



## Pottsville K-6

# Parental and Family Engagement Plan 2018-2019

Pottsville School encourages parents to become actively involved in their child's education. Engaging parents is essential to improve student achievement. Pottsville School recognizes three very important factors with regard to parental 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 must work as knowledgeable partners to educate all students effectively.
- Parents play an integral role in assisting learning.

When parents are actively involved in their children's education, they do better in school. It is essential for parents to have a positive attitude regarding education, and to demonstrate trust that their children can do well. When parents 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 Parental Involvement Plan is to describe programs and practices in place at Pottsville K-6 that create and support active parental 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 Engagement Coordinators-Lauren Russell (Elementary) at 968.2133 and/or Lisa Corbin (Middle Grades) at 890.6631 with any questions regarding parental engagement at Pottsville K-6.

### **Parent – 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 Parental Concerns**

Pottsville K-6 recognizes that a parent is a full partner in the decisions that affect his or her child and family. The Pottsville School District Student Handbook provides a grievance process for resolving parental 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 are required to acknowledge they have read and become familiar with the requirements contained within the handbook at the beginning of each school year.

As discussed within the handbook, parents 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 volunteers. Parents differ greatly regarding their preferences, capabilities and time available; therefore, Pottsville K-6 offers a variety of ways parents 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 Coordinator for use by teachers to identify and match potential volunteers to identified needs. The Volunteer Resource Book includes:

- The Parent 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 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 (Elem), and other student-related events. PTO works to meet the needs of the students and school while providing parents fun and exciting ways to be involved. The PTO regularly sends home important dates and information to parents (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 Make the Difference)**

Open House is held at the beginning of the year. It is an opportunity for students and parents 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 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 should expect for their child's education
- How parents can assist and make a difference in his or her child's education

### **Family Fun Day/Night (Elem)/Business Expo- 5<sup>TH</sup> Day Camp-6<sup>th</sup> Grade Ancient Fest-4<sup>th</sup>-6<sup>th</sup> Parent Tech Expo (MG)**

**Elementary and Middle Grades will host a variety of activities that** will provide parents and students the opportunity to spend time together as a family and as part of the community. The nights 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's Resource area has been established in each building to provide parenting materials such as books, magazines, and other informative materials regarding responsible parenting. These materials are available for checkout. 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. This prescription may be for remedial activities, special projects, or extra practice. The parent may pick these prescriptions up in the Book Room in the Elementary building. If for some reason the parent is unable to pick up the prescription, they may sign a form to have the materials sent home with the child. Parents may come at any time to choose materials for working with their child whether there is a prescription or not. All learning materials are free to parents.

## **Monthly Newsletters and Calendars**

The building counselors send home a monthly parenting newsletter and activity calendar. The newsletter also provides a listing of any new parenting materials (e.g. , magazines, books, etc.) as they become available in the Parent 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 parental 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 so as to link community and school.

The faculty and staff are responsible for promoting and encouraging a welcome atmosphere to parental engagement in the school. They make efforts to ensure that parental participation is recognized as an asset to the school. In addition, the Principals designate certified staff members willing to serve as parent facilitators to organize meaningful training for staff and parents to promote this effort (clothes drive- and Backpack program-MG).

## **Website**

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

- Monthly calendar
- Monthly newsletter
- Parent 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 about important announcements, such as: early dismissal, parenting nights, PTO meetings, etc. Remind 101 sends texts to students and parents with messages.

## **KFS Program**

KFS stands for “kid-friendly snacks”. Jill Riggs (Elementary School Nurse), Taba Thurman (Middle Grades Counselor), and parent volunteers 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 River Valley Food for Kids, the school district, and donations.

### **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, PTO, local churches, retired teachers, and parents donate supplies. The supplies are kept in each building and are dispersed as needed.

### **Tutoring**

Teachers will work with parents 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.

