

Benjamin E. Mays IB World School  
 560 Concordia Avenue  
 St. Paul, MN 55103  
 (651) 325-2400  
 spps.org/mays



2019-2020 Benjamin E. Mays IB World School Family Engagement Plan (PreK-5 Grade)

**School Vision:**

Develop confident, literate, and responsible students who will be able to think critically, make great decisions, and become internationally minded students who pursue post secondary educational options.

**School Mission:**

Through rigorous intercultural and interdisciplinary studies, students will be empowered with the communication and leadership skills necessary to become productive global citizens who are inquiring, knowledgeable, and caring.

The Family Engagement Plan (FEP) is organized into four impact areas. We will be working together this year to build positive and goal-oriented relationships in each area. Families and staff at school developed this plan together.

**Welcoming Environment**

<p><b>Our school has a staff member available for families to discuss this plan and ask questions</b></p>	<ul style="list-style-type: none"> <li>• <b>Family Liaison: Karen Shanahan (651) 325-2492</b>  <b>karen.shanahan@spps.org</b></li> </ul>
<p><b>Our school communicates with families in many ways.</b></p>	<ul style="list-style-type: none"> <li>• The best way to keep informed about all school information is through our weekly emails, <i>Mays Weekly Highlights</i>. These emails arrive on Wednesday or Thursday of each week and include a calendar of events and links to further information. To receive these emails, contact the office at (651) 325-2400 or keep your information current through the district electronic iUpdate system at <a href="http://spps.org/onestop">spps.org/onestop</a>.</li> <li>• We update our website regularly. Watch our school website for important information and upcoming events: <a href="http://spps.org/mays">spps.org/mays</a></li> <li>• Teachers send bi-weekly or weekly classroom newsletters home. Additionally, many teachers use apps to communicate with families.</li> <li>• When families call, email, text, or send a note, we do our best to respond within 24 hours during the work week.</li> </ul>

<p><b>The achievement gap, or rather the “opportunity gap,” between students of color and white students in Saint Paul Public Schools is unacceptable. Our school is working to change practices and systems by identifying the barriers that make it harder for students of color to succeed and for their families to support their learning.</b></p>	<ul style="list-style-type: none"> <li>• For more about our work on racial equity, contact: Kirk Morris, Principal (651) 325-2400</li> <li>• Mays staff has participated in Beyond Diversity Training and Innocent Classrooms. Staff uses the Courageous Conversations About Race Protocol (CCAR) to guide work in instruction, meetings, and other school events. Staff will further explore Critical Race Theory tenets and will launch into E3 (Education, Excellence and Equity) work.</li> <li>• Parents, families and community members voice their concerns and provide counter-narratives through our <b>Mays Café</b> gatherings and <b>Year in Review</b>. These gatherings will take place in fall, winter, and spring.</li> </ul>
<p><b>Transitions between schools can be challenging, and we work to help families as their children start and leave our school.</b></p>	<p><b>For new students and families, we support the transition by:</b></p> <ul style="list-style-type: none"> <li>• Pre-K and K families can attend a Registration and Orientation event in May preceding their entry into school. This event introduces families to staff and the building, and helps prepare students for school at Mays.</li> <li>• Benjamin E. Mays IB World School hosts a <b>Meet &amp; Greet</b> the week before the new school year starts which orients families and students to the school and provides an opportunity for families to meet staff.</li> <li>• For our Pre-K and Kindergarten families we have <b>Transition Conferences</b> during the first week of September. At these conferences, families meet the teacher, complete paper work, go through a brief assessment, ask questions, and share concerns about their student’s education.</li> <li>• Families who start during the school year receive an orientation packet and a school tour.</li> <li>• <b>Mays CAFEs</b> and <b>Year in Review</b> held three times a year (fall, winter, spring) give new families an opportunity to engage with administration, staff, and teachers as well as with other parents.</li> <li>• Mays hosts <b>Take Your Parent to School Days</b> for Pre-K, K, 1<sup>st</sup>, and 2<sup>nd</sup> Grade students which familiarize families with curriculum, standards, and daily routines.</li> <li>• <b>Open House for Prospective Families</b> in January 2020, introduces families to Mays and the IB Primary Years Programme.</li> <li>• School tours are available upon request.</li> <li>• Mays publicizes and encourages families to attend the district’s Blast-Off to Kindergarten event.</li> </ul>

**We support transitions within school by:**

- We host a school-wide Transition Day in May during which time students visit the next grade to learn expectations and ask questions.
- Parents are invited to a Pre-K to K Transition Day in spring.
- PBIS Committee develops clear school-wide expectations. They support staff in the teaching of these expectations across all grades.
- The IB framework supports transitions within the school. Students study the same six transdisciplinary themes throughout grades K-5 (because of time limitations, Pre-K participates in fewer transdisciplinary themes). Students aspire to, and are taught, the same Learner Profile and Attitudes.

