The Georgia Parent Involvement Coordinator (PIC) Network

Promising Parent Engagement Practices in Action: Building Parent Capacity and Leadership

Thursday, January 26, 2012
Georgia Department of Education

Michelle Tarbutton Sandrock
Parent Engagement Program Manager

Promising Practices

1. Parent Café → School Café
2. ESOL Class for Parents that Works
3. Teacher Prescription Pad

Promising Practices

Schools and Family Connection
Strong Relationships

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Schools and Family Connection Strong Relationships

Gwen Houston
Early County Family Connection FACES Coordinator

Tammy Storey
Early County School System Parent Involvement Coordinator

New Beginnings

* Small Town
* Pooling Resources
* Family Connections Goals aligned with School System
  * Assuring school success – elementary
  * Adult and Family Literacy
  * Early Childhood
  * Expand and react to needs of the community via the school

Building Relationships

* Learning Process
* Build trust
* Takes time
* Flexibility
* Turf issues

Collaboration

* Advocated for Parent Involvement Coordinator
* ECSS Parent Involvement Coordinator/Family Connections
* Chair of Family Connections Board 2008-2011

Collaboration

* Abstinence Grant
* ATOD – Alcohol, Tobacco, and Other Drugs
* Early Choices
* Parents as Teachers
* Motivational speakers for students to address risky behaviors
* Referrals of high school students withdrawing

Collaboration/Events

* 21st CCLC
* Santa's Pajama Party
* Back to School Bash
* Words on Wheels
* Bingo for Books
* Feed the Children
* Peanuts to Pencils

Professional Development

* Ruby Payne's Framework for Understanding Poverty
* Facilitator Training
* Strategic Planning
* Parent Café
* Understanding how community/family dynamics affect student achievement

School Cafe

* Family Connections trained in Parent Café.
* Offered training in SW Georgia
* Transforming Parent Café into a School Café
* Reviewed CLIP – rough questions
* Collaborated with Family Connections to put CLIP Questions into a Café format.
* Family Connections facilitated café.

School Café

* Advertised in local paper, open to public
* Registration necessary, space is limited
* Scripted the school café following the Parent Café format
* School Staff and parents attended
* Great input from parents and staff

School Cafe

* Plans are to have more cafés during the school year and incorporate parents into the process of hosting and facilitating the cafe
* Lessons Learned
  * Follow-up with all participants after the café.
  * Publish summary of café for community.

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Promising Practices

ESOL Class for Parents that Works

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An ESOL Class for Parents that Works

Clara Londono LMSW- SSW
Family Engagement Specialist
Judia Jackson Harris
Elementary Charter School

January 26, 2012

Promising Practice:

An ESOL Class for Parents that Works

- Offered at Judia Jackson Harris Elementary during school hours twice a week.
- Volunteer instructors.
- Attendance is consistent.
- Parents have assignments in their child's classroom.
- Child care services are not offered.

Clarke County School District

Why an ESOL Class for Parents?

School Profile

- **J.J. Harris Elementary** is a Title I school with 68.8 % of Latino Students whose parents have Limited English Proficiency.
- 90% of the students receive free and reduced lunch.
- School-home communication is affected by miscommunication.
- Language barrier affects how parents promote and support school work at home.
- Non English speaking parents lack of understanding of what happens in the school.

68.8% Latino Students
90% students received free /reduced lunch.

J.J. Harris is constantly implementing practices to overcome language barriers. However, the need of ESOL classes for parents seemed imperative.

Clarke County School District

How to Replicate this Practice in your School?

Steps to replicate this practice in your school or organization

- Step # 1: Conduct a parent survey to establish the need, and hours and days more convenient for parents in your school.
- Sept # 2: Obtain approval from your administrators.
- Step # 3: Find an ESOL instructor.
- Step # 4: Visit a successful adult ESOL class or program in your community.
- Step # 5: Advertise your classes.
- Step # 6: Hold a registration day.
- Step # 7: Use an attendance agreement.

Clarke County School District

Step #1: Parent Survey

Data is always necessary to support the need of an ESOL class for adults.

Judia Jackson Harris Charter Elementary — August 2010

Family Services Survey

J.J. Harris Elementary school has a Family Resource Center for parents to use during school hours. The center has computers and learning resources that parents can check out to use at home. One of the plans for the resource center is to offer parent workshops and/or specific classes. With this survey, we want to establish interest in regards to classes and workshops.

Once completed, please return to the school as soon as possible.
Attention Clara Londono- Family Engagement Specialist.

These are topics of possible parent workshops and classes. Mark an "X" by the topics you would like to have taught in our school.

