



# **Pottsville K-6 Parental, Family and Community Engagement Plan 2019-2020**

Pottsville School encourages parents/families to become actively involved in their child's education. Engaging parents/families is essential to improve student achievement. Pottsville School recognizes three very important factors with regard to parent and family engagement in the education of students:

- A child's education is a responsibility shared by school and family during the entire time the child spends in school.
- School and parents/families must work as knowledgeable partners to educate all students effectively.
- Parents/families play an integral role in assisting learning.

When parents/families are actively involved in their children's education, they do better in school. It is essential for parents/families to have a positive attitude regarding education, and to demonstrate trust that their children can do well. When parents/families become involved, both students and the school benefit:

- Grades and test results are higher.
- Students' attitudes and behavior are more positive.
- Academic programs are more successful.
- The school, as a whole, is more effective.

The purpose of the Parent and Family Engagement Plan is to describe programs and practices in place at Pottsville K-6 that create and support active parent and family engagement and meet the needs of students and their families. Copies of this plan will be provided to students at the beginning of each school year. Copies are also available through the school office or the Parent Center. Please feel free to contact our Parent Involvement Coordinators-Lane Smith (Elementary) at 968.2133 and/or Lisa Corbin (Middle Grades) at 890.6631 with any questions regarding parent, family and community engagement at Pottsville K-6.

## **Parent-Family – Teacher Conferences**

Effective communication between home and school should be regular, two-way and meaningful. To facilitate effective communication, the school schedules school-wide conferences once each semester, at the end of the 1<sup>st</sup> and after the 5<sup>th</sup> week of the 3<sup>rd</sup> nine weeks grading periods. The purpose of these conferences is to discuss your child's strengths, weaknesses, and areas where you can help your child reach their full potential.

## **Resolution of Parent/Family Concerns**

Pottsville K-6 recognizes that parents/families are full partners in the decisions that affect their child and family. The Pottsville School District Student Handbook provides a grievance process for resolving parent/family concerns, including how to define the problem, whom to approach first, and how to develop solutions. A copy of the handbook is given to each student at the beginning of each school year along with a description of changes. Parents/families are required to acknowledge they have read the district and building parent/family engagement plans and become familiar with the requirements contained within the handbook at the beginning of each school year. As discussed within the handbook, parents/families may schedule a conference at any time during the school year to discuss a specific issue with the teacher or principal. Conferences can be scheduled for grades K-3 by calling 968-2133 and for grades 4-6 call 890-6631. Please refer to the student handbook for correct procedures in addressing concerns or problems.

## **Volunteers**

Pottsville School encourages and welcomes parent/family volunteers. Parents/families differ greatly regarding their preferences, capabilities and time available; therefore, Pottsville K-6 offers a variety of ways parents/families can be involved. If you are interested, please complete a Volunteer Form and return it to school. Volunteers will share the following: Interests/hobbies willing to share, activities that interest you, how frequently you would like to participate (including the option of just one time per year), and concerns or needs that you may have. The Volunteer Form will be used to help match school needs with volunteer interests and availability. Before volunteering, all volunteers will be given an orientation and a volunteer handbook that will explain basic policies and procedures. The Volunteer Resource Book is maintained by the Parent and Family Engagement Coordinator for use by teachers to identify and match potential volunteers to identified needs. The Volunteer Resource Book includes:

- The Parent/Family Volunteer Form information so volunteer work will be meaningful
- How frequently a volunteer would like to participate, including the option of just one (1) time per year
- Options for those who are available to help at home.

## **PTO**

The Parent-Family-Teacher Organization needs you! The PTO helps meet the needs of students through annual fundraisers, and other various activities. The PTO provides funding for academic activities such as the A.R. (Accelerated Reader) parties, Family Fun Days/Nights, and other student-related events. PTO works to meet the needs of the students and school while providing parents/families fun and exciting ways to be involved. The PTO regularly sends home important dates and information to

parents/families (as needed) throughout the year to announce activities coordinated by the PTO. They meet on an as needed basis. Please take the opportunity to join the PTO.

