

Cardinal Elementary Parent Involvement Policy

2020-2021

COVID-19 Update: This plan may be altered due to the Return to School Plan or executive orders. Please contact the school with any questions.

The staff of Cardinal Elementary believes that lasting and meaningful student learning is more likely to occur when there is a practical partnership between the school and the student's parents/guardians. To achieve this goal and encourage family involvement in the education of students, Cardinal Elementary has formed the Parent/Teacher Organization (PTO), a group made up of parents and staff members. They meet on a monthly basis and have developed a Parent Involvement Plan to inform parents/guardians of opportunities to participate in the education of their children. A written copy of the Parent Involvement Plan shall be provided to all parents having students attending Cardinal Elementary.

Communication

- The school reports individual student achievement to parents through a variety of methods including standards-based report cards, on-line grade viewer, DIBELS reports, pre- and post-testing results, mid-term reports, parent/teacher conferences, academic/psychological testing, Individual Education Plan Meetings, Success Team Meetings and behavior forms.
- At the beginning of each school year a copy of this policy is given to parents at our annual Back to School Night. During this time parents also meet with the classroom teacher to learn about their child's academic program and expectations for the year. They are also given the opportunity to meet with members of the PTO and encouraged to take part in meetings and activities. Evidence includes: PTO volunteer letter, sign-in sheets, agendas, meeting minutes, and parent surveys.
- Bi-annually, the school-parent compact is discussed as it relates to the individual child's achievements during parent/teacher conferences. The parent compact is distributed at Back to School Night and revisited at fall conferences and again at winter conferences. It is reviewed individually with parents at which time parents and staff members initial the compact to record that they continue to work together in an effort to help the student succeed.
- Strategies are used to help families support their children's education. Some examples include the school website, district Facebook page, homework/reading programs, parent/family night activities, school newsletters, parent workshops, "Parent Place" bulletins, parent/teacher conferences, videos and books available for lending in the counseling office, and Back to School Night. A school-wide behavior management system is in place which implements both positive rewards and negative consequences for student behavior. Data is tracked and parents are kept informed. In addition to the teachers and administrators, the school also has a Response to Intervention specialist, after school academic supports, summer acceleration program, a counselor, a speech therapist, a social worker, and a psychologist to assist families. We are also a recipient of the System of Care grant which includes support from a full-time mental health clinician, a full-time wrap-around coordinator, a part-time parent outreach specialist, and a part-time student mentor.
- Support is provided to parents to build capacity for effective parental involvement through parent workshops, volunteering, family nights, and opportunities to participate on committees. The Family Resource Center combines various community and governmental agencies to work with families needing various supports. Evidence includes: sign in sheets, newsletters, flyers, calendars, agendas and minutes of meetings. Books were purchased for classrooms and are intended to be sent home with the students to read with their parents.

- Multiple strategies are used to communicate with the community including school newsletters, community bulletins, classroom newsletters, parent and community involvement events, PTO activities, Family Resource Center meetings, language translators, parent night activities, district newspaper *Extra Edition*, parent forums, community education ESL classes, district and building website, Facebook and Twitter, fliers regarding events, marquee, and the Muskegon Chronicle.

Evaluation

- Parents may participate in the planning, review and improvement of programs. Several avenues exist for parent input including participation in the School Improvement Team, Parent Teacher Organization, parent forums, and volunteering in a variety of activities throughout the school year. Evidence includes: committee minutes, sign-in sheets and surveys.
- Parents are involved in the program evaluation through our school improvement team, surveys and parent forums. Parents and educators have also been involved in the selection of curriculum materials. Evidence is provided through sign-in sheets, agendas, surveys and committee minutes.
- Parents are involved the evaluation of family activities through surveys and program evaluations of special events.

Staff Training and Involvement

- Support is provided to staff to build capacity for effective parental involvement through presentations, workshops, sharing literature, voluntary training addressing the specific needs of our students, use of the Family Resource Center, on-line grading, individual teacher and parent conferences, parent surveys and participation in various parent and community involvement activities. Evidence is provided through sign-in sheets, surveys, newsletters, flyers, and calendars.
- Staff coordinates instructional and school-based support services to meet individual student needs by utilizing diagnostic tools to create support services. Evidence includes: DIBELS Next, common curriculum assessments for math, fast facts timings on multiplication and division or addition and subtraction, trade books, Phonics First, Fountas and Pinnell benchmark assessment, NWEA assessment, Accelerated Reader, counseling services, Success Team meetings, and the after school and summer school academic support programs.

Community Services

- Student services are coordinated with appropriate community services as evidenced by involvement with the System of Care personnel and DHHS offices, community education, Muskegon Health Department, Junior Achievement, Child Protective Services, food banks and trucks, Goodfellows, Arts Night, school/physician communication/collaboration, teacher preparation relationship with Baker College and local business donations. Evidence includes: referrals, schedules, sign-in sheets, meeting minutes and brochures.
- Coordinated community support services are available to impact student learning through System of Care program, DHHS, Orchard View Community Education, Muskegon Area Intermediate School District, Muskegon Health Department, Junior Achievement, school/physician communication and collaboration, after school tutoring and teacher preparation relationship with Baker College. Evidence includes: sign-in sheets, communications, student teachers and teacher assistants, emails and schedules.

Engagement

Due to the size of our school, many activities are designed to give families a sense of community, a feeling of support, and offer a level of comfort.

PARENT/FAMILY ACTIVITIES 2020-2021:

Events and dates are subject to change.

DATE	ACTIVITY	-PARTICIPANTS	EVALUATION
September Cancelled due to COVID 19.	Back to School Night/Carnival	Staff/Administrators Parents	Attendance
September Cancelled due to COVID 19.	Welcome Back Fall Family Picnic	Staff/Administrators Parents Students Community	Attendance
October	Fall Family Activity Night	Staff/Administrators Parents Students	Survey Attendance
November	Thanksgiving Family Lunch	Staff/Administrators Parents Students Community	Survey Sign-In Sheets
December	Family Craft Night	Staff/Administrators Parents Students Community	Survey Sign-In Sheets
February	Family Math & Game Night	Staff/Administrators Parents Students Community	Survey Sign-In Sheets
March	Family Literacy Night	Staff/Administrators Parents Students Community	Survey Sign-In Sheets
May	Family Spring Picnic Lunch	Staff Administrators Parents Students	Survey Sign-In Sheets
October & January	Parent Teacher Conferences	Staff Parents Students	Attendance
Monthly	PTO Meetings	Staff Administrators Parents Community	Sign-In Sheets Minutes
Evenings during select months	Music Programs	Staff/Administrators Parents Students Community	Parent & Student Attendance
May	Fine and Performing Arts Festival	Staff/Administrators Parents Students Community	Parent & Student Attendance
Throughout the Year	Holiday Celebrations	Staff Parents Students	Attendance Sign-In Sheets
Throughout the Year	Community Service Activities	Staff/Administrators Parents Students Community	Attendance/Participation
Throughout the Year	Classroom Volunteer Opportunities	Students Parents Community	Sign-In Sheets
Throughout the Year	Family Involvement Activity Nights	Staff/Administrators Parents/Students Community	Survey Sign-In Sheets