Parent Workshops (The workshops will be most likely offered once during the school year in the afternoon)	Classes at the School for Parents (Please indicate what time are you most likely to attend, if these classes were offered)
Gang and drug use prevention ☐	**English Classes** ☐ Morning classes (during school day) ⬭ Afternoon classes (3:00 – 6:00) ⬭
Parenting (better relationships between parents and children, discipline) ☐	**GED Classes** ☐ Morning classes (during school day) ⬭ Afternoon classes (3:00 – 6:00) ⬭
Sex education (How to talk with our children about sex) ☐	

74% of parents indicated that they wanted ESOL classes

38% of parents indicated that they wanted morning classes
36% of parents indicated they wanted afternoon classes

In August 2010, J.J. Harris conducted a survey with ALL parents to establish if there was interest, and what hours and days would be more convenient.

Clarke County School District

Step #2: Obtain Approval

To move forward approval from your administrators is necessary. At this time it is necessary to establish if there is funding available to pay for an instructor, to offer child care, and to buy learning supplies.

In J.J. Harris's case we had minimum funds. Child care was not an option due to space limitations.

Step #3: Find and ESOL Instructor

Find an ESOL instructor for your class. Don't underestimate the volunteers that you already have in your school. For example, retired teachers, college students, etc.

Step # 4: Visit other ESOL Classes

Visit with your instructor successful adult ESOL programs in your community. Observe those classes, learn about the lessons for adult classes. We visited Nancy Heiges's ESOL class for the Right Start Literacy Program in Clarke County.

Determine with your instructor how often the class will meet, for how long and how many students will you take.

Step #5: Advertise your Classes

Judia Jackson Harris Elementary Charter School

Tiger Tales

VOLUME 2, ISSUE 4 — NOVEMBER, 2010

CALENDAR

NOVEMBER 2010

Nov 5th	Parent Coffee 7:30 AM
	5th Grade FACT 11:45 AM
Nov 16th	PTO Meeting 5:30 PM
	Diversity Night 6:00 PM
Nov 18th	Thanksgiving Luncheon At your child's lunch time
Nov 19th	3rd Grade FACT 10:30 AM
Nov 23	2nd Grade Parent Breakfast 8:00 AM
Nov 24, 25 & 26	Thanksgiving Holiday

Happy Thanksgiving 2010

Diversity Night at J.J. Harris!

J.J. Harris is celebrating the different cultures of the school with our first Annual Diversity Night. All of our families are invited to join us on Tuesday, Nov 16th at 5:30 PM. We will have a potluck feast and enjoy local fine arts performances by our school's percussion ensemble, and other local groups.

Our goal is to use this event to foster learning and respect among cultures.

One element that is very common to every culture is food. On Diversity Night we are inviting parents to bring a dish from their country. We plan to have a buffet of delicious cultural dishes prepared by our wonderful families! If you plan to bring food, we are also asking you to label your dish and bring a serving utensil. When preparing your dish, please plan to cook for your family plus two (2) people.

Another element that is very important when we talk about cultures is the typical outfits that each country has. Diversity Night is a great opportunity to show your pride by dressing in traditional clothing from your culture. We need the participation of all of our families to make it a success. It is a great opportunity to meet and share with other families.

Transportation is being provided to this event for families. If you need transportation to come to Diversity Night please call Clara Landono by Friday, Nov 12th at 706- 352-1737.

We will be sending more information about Diversity Night in the upcoming weeks. Please contact Clara Landono if you have questions.

Mark in your calendar:

Tuesday, Nov 16th at 6:00 PM

Diversity Night at J.J. Harris

Come and celebrate with us!

English Classes for J.J Harris Parents

This August the school sent a survey to all families to establish parents interest in regards to classes and workshops.

74% of parents indicated that one of the primary needs is English classes for our non-English speaking parents. The school plans to offer these classes starting January 11th, 2011.

The classes will take place on Tuesdays and Fridays from 10:00-10:45 AM. In the Family Services Room in the school. We have 10 available seats. Due to our limited space, we are unable to offer childcare for young children. The instructor is going to be Dalar Mathis, a retired teacher who currently volunteers in Mrs. McCreight's first grade class.

In the next few weeks more information about this exciting program will be sent home. We will hold registration on December 3rd from 10:00 AM to noon.

If you are interested in this program and/or have questions, please call Clara Landono at 706- 340-1737.

PTO NEWS

Thank you to all the families who helped us with our first fundraising efforts. The Organization sold over $900 in Krispy Cream Donuts and Certificates. We hope you enjoyed them!

The Next PTO meeting will be Tuesday, Nov 16th right before Diversity Night. The organization will contribute to this event by donating some products. We also plan to sell popcorn that night and we'll need parent volunteers to assist us with that. Let us know if you can help.

