

# Creekside Middle School

## Parent and Family Engagement Plan

**2019-2020**

### Standard 1: Communication

**Goal:** Communication between home and school is consistent, two-way, and meaningful.

To conduct effective communication from school to home and from home to school about academic and school-wide programs and student progress, CMS will:

1. Prepare Informational Packets including:
  - a. CMS Parent-School Informative Brochure and Compact
  - b. Student Handbook
  - c. Ways for parents to become involved in their child's education
    - PTO
    - Parent-teacher conferences
    - Mentoring Matters program
    - Gives Back program
    - Parent Information Nights
    - Team meetings
    - Homeroom parent
2. To encourage communication and collaboration with parents, CMS shall schedule no less than 2 parent-teacher conferences per school year.
  - PT Fall Conference Date: October 22nd and 24th
  - PT Spring Conference Date: March 17th and 19th
3. The school may plan and engage in other activities determined to be beneficial to encourage communication with parents, such as:
  - a. Provide clear information about report cards and how grades are earned
  - b. School newsletter/Team emails/school webpage/social media (Twitter/Facebook/Instagram)
  - c. Tuesday Folders sent home weekly
  - d. Notification to families of students receiving awards and recognition
  - e. Communication to families regarding students' academic, behavior, and/or social-emotional progress
  - f. Teacher access to telephones to communicate with parents during or after school
  - g. Teacher and administrator email to communicate with parents
  - h. Parent access to telephone numbers and email addresses of the school, principal, assistant principal, teachers, and counselors
  - i. A responsive open door policy that is defined collaboratively by staff and families

- j. CMS informal activities at which parents, staff, and community may interact (e.g. Family/Parent Informational Meeting Nights; SPICE Night; Fall Carnival; Fun and Field Day)
- k. Disseminating information clearly and specifically by using language that is understandable to all parents in a multi-method approach (newsletter, website, report cards, and weekly team emails/newsletters)
- l. Translating communications to assist non-English speaking parents, as needed
- m. Parental feedback on their student, the school, and opportunities and activities offered through surveys at various times throughout the school year

## **Standard 2: Parenting**

**Goal:** Positive parenting skills are promoted and supported.

To promote student learning CMS will:

1. Purchase parenting books, magazines, newsletters, etc., regarding responsible parenting and give parents an opportunity to borrow the materials for review
2. Provide access to a parent center that includes parent resources
3. Plan and engage in other activities determined by the school to be beneficial to promoting and supporting responsible parenting, such as:
  - a. Newsletters sent home per classroom, counselor, and/or school
  - b. School website links to resources (educational/parenting)
  - c. Access to information via school's social media (Twitter/Facebook/Instagram)
  - d. Parenting books, magazines, newsletter, etc. available for checkout through school library
  - e. Providing families with information on child and adolescent development
  - f. Communicating with parents in an ongoing manner, using diverse methods which reflect a respect for parental and cultural differences
  - g. Informing parents of other opportunities to attend parenting training (e.g. other middle school or Bentonville schools events, community events, etc.)
  - h. After-school parent information meetings focused on adolescent growth and development and parent-student communication

## **Standard 3: Student Learning**

**Goal:** Parents will play an integral role in assisting student achievement.

To help parents in assisting students, CMS and/or the district will:

1. Schedule regular parent involvement opportunities where parents are given a report on the state of the student and an overview of:

- a. What students will be learning, student expectations in each subject at each grade level, information regarding how parents can foster learning at home and how to give appropriate assistance, monitor homework, and give feedback to teachers
- b. What parents should expect for their child's education
- c. How parents can assist and make a difference in his/her child's education
- d. Provide information on how to assist students with skills that need improvement
- e. Provide alternative methods for diverse students

(This is done through Open House, Team Parent Nights, Parent Teacher Conferences, Parent Information Nights, Academic Nights, PTO events, and other school events during and after school hours.)

