

Parent Engagement Plan

**See below table for description of each plan

Plan	Level	Timeline	Person Responsible	Funds	Evidence
Communication	Elementary Middle High School	Begin implementing during the current school year.	Teachers Translator (bilingual staff or volunteer) Administrators	None	Copy of translated letters sent home, records of phone calls made to parents (including date, time, subject)
Parent Workshops	Elementary Middle High School	Begin planning and finding resources during the school year. Implement at the beginning of the school year.	Bilingual staff member or parent liason	Funds needed for providing resources to parents.	Parent Sign-in sheet; Copy of agenda for each workshop
Coffee with the Principal	Elementary Middle High School	Begin implementing during the current school year.	Translator (bilingual staff or volunteer) Administrators parent liason	Funds needed for refreshments	Parent Sign-in sheet
Family Culture night	Elementary School	Plan and implement at the end of the school year	All staff	Fund needed for classroom supplies and potluck dinner.	Parent sign-in sheet
Award Ceremony	Elementary School	Begin planning during the school year. Implement at the beginning of the school year.	Teachers Administrators	Funds needed for certificates/awards for students	Copy of awards; list of students receiving awards; parent sign in.

1. Communication: Staff will communicate with ESL parents on a regular basis. Communication will occur through frequent phone calls home using bilingual staff (or volunteer) to translate. Teachers will use phone calls to update parents on a student's behavior or academic progress, as well as any social or academic events occurring at the school. Additionally, any letters sent home to parents will be translated to provide information to ESL parents.

2. Parent Workshops: Bilingual staff member or Parent Liaison will provide monthly workshops for ESL parents. The purpose of the workshops is to provide information on the school system both in the United States and at Oakland International Academy (expectations, grading process, explanation of support staff and services, description of standardized testing). Furthermore, these workshops will also provide information and community resources to assist families as they transition to America.
3. Coffee with the Principal: Administrators and Parent Liaison, with the assistance of a bilingual staff member or volunteer, will host a monthly meeting for parents. This will be an open forum for parents to ask questions, voice concerns, and become more familiar and comfortable with the school and staff.
4. Family culture night: At the elementary school level, teachers and students will research a specific country, create a visual, and prepare an activity or presentation for culture night. Parents and students will rotate through classrooms to learn about each country. After visiting the classrooms, families will go to the gym or cafeteria for food from the various countries. Parents will be encouraged to participate both by visiting the classrooms and contributing food to the potluck.
5. Award Ceremony: At the elementary (and possibly middle/high school) level, teachers and administrators will celebrate student success at a monthly morning assembly. All parents will be invited to attend and special invitations will be given to families of the "Student of the Month". Assembly will be held at the same time/day each month so parents are familiar with the schedule and can make arrangements if needed. Each teacher will present awards for student of the month, attendance, behavior, birthdays, ect.