Advertise your classes. In J.J. Harris we advertised them in the school newsletters, school websites, fliers, and parent meetings to create interest. List a contact number for parents to call and find out details about your classes.

Step # 6: Hold a Registration Day

Registration for English classes for J.J. Harris Parents

When: Friday, December 3rd, 2010

Time: 10:00 AM – 12:00 PM

Where: Family Services Office in J.J. Harris

The school will offer ESOL classes to J.J. Harris parents starting January 11th, 2011. Registration for these classes will be held on Friday, Dec 3, at 10:00 AM. We ONLY have 10 available spots.

Details about the classes*:
Days: Tuesdays and Fridays
Time: 10:00-11:00 A.M.
Place: The Family Services Room in J.J. Harris
Instructor: Daisy Mathis – Retired Teacher

If you are interested in this program and/or have questions, please call:
Clara Londono at 706– 353-1737.

* Due to our limited space, we are unable to offer child care for young children.

Hold a registration day for parents to come and register for the class, complete the required paperwork, and meet the instructor. On this day, the instructor can also perform the students' English language proficiency level assessment.

Step # 7: Use an Attendance Agreement

ENGLISH CLASS FOR PARENTS AGREEMENT FORM

The J.J. Harris Parent English Class is offered ONLY to parents who have students currently enrolled at Judia Jackson Harris Elementary school. The purpose of this class is to offer parents the opportunity to learn, acquire and strengthen skills to use spoken English en real life situations. The classes will take place in the Family Services Office in the school on Tuesdays and Fridays from 8:00 – 9:00 AM.

Parents who registered in this class are agreeing to the following:

1. To arrive on time to class on Tuesday and Fridays. Class starts at 8:00 AM
2. To bring a notebook, pencil. A dictionary is recommended.
3. To follow the attendance policy of the class:
   a. Parents should attend to both days of class each week.
   b. Parents should call in advance if they know they have to miss class, or they will arrive late. Please call the school 706- 357-5203
   c. We only have an hour of class on the days we meet. If you come **before** 8:15 you will be admitted in the class. If you come **after** 8:15 you will NOT be admitted into the classroom, UNLESS you have called the school to let the instructor know that you will be late.
   d. A parent who misses 4 classes (2 weeks), and does not contact the school will automatically be withdrawn from the class. Please contact the school if special circumstances arise.

The instructor and the family engagement specialist agree to the following:

1. To foster a safe, respectful environment where learning can take place.
2. To give to parents class material and a monthly calendar.
3. To notify parents of class changes.
4. To hold monthly meetings to discuss how the class is going and what parents want to learn.

Parent Signature: _____

Instructor signature: _____

FES, Signature: _____

Since this a free ESOL class , it is important that parents know that this class is important and that they can lose their place. We created a document called “Agreement Form" in which parents agree to be on time, to come to class regularly, and to call every time they have to be late or to miss a class.

What does it look like?

What does it look like?

Clarke County School District

Feedback

- At the end of the 2010-2011 school year in May, we conducted a survey with the students in the class:
  - We asked them to rate the class and the instructor. We also asked them If they will continue, if they wanted more hours, if they wanted a test to measure their progress. The purpose of this was to plan for the school year 2011-2012.
- Teachers in the school are receptive, and think it is very convenient to have a group of parents in the building on a regular basis.
- Principal is supportive of this effort. District personnel have also come to observe the class.
- Other LEP parents are constantly asking about the waiting list. English speaking parents have a positive reaction when they find out about these classes.

100% of the students rated the instructor and the content of the class with a five, the highest rating.

100% of the students answered they wanted to continue in the class and wanted more focus on conversation.

Clarke County School District

Feedback

Due to a high demand and the positive feedback received from the first class, J.J. Harris is offering this school year two classes :

Level 1

Focused on survival
English skills
14 - Students

Level 2

Focused on conversation.
parents complete
assignments in the
classrooms.
10- Students

Results for Parent Engagement?

- We added the Level 2 class. The focus of this class is conversation and to expose parents to what happens in the classrooms and in the school.
- In the level 2 class parents have assignments in their children's classrooms such as:

  - Observation in the classrooms.
  - Interviews with teachers.
  - Interviews with school staff.
  - Oral reports.

- Parents participating in this class seemed comfortable to be at school.
- Parents in this class attend school meetings and events more often.
- Parents in this class are communicating more in English.
- Some of these parents are relying less on interpreters at the time of parent teacher conferences.

How is the attendance of this class?

How is the attendance of this class?

Lessons Learned

- At the beginning it is necessary to establish a target audience. Who we want to serve and how. A parent survey is a tool that can help you determine this.
- Do not underestimate the value of volunteers. Funds are very important, but they are not essential to start a good program.
- Keep a waiting list to keep your classes full. Parents are constantly changing their schedules.
- The instructor's role is teaching. Family engagement specialist or program coordinator should handle all the logistics of the class.
- Keep advertising your class every time the opportunity arises!

