



Parent Engagement Action Plan

1: Relationship Building – School staff builds productive, personal relationships with parents of all their students.

*Most Important –

How are parents invited to/included in school activities?

- Set up a parent/visitor center or greeting kiosk in your school lobby or office with current school information and contacts for more information
- Plan monthly (August – May) opportunities for parents to visit school – announce with enough notice for parents to adjust their schedule
- Publicize events at your school using a wide range of media (newsletter, School Messenger phone reminders, radio, posters, flyers at bus drop off & pick up, etc.)
- Publicize and remind– the more information the parent get, the more involvement you will have in your school
- Welcome and utilize parent/community volunteers
- Survey parents for feedback and suggestions
- Invite parents into the classroom to share their expertise
- Let parents know what they can do to help in the classroom if they cannot be there during regular hours (cut out games, send cupcakes, etc.)
- Acknowledge and thank parents when they are involved in your school
- Name and Claim new families (just like you do students) - staff members select families to interact with them at outside events (church, neighborhood events, soccer games, etc.) about school
- Post lesson plans on teacher web page for parents to assist students if they are absent
- Publish a list of community resources for students in the handbook

!Most innovative/New Idea -

Maintaining a welcoming environment

- Staff will greet students/parents/community members and make them feel welcome to the classroom/school.
- Work with school council to develop “customer service” guidelines to be used by everyone in your school community – Smile! ☺



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	<ul style="list-style-type: none">• Friendly signage posted to welcome visitors to school• Have assigned staff or parent leaders at all major events to greet and welcome visitors• Have parents submit feedback and suggestions for improving efforts to welcome and engage students• True Colors training on personality styles to enhance relationships• Stop using “school jargon” in parent meetings – explain• Contact parent first• Call parent, with student present, to pass along compliments about the student’s behavior or academic success• Home visits, letters, phone calls before school starts welcoming students to class• Train student ambassadors to provide tours to visitors
<p>▲ Easiest to improve –</p> <p><u>Reporting student progress</u></p>	<ul style="list-style-type: none">• Revisit school policy on reporting student progress – consider frequency and notice when student is not performing well• Develop procedures (if they none exist) to communicate progress with parents if students are not performing or experiencing trouble• Use various modes to report student progress (face-to-face conferences, phone conferences, weekly progress notes, monthly progress notes, newsletters, etc.)• Monitoring input of grades in to IC to ensure that they are always up-to-date



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2: Communication – Two-way information in many forms flows regularly between school staff and parents about student’s academic achievement and individual needs.

*Most Important –

Sharing student learning needs

- Homework help sessions
- Parent conferences held at various times that accommodate parent work schedules
- Explain the assessment system and implications for student in relation to scheduling and career needs
- Counselor and/or teacher conferences with students for goal setting
- Student data notebooks shared with parents
- Assessment brochure for parents
- Visit parents on their turf (home, church, community center, ball game, etc.)
- Contact parents with good news often (not just bad news occasionally)
- Notices or flyers in community (grocery store, banks, etc.)
- Schedule and publicize report card pick up days if you do not mail them home
- Provide teachers with pre-paid post cards to send home positive notes – provide time at the end of the faculty meetings for writing – collect them as exit slip out the door

!Most innovative/New Idea –

Inform parents about school-wide achievements

- Hold public forums for stakeholders to discuss concerns and ask questions
- Involve stakeholders in advisory roles (Superintendent’s Advisory Council, FRYSC Advisory Council, school-level Student Advisory Councils, school-level Leadership Teams, etc.)
- Signage to promote school accomplishments
- Contact parents with good news often (not just bad news occasionally)

▲ Easiest to improve –

Collecting

- Make surveys available in varied ways and formats (paper, electronic, phone, etc.)
- Survey stakeholders to gain feedback more often throughout the year – not just once a year



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parent/community feedback	<ul style="list-style-type: none">• Hold a drawing for returned surveys with a prize award• Conduct multiple short surveys instead of a long survey once a year• Council/school board will review survey data to evaluate the impact on policy development
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3: Decision-Making – School staff encourages, supports and expects parents to be involved in school improvement decisions and to monitor and assist school improvement.

