**Parent and Family**

**Engagement PLAN**



**Holly Springs Primary School**

**405 S. Maury**

**Holly Springs, MS 38635**

**(662) 252-1768**

**2021-2022**

**Parent and Family Engagement Plan Committee Members:**

|  |
| --- |
| Parents and Community Members  |
| Nakisha Snow  | Parent |
| Ejeera Dukes   | Parent  |
| Lemon Phelps  | Community Member  |
| Tammy Hampton  | Parent  |

|  |
| --- |
| School Staff  |
| Lakesha Mason  | Teacher  |
| Bridgett Orman  | Teacher  |
| Elizabeth Mcfarland  | Teacher  |
| Kayla Reed  | Teacher  |
| Brittany Dilworch  | School Nurse  |
| Tarry Martin  | School Counselor |

|  |
| --- |
| School Administrators  |
| Dr. Sherna Jones  | Principal  |
| Casshaunda Davis  | Academic/Behavior Interventionist  |
| Terrica Crawford  | Lead Teacher Instructional Coach  |

**Holly Springs Primary School**

**Parent and Family Engagement Plan**

The Holly Springs Primary School recognizes that it is vital for the school, parents, and community to share in the education of the children of this community. The Primary School desires to form a partnership with the stakeholders of this community to help provide our students with the necessary academic, social, and civic skills necessary to contribute to the global community.

 **Informing Parents**

Parents will be notified, in writing, by phone call outs, and at the beginning of the school year, informing parents of their child’s participation in a schoolwide Title 1 program. It will invite them to contact their child’s principal, teacher, or the Primary School Parent Center Liaison for more information.

**Strategies Used to Promote Parental Involvement should:**

* **Engage parents as partners in educating their children**
* **Involve them in meaningful decision-making at the school**

The Holly Springs Primary School will strive to build teacher, parent and community capacity for strong parental involvement by involving teachers, parents, and community members in some phase of our total program, through, but not limited to, planning meetings, seminars, PTO meetings, programs, and events. Informed and active participation by teachers, parents and community representatives will sharpen the responsiveness, effectiveness, and accountability of our educational program. Active participation will also provide valuable experience and build the capacity of our teachers, parents and community representatives.

An annual meeting, Back-To-School Night will be held each August. The purpose of the meeting will be to inform parents of:

* Title 1 participation and explanation of meaning
* Title 1 requirements
* Parents right to be involved
* Curriculum and Assessment
* Invitation to join the Federal Programs/School Improvement Committee

This meeting will be held in the evening. Parents will be informed of the meeting in a timely manner, through the use of radio, newspaper, and district phone announcements, parent involvement calendar, flyers and notes home with the students.

The school will provide timely information about parent involvement activities, programs, events, planning meetings, etc. at the Primary School by providing a parent involvement calendar. The parent involvement calendar will include the dates and times for meetings, conferences, activities, events, and programs. The calendar will be sent home at the beginning of the year and in multiple languages, if necessary. The parents will be reminded of these events and any revisions through the use of radio, newspaper, and district phone announcements and flyers, notes home, and invitations. These activities, events and meetings will be scheduled on various days and at various times to maximize opportunities for teachers, parents, and community representatives to participate.

A description and explanation of the curriculum in use, forms of academic assessments used, school performance levels, and proficiency level expectations for students will be discussed at a variety of these parent-community involvement activities.

A School-Parent-Student Compact between the principal, teachers, students, and parents will be designed, revised and/or updated to outline the roles each will play in sharing the responsibility for ensuring student achievement. This compact will: describe the school’s responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment that enables students to meet the challenging state standards; describe ways in which parents will be responsible for supporting their children’s learning; describe ways in which the students will be responsible for his/her learning; and address the importance of communication between parents and schools, through conferences, regular reports, and reasonable access to staff and classrooms. The compact will be provided in multiple languages, if necessary. The compact will be discussed and signed during the beginning of the year teacher orientation and professional development. Each teacher will be given the responsibility to explain the compact to the students and obtain student signatures. On Back to School Night the School-Parent-Student Compact will be discussed and explained to parents. Compacts will be sent home for parents to sign. Teachers will house the signed compacts in his/her classroom for use during parent-teacher and/or student-teacher conferences. A copy of the signed compacts will be on file in the Instructional Coach’s office. The compact will be reviewed and updated annually based on input from all stakeholders. Input from stakeholders, including teachers, parents and community will come from meetings, and surveys. Any other parents wishing to provide input must do so in writing.