### **Open House (Parents/Families Make the Difference)**

Open House is held at the beginning of the year. It is an opportunity for students and parents/families to visit the school, meet with the principal and talk with the student's teacher for the coming academic year. It is a must for parents/families wishing to acquaint themselves with the campus and staff. The Principal/Designee presents the Annual Report to the Patrons at this open house. This report is on the state of the school. Teachers give an overview of:

- What students will be learning
- How students will be assessed
- What parents/families should expect for their child's education
- How parents/families can assist and make a difference in his or her child's education

### **Literacy Night/Family Fun Day/Night (Elem)**

### **Business Expo- 4<sup>TH</sup> Day Camp-5<sup>th</sup> Grade (MG)**

**Elementary and Middle Grades will host a variety of activities that** will provide parents/families and students the opportunity to spend time together as a family and as part of the community. The nights/days will consist of workshops that combine fun and learning including strategies to promote literacy, math, and/or science and encourage families to incorporate reading activities and/or real-world activities in their home.

### **Parenting Materials**

A Parent/Family Resource area has been established in each building to provide parenting materials such as books, magazines, and other informative materials regarding responsible parenting. The Parent/Family Center in Middle Grades is located in the Middle Grades library and the Parent/Family Center in Elementary is located in the Elementary Bookroom. These materials are available for checkout on Monday-Friday from 8:00 A.M. -3:30 P.M. while students are in attendance. Other resources are available upon request in each building.

### **"Prescriptions for Success" Program (Elem)**

Learning activities for students are initiated through an "enrichment prescription" from the classroom teacher to the parent/family. This prescription may be for remedial activities, special projects, or extra practice. The parent/family may pick these prescriptions up in the Bookroom in the Elementary building. If for some reason the parent/family is unable to pick up the prescription, they may sign a form to have the materials sent home with the child. Parents/families may come at any time from Monday-Friday (8:00 A.M. -3:30 P.M.) while students are in attendance to choose materials for working with their child whether there is a prescription or not. All learning materials are free to parents/families.

### **Monthly Newsletters and Calendars**

The building counselors send home a monthly parent/family newsletter and activity calendar. The newsletter also provides a listing of any new parenting/family materials (e.g. , magazines, books, etc.) as they become available in the Parent and Family Center. At the beginning of each year, the newsletter will advertise an overview of the current selection of materials available for checkout. The newsletter also prints regular statements that reaffirm the school district's commitment to parent and family engagement.

### **Community Resources**

Pottsville School District recognizes that community resources strengthen school programs, family practices and student learning. Pottsville School District has a "Task Force"/ "Alumni Advisors" committee of those who wish to become involved by providing advice and guidance for school improvement. All information will be made available to teachers to link the community and school.

The faculty and staff are responsible for promoting and encouraging a welcome atmosphere to parent and family engagement in the school. They make efforts to ensure that parent and family participation is recognized as an asset to the school. In addition, the Principals designate certified staff members willing to serve as parent and family facilitators to organize meaningful training for staff and parents/families to promote this effort.

### **Website/Facebook**

A building website will list Parent/Family news. The site may include:

- Monthly calendar
- Monthly newsletter
- Parent/Family Center inventory
- Volunteer information
- Informative websites to visit

### **School Messenger or Remind 101**

School Messenger is a phone program that calls students and parents in the district with a recorded message of your choice. Teachers or building principals may contact parents/families about important announcements, such as: early dismissal, parenting/family days or nights, PTO meetings, etc. Remind 101 sends texts to students and parents/families with messages.

### **KFS Program**

KFS stands for "kid-friendly snacks". Jill Riggs (Elementary School Nurse) and Taba Thurman (Middle Grades Counselor) will pack nutritional, "kid-friendly" ready to eat foods for participating students. These foods will be taken home at the end of the school day. Food is provided by the Arkansas Rice Depot in Little Rock.

### **Summer Meal Program**

Pottsville School District will offer free breakfasts and lunches during the 2019 summer time for all children eighteen years of age and younger.

### **Watch D.O.G.S. (Dads of Great Students)**

Watch D.O.G.S. is a national innovative program focusing on the prevention of violence in our children's schools by using the positive influence of fathers and father-figures for a two-fold purpose:

1. to provide an unobtrusive presence in schools
2. to be a positive and active role model for children at their school

### **School Supplies**

The building secretaries will supply a list to the community of supplies that students use on a daily basis. Community organizations and parents/families donate supplies. The supplies are kept in each building and are dispersed as needed.

### **Tutoring (4-6)**

Teachers will work with parents/families and principals to schedule tutoring sessions for students who request the service. Tutoring will be provided by people in the community and/or school staff.