### **Annual Review**

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

### **Yearly Activities**

- Open House “Parents Make A Difference Night”
- Parent/Teacher Conferences
- PTO
- Awards Assemblies
- Family Fun Day/Night (Elem)
- Guest Speakers
- Guest Readers
- Watch D.O.G.S.
- Fundraisers
- Proud to be American
- Music for Kids
- Grade Level Performances
- Career Day

### **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 will be notified of dates and times.

## **Communication Tools**

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

## **Parent's Right to Know**

- Parents 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 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 will be notified by the school of this information.

## **Professional Development**

- In accordance with our ACSIP 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 parental 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 parental engagement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.

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7-11 Prof. Dev'l Days  
14 First Day of School-  
Students



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

**JANUARY '18**

1-3 New Year's/Christmas-  
Holidays-No School  
4 First Day of 2<sup>nd</sup> Semester  
15 Martin Luther King, Jr., Day

S	Th	M	F	T	S	W
		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

4 Labor Day-No School  
15 End of 5 Weeks-1<sup>st</sup> Qtr  
19 Five Wks. Progress Report

SEPTEMBER '17						
S	Th	M	F	T	S	W
				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			

**FEBRUARY '18**

9 End of 5 Weeks-3<sup>rd</sup> Qtr  
15 P/T Conferences (3-8 P.M.)  
16 PD/Flex Day-No Students\*



S	Th	M	F	T	S	W
		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

13 End of 1<sup>st</sup> Grading Qtr  
19 P/T Conferences (3-8 P.M.)  
20 PD/Flex Day-No Students



OCTOBER '17						
S	Th	M	F	T	S	W
		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		


**MARCH '18**

16 End of 3<sup>rd</sup> Grading Qtr  
27 Report Cards  
19-23 Spring Holidays-No School\*  
30 Good Friday-No School\*


S	Th	M	F	T	S	W
		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		

		NOVEMBER '17				
S	Th	M	F	T	W	
17	End of 5 Weeks-2 <sup>nd</sup> Qtr					
20-24	Thanksgiving Holidays- No School					
28	5 Wks. Progress Report					
	2	3	4	1		
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				

		APRIL '18				
S	Th	M	F	T	W	
26	End of 5 Weeks-4 <sup>th</sup> Qtr					
27	PD Day-No Students*					
1	2	3	4			
8	5	6	7	11		
	9	10				
	12	13	14	18		
15	16	17	21			
	19	20	25			
	22	23	24	28		
	26	27				
29	30					



		DECEMBER '17				
S	Th	M	F	T	W	
18-20	Semester Tests					
20	End of 2 <sup>nd</sup> Qtr/End of 1 <sup>st</sup> Semester					
21-29	Christmas Holidays- No School					
	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					



		MAY '18				
S	Th	M	F	T	W	
19	Graduation Day					
1	5 Weeks Progress Reports					
22-24	Semester Tests					
24	End of 4 <sup>th</sup> Qtr/2 <sup>nd</sup> Sem					
24	Last Student Day*					
25, 29	Professional Dev'l Days*					
29	Last Teacher Day*					
30, 31, June 1, 4, 5	Make-up*					
28	Memorial Day-No School					
	*May be used as additional make- up days as needed.					
	3	4	5	2		
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					

<u>Grading Attendance</u>	<u>Total Days</u>
1 <sup>st</sup> Quarter: Aug.14-Oct. 13	44 Days
2 <sup>nd</sup> Quarter: Oct. 16-Dec. 20	42 Days
3 <sup>rd</sup> Quarter: Jan. 4-Mar. 16	50 Days
4 <sup>th</sup> Quarter: Mar. 26-May 24	42 Days
	178 Student Days
	10 Staff Dev'l Days
	2 P/T Conferences
	190 Teacher Days

**Pottsville School District's**  
**Mission Statement:**

It is the aim of PSD in partnership with the core values and hopes of our community to create a learning environment that will produce lifelong learners, productive citizens and successful contributing members of a global society.