The Primary School, in conjunction with the district, will provide services for English Language Learning students. Student progress, assessment results, and information will be translated in multiple languages, when appropriate and possible. Parents with disabilities and parents of migratory students will be provided information in an easy to read format and assistance will be provided for understanding their child’s needs and academic progress. The Parent Liaison will provide home visits, if necessary.

A Parents’ Right-to-Know information is included in the district Parent-Student Handbook. This information will be covered at the annual Back to School Night. Notice of this right and of any teacher who does not meet the highly qualified criteria required by No Child Left Behind will be provided in writing to parents each year.

Parents will be notified about student progress throughout the year, through teacher correspondence, progress reports, report cards, and parent access to their child’s grades through the online grading system, PowerSchool. Parent Teacher Conferences will be held 3 times a year, at the end of each 9 week period, to issue report cards and discuss student progress. Teachers will use the district reporting forms to document notification of parents about student progress.

Parents of students at Holly Springs Primary School will organize and elect officers for the PTO at the beginning of each school year. They will meet once a month (4th Thursday) at 5:30p.m. All parents, teachers, and stakeholders are invited to join this organization. They will plan activities and fundraisers for the school, attend parent meetings, programs, seminars, serve on various committees, and give volunteer service throughout the school year. Parents are welcome to visit the school anytime. The Primary School has an open door policy.

The Primary School, along with the district, will maintain the Parent Center in order to provide a place and means to help ensure the effective involvement of parents in student achievement. The Parent Center will provide a variety of services and activities to assist parents in helping their children. It will also help parents understand the goals, standards, and assessments that impact their children’s success.

The Parent Center is open Monday, Wednesday, and Friday from 8:00a.m. -4:00p.m. and on Tuesdays and Thursdays from 9:30a.m. to 5:30p.m. for parents that work late.

The Parent Center Liaison will have overall responsibility for monitoring the parents’ participation, and assisting in program development and providing evaluation of the program impact.

Parent Center Responsibilities and Services: cont’d on next page

Parent Center Responsibilities and Services:

* Provide assistance to parents in understanding the Title 1 Law and the services provided to their children under the law
* Provide planning, support, and space for flexible meetings throughout the year, e.g. Chit-Chat with the Principal (twice a year), planning meetings, parent seminars, etc.
* Coordinate transportation and child care, if necessary, in order for parents to attend these activities, meetings, etc.
* Document Parent-Engagement Activities (sign-ins, agendas, programs, flyers, newspaper articles, etc.)
* Ensure stakeholders complete an Evaluation and Feedback Form after each Parent-Community Involvement Activity
* Provide home visits, if necessary
* Provide communication to parents and the community through newsletters, radio and newspaper announcements, flyers, notes home, meetings, etc.
* Recruiting parent and community volunteers
* Coordinate training sessions/materials for parents in helping their children at home
* Provide parents with help and assistance for children's needs (clothes, school supplies, etc.)
* Provide a variety of materials and resources geared to different learning styles that parents may check out to help their students (games, worksheets, and the use of computers are all available in the Parent Center.).
* Maintain a referral system whereby teachers may refer parents to the center for specific needs of the student
* Survey parents and community annually

The annual parent and community survey data, as well as evaluation and feedback data gathered throughout the year, will be used to evaluate the effectiveness of our parent-community involvement program. The data will be analyzed by a committee of stakeholders and be used to plan, review, and improve the Schoolwide Plan, the Parent-Community Involvement Plan and the School-Parent-Student Compact.

The district will provide technical assistance and advice in the development of the Schoolwide Plan, Parent-Community Involvement Plan, School-Parent-Student Compact, and parent involvement activities. All parent suggestions, comments, and concerns about the Schoolwide Plan not being satisfactory will be submitted to the district.

Holly Springs Primary School is committed to providing opportunities for the maximum growth and development of each child. This commitment includes the involvement of parents and the community for its success. Holly Springs Primary will provide a list of numerous ways that parents and the community can be involved in the school:

