources (library hours, YMCA program, etc.) in the porch visit materials for families.	All Grade Levels Some	8/18/11 <input type="checkbox"/> Completed	1, 2, 6	Family Engagement Team and all staff members. Porch visit training	Family and Staff surveys, observations, post visit staff dialogue
Based on school behavioral data, each teacher will identify two students who would benefit from increased positive communication with their family. Positive postcards will be sent monthly and will include an individual positive observation about the student as well as a short note about what the students are learning or doing in class. Utilize family contact logs to document communication.	All Grade Levels Few	Monthly <input type="checkbox"/> Completed	1, 2, 3	All teachers. Positive postcard professional development, postcards, postage, time to write notes	Family contact logs, school climate survey results, parent/family interviews, behavior data
Implement a "communication" box in the main office for families to ask questions, voice concerns, and offer suggestions for improvement.	All Grade Levels All	Throughout School Year <input type="checkbox"/> Completed	1, 2, 4	Family Engagement Team, Office Staff. Communicate the purpose of the box and who to send the communications to.	Number and summary of communications
Ensure all building signs are welcoming and translated into Spanish and Vietnamese.	All Grade Levels All	9/30/11 <input type="checkbox"/> Completed	1, 2	Family Engagement Team and custodial staff. Communicate plans with custodial staff.	Observations

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GOAL 4 – PROFESSIONAL DEVELOPMENT:

In order to build capacity and create an empowering culture, we will provide professional development on family engagement to all staff. We will share family engagement information, materials and resources, including the Family Engagement Action Plan, Compact and Policy.

Goal Setting: How will we accomplish THIS GOAL?

Possible strategies, activities and initiatives we want to consider:	How will we share this information with staff? e.g., staff meeting, team meeting, PLC, W.A.G., In-service, email	Timeline: Projected Date(s)	Persons Responsible: Who's helping? What resources, training, and information will they need?	How will we measure the results? (e.g., questionnaires, surveys, checklists, interviews, observations and focus groups.)
Deliver the Power of Partnership professional development series to all teachers.	Team professional development time.	Quarterly <input type="checkbox"/> Completed	MTSS Facilitator. Power of Partnerships Professional Development materials	Staff reflections
Share the Parent Involvement Policy, Compact, and Action plan with all staff and solicit feedback.	Staff Meeting	10/27/11 <input type="checkbox"/> Completed	Family Engagement Site Contact.	Staff meeting agenda, minutes, sign in sheet. Collect feedback if any.
Provide staff with Family Engagement research and best practices.	e-mails	Monthly <input type="checkbox"/> Completed	Family Engagement Team members will rotate monthly. Utilize resources from the MTSS Family Engagement Facilitator team.	Compilation of all e-mails and staff feedback.
		<input type="checkbox"/> Completed		