## **Standard 4: Volunteering**

**Goal:** Parents are welcome in the school and their support and assistance is sought.

To organize volunteers to support and assist, CMS will:

1. Have policies and procedures that encourage parents to visit school, specifically including:
  - a. Policies requiring parents to pick-up his/her child outside the school building each day.
  - b. Written procedures allowing parents to visit their child's classroom during school events (handbook).
  - c. Ensure that office staff greetings and signs near the entrances and any other interaction with the parents creates a climate in which parents feel valued and welcome (handbook).
2. List of volunteers kept on file for school staff members' use, specifically including:
  - a. Work closely with the PTO leadership
    - 2019-2020 PTO Leadership:**
    - Joy Hogan - **President**
    - Kristen Hutchinson - **Vice President**
    - Tracie Grall - **Secretary**
    - Haley McCormick - **Treasurer**
    - 2019-2020 PTO Meetings:**
    - Wed Sep 18, 2019 11am - 12pm
    - Wed Oct 16, 2019 11am - 12pm
    - Wed Nov 20, 2019 12pm - 1pm
    - Wed Dec 18, 2019 11am - 12pm
    - Wed Jan 22, 2020 11am - 12pm
    - Wed Feb 19, 2020 11am - 12pm
    - Wed Mar 18, 2020 11am - 12pm
    - Wed Apr 22, 2020 11am - 12pm
    - Wed May 20, 2020 11am - 12pm
  - b. Survey parents regarding their interests (PTO, Gives Back, Mentoring Matters, etc.)

- c. Determine how frequently a volunteer would like to participate, including the option of just one time per year
  1. Include options for those who are available to help at home
- d. Print statements attesting to the school district's commitment to parental involvement and distribute the statements to parents of students (website)
- e. Engage in other activities determined by the school to welcome parents in the school, such as:
  1. Sign- in sheet available for volunteers and Raptor check in/out
  2. Helping with homeroom events
  3. Plan a program/luncheon in the spring to recognize and reward volunteers/mentors
  4. Provide training for parents to become effective volunteers (Fall semester)
  5. Provide a welcoming, friendly atmosphere that encourages volunteerism
  6. Publish a community resource directory (Bentonville Community Resource Brochure: in the front office or parent center)
  7. What's Next Night, Team Parent Nights, Open House, SPICE Night, Fall Carnival, Academic Nights, etc.

## **Standard 5: School Decision-Making and Advocacy**

**Goal:** Recognize that a parent is a full partner in the decisions that affect his/her child and family.

To encourage parents to participate as full partners in the decisions that affect their children, CMS will:

1. Publish the school's steps for resolving parental concerns, including how to define the problem, whom to approach first, and how to develop solutions (school handbook).
2. Engage in other activities that the school determines will encourage parents to participate as full partners in the decisions that affect their children and family.
3. Support the formation of a PTO to identify and respond to issues of interest to parents.
4. Provide parents with current information regarding school policies, practices, and both student and school performance data (newsletter; parent meetings).
5. Develop clear and understandable procedures that enable all to participate.
6. Treat parent concerns with respect and demonstrate genuine interest in developing solutions.

## **Standard 6: Collaborating with the Community**

**Goal:** To recognize that community resources strengthen school programs, family practices, and student learning.

To take advantage of community resources, CMS shall,

1. Engage in activities that the school determines will use community resources to strengthen school programs, family practices, and student learning.

2. CMS will utilize business and community group resources for school supplies and clothing for needy students.
3. Participate in Mentoring Matters program, Snack Pack program, Gives Back program, Bright Futures, community outreach, and community speakers.
4. Tap into the expertise in the community for guest speakers for teacher in-service, parenting workshops, student assemblies, etc.

## **Important 2019-2020 CMS Dates and School-Wide Events**

**9/23 & 9/24: Volunteer Training**  
**10/4: Fall Carnival**  
**10/22 & 10/24: Parent Teacher Conferences**  
**11/14: SPICE Night**  
**12/5: Winter Band Concert**  
**12/10: Play Performance**  
**12/12: Winter Choir Concert**  
**12/16: Winter Orchestra Concert**  
**3/5: Character Con Family Night**  
**3/17 & 3/19: Parent Teacher Conferences**  
**5/7: Spring Choir Concert**  
**5/12: Spring Band Concert**  
**5/15: Fun and Field Day**  
**5/18: Spring Orchestra Concert**

Anne-Elise Parker, School Counselor [anparker@bentonvillek12.org](mailto:anparker@bentonvillek12.org)  
Stephanie McCauley, School Counselor [smcauley@bentonvillek12.org](mailto:smcauley@bentonvillek12.org)  
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*Parental Involvement Facilitators*

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