### **Yearly Activities**

- Open House "Parents/Families Make A Difference Night"
- Parent-Family/Teacher Conferences
- PTO
- Awards Assemblies
- Family Fun Day/Night
- Guest Speakers
- Guest Readers
- Watch D.O.G.S.
- Fundraisers

### **Grade Level Activities**

Grade level activities will vary. Some examples might include: field trips, literacy nights, special day events, classroom activities, competitions, guest speakers, plays, etc. Parents/families will be notified of dates and times.

### **Communication Tools**

- Newsletter
- School Messenger
- Notes home
- Parent-Family/Teacher Conferences
- Open House
- PTO Meetings
- School Building Sign
- Involved parents/families (volunteers)
- Remind 101
- Texting
- Website

- Email
- Telephone
- Facebook Page

### **Parents'/Families' Right to Know**

- Parents/families have the right to request information regarding the professional qualifications of their student's classroom teacher(s) and or paraprofessional(s) assisting their student's teacher. Parents/families may contact Houston Townsend, Middle Grades Principal at 890-6331; Shannon Davis, Elementary Principal at 968.2133 or the Superintendent of Schools at 968-8101 with questions. If at any time a student has been taught for four (4) years or more consecutive weeks by a teacher(s) that is not highly qualified, the student's parent/family will be notified by the school of this information.

### **Professional Development**

- In accordance with our School Improvement plan and the State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts, Pottsville School District will provide no fewer than two (2 hours) of professional development for teachers designed to enhance the understanding of effective parent and family engagement strategies (as required on a rotating four year basis). The same amount of hours (2) will be provided to administrators designed to enhance understanding of effective parent and family engagement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parent and family engagement.

### **Annual Review**

- This plan is a living document and will be reviewed and/or revised in August 2019 and May 2019. A copy of the plan will be filed with the Division of Secondary and Elementary Education annually. The effectiveness of the parent and family engagement plan will be evaluated and changes made as warranted. Parents/families will be surveyed annually and the appropriate data collected throughout the year to help assess parent and family participation in workshops and meetings, specific needs of parents/families, effectiveness of specific strategies, and the overall engagement of parents and family in activities that support student academic growth. The annual review will include identifying barriers to greater participation by parents/family in parent and family engagement activities (with particular attention to parents/family who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background).

**SCHOOL CALENDAR ON FOLLOWING  
PAGE...😊**

AUGUST '19						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5-9 PD Days-Teachers  
14 Students Begin



FEBRUARY '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

7 End of 3<sup>rd</sup> Five Weeks  
13 Parent/Teacher Conf.  
14 Flex Day-No School\*

SEPTEMBER '19						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 Labor Day-No School  
13 End of 1<sup>st</sup> Five Weeks  
17 Progress Report

MARCH '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6 End of 3<sup>rd</sup> Quarter  
9 4<sup>th</sup> Quarter Starts  
10 Report Card  
23-27 Spring Break-No School\*



OCTOBER '19						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

11 End of 1<sup>st</sup> Quarter  
14 2<sup>nd</sup> Quarter Starts  
17 Parent/Teacher Conf.  
18 Flex Day-No School



APRIL '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

10 Good Friday-No School\*  
21 Progress Report

NOVEMBER '19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

15 End of 2<sup>nd</sup> Five Weeks  
19 Progress Report  
25-29 Thanksgiving Break-No School

MAY '20						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20-22 Semester Exams  
22 End of 4<sup>th</sup> Qtr/End of Sem/Last Day-Students  
25 Memorial -No School  
26 Teacher PD Day\*  
27 Teacher PD Day & Teacher Last Day\*  
28, 29 Snow/Make-up days



DECEMBER '19						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

18-20 Semester Exams  
20 End of Semester/End of 2<sup>nd</sup> Quarter  
23-31 Christmas/New Year's Holidays-No School



JUNE '20						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1-3 Snow Days/Make-up days\*

\*May be used as additional days (if needed)

JANUARY '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-3 Christmas/New Year's Holidays-No School  
6 School Begins/3<sup>rd</sup> Qtr and 2<sup>nd</sup> Sem Starts  
7 1<sup>st</sup> Sem -Report Cards  
20 MLK-Flex Day - No School\*

1<sup>st</sup> Quarter (Aug.14-Oct.11)  
2<sup>nd</sup> Quarter (Oct.14-Dec.20)  
3<sup>rd</sup> Quarter (Jan. 6-Mar. 6)  
4<sup>th</sup> Quarter (Mar. 9-May 22)

= 42 days  
= 44 days  
= 43 days  
= 49 days

178 Student days  
10 Staff days  
2 P/T Conferences  
190 Contract days

Date Adopted: February 21, 2019