Clara Londono LMSW-SSW

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Nancy Heiges - ESOL Instructor – Level 2 Class

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Promising Practices

Prescription for Student Success

Garolyn Grooms
Parent Liaison
Liberty Point Elementary School
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Phone: 770.306.3510

Prescription For Student Success

Garolyn Grooms, Parent Liaison
Liberty Point Elementary

Teacher Prescription Pad

- A tool designed for teachers to help students with their academics and keep parents informed.

- Carbon copy prescription distributed to the:
  Parent (white copy)
  Teacher (pink copy)
  Parent Resource Center (yellow copy)

Teacher Prescription Pad

- Teachers give their recommendation(s) for what would best help their student.

- Parents can choose among many resources in the LP (Liberty Point) Title I Parent Resource Center to enrich skills recommended by the teacher.

It's Easy as 1, 2, 3

1. Teacher prescribes help for the student to send home to the parent/guardian.

2. Parent/Guardian calls or brings in the prescription to the Parent Liaison.

3. Parent/Guardian fills the prescription at the LP Title I Parent Resource Center.

Data

- Over 80% of parents that received a prescription have checked out resources.

- Over 50% percent of the students who received a prescription have also made academic gains.

Data

Checkpoints/ 3rd grade student

Teacher's Comments

"As a special education teacher, I find it helpful when I introduce the resources from the Parent Resource Center to the students first before writing and sending the prescription home. The parents of the students have found the prescription pad and the Parent Resource Center very useful".

~ A. Shipman, Special Education Teacher

"The prescription pads are very helpful for parents and teachers. They allow teachers to tell parents how to help their child learn".

~Danielle Florence, First Grade Teacher

Teacher's Comments

"I love the Teacher Prescription Pad! It is a very effective tool because it tells parents exactly what their child needs for success in areas of struggle or enrichment".

~ Mrs. K. Poulson, Kindergarten Teacher

"The Teacher Prescription Pad is a great tool to use during Teacher-Parent conferences to inform parents of the areas that their children need to improve in and allows them the opportunity to check out many of the great educational resources located in the Parent Resource Room".

~Mrs. M. Ellis, Second Grade Teacher (Grade Level Chairperson)

Teacher's Comments

"The prescription pads used in the Liberty Point Resource Center are awesome! When teachers conduct parent conferences and describe difficulties a student is having, it is a great opportunity for teachers to write a prescription for "curing" the problem. Parents can "fill" the prescription free of charge, and work with their kid each night. I've seen tremendous growth in those students who utilize the prescription pads".

- ~ Mrs. L. Anderson, 4th Grade Teacher (Grade Level Chairperson)

Parent's Comments

"The Parent Resource Center is great help for our children. I always find free materials that I can check out for our children. They are all doing great".

~ S. Silva, Kdg, 2nd, and 4th grade parent

" The prescription pad keeps me informed".

~ D. Queen, 2nd grade parent

" When the teacher specifies what my child needs help with on the prescription pad, I am able to check items out in the Parent Resource Center".

~ S. Armelin, 2nd & 3rd grade parent

Suggestions

- Inform parents about the Prescription Pad in newsletters.
- Distribute Prescription Pads to teachers at faculty meetings, teacher workshops, and New Teacher Orientation.
- Distribute Prescription Pads to parents at Parent – Teacher conferences, along with progress reports, and as needed.
- Attach prescriptions to the students agenda.
- Post "Multiple Intelligence Learning Strengths" in the Parent Resource Center to help parents select the best items for their child.
- To foster strong Parent - Teacher relationships, return the completed prescription to the originated teacher.

PARENT INVOLVEMENT makes a world of difference….

Georgia Family Engagement Conference

A Partnership of Georgia Department of Education and Georgia PTA

Georgia PTA®
every child. *one* voice.

DEPARTMENT OF EDUCATION
STATE OF GEORGIA
1776

February 16 -18, 2012 in Athens, GA

Learn More and Register At:

http://public.doe.k12.ga.us/tss_title.aspx?Pagereq=StatewideConference

Parent Engagement Program Announcements

- Family Engagement Conference Late Registration

  Deadline: February 1, 2012

- Family – Friendly Partnership School Awards

  Deadline: February 1, 2012

Monthly Webinar Series Continues...

Don't Miss!

Thursday, February 23, 2012
9:30 am – 11:00 am

Make and Take Parent Workshops –

Helping Your Teen Cope with Peer Pressure

AND

Communicating with Your Child and Teen

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Open for Questions