<p>*Most Important –</p> <p><u>Efforts to encourage broad parent participation</u></p>	<ul style="list-style-type: none"> • Information sessions on nuts and bolts of how the school plans for student achievement and what role parents need to play in serving on council/committees are offered twice a year • Publicize and recruit to improve the current volunteer program • Send a team of parents/community members to SBDM council training or workshops • Survey parents/stakeholders about SBDM council issues • Have each teacher identify a parent leader and submit to council or committee chairs as possible candidates for inclusion on council or committee • Share through varied modes (paper, online, phone, radio announcement, etc.) the visitor policy for your school
<p>!Most innovative/New Idea –</p> <p>▲Easiest to improve –</p> <p><u>Posting SBDM information</u></p>	<ul style="list-style-type: none"> • Disseminate SBDM council meeting minutes to parents in multiple and varied modes (email, posting, webpage) • Parent groups (Booster, PTA, PTO) have a representative that attends SBDM council meetings • Conduct parent/stakeholder workshops or informational meetings to brief on new plans or proposals



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4: Advocacy - For each student, school staff identifies and supports a parent or another adult who can take personal accountability for understanding and speaking for that child's learning needs.

*Most Important –

How does school staff include parents in addressing learning needs

- Hold an orientation session at the beginning of the year for families to meet faculty and staff, learn about academic and after-school programs, and tour the school
- In the school handbook/agenda include a list of staff and contact information for parents when a question arises
- Training is provided for parents/students to learn how to discuss academic progress, scheduling, assessments and intervention plans at teacher conferences
- Create a brochure that describes the school's procedure for resolving concerns and problems and make sure parents understand the information
- Train parents and community members how to be an educational advocate for students
- Schedule opportunities for families to confer with guidance counselors about their child's ILP
- Foster opportunities for "student-led" conferences about the child's individual learning needs

!Most innovative/New Idea –

Parent training on IEP's, 504's, ILP's, etc.

- Provide training for parents on IEP's and 504's
- Open the computer lab for parents and provide training on ILP's

▲Easiest to improve –

Review the grievance policy

- SBDM reviews the grievance policy annually
- Create a brochure that describes the school's procedure for resolving concerns and problems and make sure parents understand the information



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5: Learning Opportunities – School staff ensures that families have multiple learning opportunities to understand how to support their children’s learning.

*Most Important –

Parent training to help students

- Content centered Family Fun Nights (Math, Reading, Science, etc.)
- Open computer labs after school for parents to come and work with students on assignments, ILP, test preparation
- Parent meetings centered around homework and how to help your student
- Homework tips on school or classroom newsletters
- Give a “state of the school” address at a parent meeting
- Explain what students are learning and how standards are used and will be assessed in the classroom.

!Most innovative/New Idea –

Display and describe proficient work

- Student showcase events
- Designating a “hall of excellence” or a “wall of distinction” in your school
- Student work displayed in areas for all parents to see (school lobby, local businesses, school gym at ball games, board of education, etc.)
- Student writings (book reviews, theme-related poems, school news) published in the newspaper

▲Easiest to improve –

Developing parent leadership

- Parent groups (Booster, PTA, PTO) have a representative that attends SBDM council meetings
- Conduct parent/stakeholder workshops or informational meetings to brief on new plans or proposals
- Send a team of parents/community members to SBDM council training or workshops
- Partner new parents with “seasoned” parents at the school on projects



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6: Community Partnerships - School staff engages and partners with community members to plan and implement substantive work to improve student achievement.

<p>*Most Important –</p> <p><u>Sharing achievement data with community</u></p>	<ul style="list-style-type: none"> • Explain assessment information at Open House or similar events • Make printed information in the form of brochures or flyers to disseminate at parent/community functions • Share your school assessment data with local organizations (chamber of commerce, public forums at churches, etc.)
<p>!Most innovative/New Idea – ▲ Easiest to improve –</p> <p><u>Share community resources</u></p>	<ul style="list-style-type: none"> • Develop and distribute a list of local community resources (libraries, food pantries, churches, etc.) • Display student work in community setting, such as libraries, local businesses, churches • Recruit community volunteers to conduct training sessions for parents • Utilize local resources in school and classroom instruction (Little Sandy Health Department, University of KY Extension Office, KDMC, etc.)