* Federal Programs Committee
* Open House Nights are held three times a year
* Daily Conferences times may be made upon requests
* PowerSchool
* Monthly PTO Meetings
* School/Classroom Newsletters are sent home several times a year
* School Flyers sent home regularly
* Weekly radio announcements
* PreK & K Orientation
* Back-To-School Night
* Parent/Community Seminars
* Community Forms
* 911 Celebration
* 100th Day of School Celebration
* Guest Speakers
* Parent Center
* Read Across America Day / Dr. Seuss’ Birthday Celebration
* Hall Monitors
* Cafeteria Monitors
* Chaperones for school field trips
* Classroom Volunteers /Room Parent
* Uniform Donations
* Homecoming Festivities
* Wax Museum Volunteer
* Red Ribbon Week Activities
* Teacher Email
* Report Cards and Progress Reports
* School Adopters
* Special Education Services
* Substitute Teachers
* Annual Fun Day Activities
* Crossing Guards
* Bus Drivers
* Volunteer Tutors
* Volunteer Readers
* Private Business Donations
* Handbook Committee
* Calendar Committee
* Read Around the Christmas Tree
* Breakfast with Santa
* Angel Tree Project
* Hawk Buck Store
* Good Behavior Celebration
* Calendar of Events Committee
* District Board Meetings
* Annual School Fundraisers
* Student of the month Luncheons
* Annual Honors Breakfast
* Honor Roll Program (Every Nine Weeks)
* Honor Roll Field Trips
* Homework Club
* Reading Point Club (Accelerated Reader Program)
* Reading Fair
* Book Fair
* Christmas Parade
* Homecoming Parade
* Rust College Founders Day Parade

**FOCUS AREA: PARENT/COMMUNITY INVOLVEMENT AND PERCEPTION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Action Steps** | **Person(s)****Responsible** | **Resources / Training****Needed** | **Timeline** | **Evaluation of****Action Step** | **Data Utilized****For Goals** |
| Initiate activities and programs focused on parent involvement* Parent Seminars
* Back-To-School Night
* Transition Programs
* PTO Meetings
* Seasonal Programs
* Read Across America
* Parent Volunteer Weeks (2)
* Fun Day
* Chit Chat with the Principal
 | * Principal
* Interventionist
* Grade Level Chairs
* AmeriCorps Tutors
* Parent Center Liaison
 | Recurring Funding for Supplies | **Begin- 8/2021**Quarterly Progress Monitoring**End – 5/2022** | * Parent / Community Surveys
* Evaluation Forms from each event
 | * Parent/Community Survey Data
* Sign-in Documentation of the number in attendance
 |
| Enlist parent and community representatives to serve on the Federal Programs / School Improvement Advisory Committee  | * Principal
* Parent Center Liaison
 | Recurring Funding for Refreshments | **Begin- 8/2021**Quarterly Progress Monitoring**End – 5/30/2022** | * Parent / Community Surveys
 | * Parent/Community Survey Data
* Sign-in Documentation of the number in attendance
 |
| Develop and Implement Parent Training Sessions for Seminars | * Parent Center Liaison
* Leadership Team
 | Recurring Funding for Refreshments | **Begin- 8/2021**Quarterly Progress Monitoring**End – 5/2022** | * Parent / Community Surveys
* Evaluation Forms from each training
 | * Parent/Community Survey Data
* Calendar of Trainings
* Sign-in Documentation of the number in attendance
 |
| Implement advertising media to ensure community and parent awareness of school activities i.e.* Newsletters
* Newspaper Articles
* Flyers
* School Website
* PowerSchool
* Parent Call Out
 | * Principal
* Parent Center Liaison
 | Recurring Funding for supplies | **Begin- 8/2021**Quarterly Progress Monitoring**End – 5/2022** | * Parent / Community Surveys (Media Section)
 | * Parent/Community Survey Data
* Sign-in Documentation of the number in attendance
 |

**HOLLY SPRINGS Primary School**

**Parent And Community Volunteer Form**

**2021-2022**

I would like to volunteer for the following area(s)

(Please check areas of interest):

|  |  |  |
| --- | --- | --- |
| **INSTRUCTIONAL****SUPPORT**  | **ORGANIZATIONAL** **SUPPORT** | **FINANCIAL** **SUPPORT** |
| * General Tutor
 | * School Advisory Committee Member
 | * Partner in Education/ Adopt-A-School
 |
| * Reading Assistant
 | * Federal Programs Committee Member
 | * Private Business Donations
 |
| * Student Coach/Mentor
 | * Hall/Cafeteria Monitor
 | * Academic Program Sponsors
 |
| * Testing Monitor
 | * Parent-Teacher Organization (PTO) Member
 | * Uniform Donations
 |
| * Homework Coach/Tutor
 | * Community Resource Person
 | * Fieldtrip Sponsor
 |
|  | * School Beautification Committee Member
 | * Student Incentives
 |
|  |  | * Teacher/Staff Incentives
 |

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Community Organization:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Volunteer Times:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\*\*\*Please see school visitation and volunteer policy at school or district office.**