**For students and families moving to the next school in their pathway, we support the transition by:**

- Benjamin E. Mays IB World School hopes to increase articulation for our IB program (Ramsey, Hazel Park, and Highland) by increasing parent awareness of the IB PYP.
- 5<sup>th</sup> grade IB Exhibition at the end of May, the culminating IB event for the PYP Programme, encourages families and students to continue their IB education.
- Mays hosts a **Middle School Transition Day** during which 5<sup>th</sup> Grade students participate in a mock day at middle school.
- Mays 5<sup>th</sup> Grade students articulating to Ramsey Middle School will have the opportunity to visit Ramsey in the spring with our school counselor.

## Family Partnerships

<p><b>Our school-parent compact establishes the shared responsibility for student success between the school, families, and students. Families and teachers work together to develop the compact.</b></p>	<ul style="list-style-type: none"> <li>• <b>Copies of the compact are available:</b> Benjamin E. Mays IB World School partners with families to develop the grade-level compacts around academic goals. Compacts are available during our <b>Meet &amp; Greet</b> in August, during <b>Parent/Teacher Conferences</b> in November and during <b>Title I Night</b> in fall. They are also posted on our website (spps.org/mays) and available in our main office.</li> <li>• <b>The compact will be updated:</b> Every year in the spring all families will be invited to participate in compact revision at our <b>Year in Review</b> event.</li> </ul>
<p><b>There are many opportunities for families to build connections to the school and to each other.</b></p>	<ul style="list-style-type: none"> <li>• <b>Title I Annual Meeting</b> where we will share information about school programs and participation in Title I.</li> <li>• A student <b>IB Showcase</b> occurs for grades K-4 during the year.</li> <li>• <b>5<sup>th</sup> Grade Exhibition</b> is the culmination of the students IB PYP education at the end of the school year and highlights 5<sup>th</sup> grade work.</li> <li>• <b>Mays CAFE</b> is a framework in which the greater community provides input in a conversational format. Mays CAFEs occur during fall and winter.</li> <li>• During spring <b>Year in Review</b> families, community, and school staff meet in an informal atmosphere where we review past events and plan for future events.</li> <li>• <b>National African American Parent Involvement Day (NAAPID)</b> will be on February 10, 2020.</li> <li>• Pre-K, Kindergarten, 1st grade, and 2nd grade <b>Take Your Parent To School Days</b> introduce families to what is happening in the classroom and prepare families for important transitions.</li> <li>• Our school participates in the Parent Teacher Home Visit Project.</li> <li>• Our PTA hosts community building events such as: <b>Movie Night, Fall Festival, and Mays Moves</b>. PTA hosts regular meetings throughout the year inviting all community members to attend.</li> </ul>

<p><b>We work to make these meetings and events available for every family in the school.</b></p>	<ul style="list-style-type: none"> <li>• Translation and interpretation is available upon request. Please contact the office for translation and interpretation needs.</li> <li>• Mays holds events at multiple times to assist in family participation (morning, afternoon, evening).</li> <li>• We provide childcare for our Mays CAFEs.</li> <li>• To promote family attendance at events: we provide a light meal at all IB events and at Mays CAFEs.</li> <li>• Transportation is available upon request to events and meetings at school.</li> <li>• During IB event evenings, teachers may arrange for students to stay afterschool to accommodate families' schedules and allow for full participation.</li> <li>• Bilingual staff assists in reaching families who speak Spanish, Hmong, and Somali.</li> <li>• Our MLL (Multi Lingual Learners) staff provides language support to our families.</li> <li>• Mays circulates the event flyers in Spanish, Hmong, Karen, and Somali provided by the district.</li> <li>• Some of our multi-lingual families offer their assistance promoting and hosting events.</li> <li>• Interpreters provided for Parent/Teacher conferences.</li> </ul>
<p><b>Our school supports families as advocates and provides opportunities for parent leadership</b></p>	<ul style="list-style-type: none"> <li>• If parents have concerns about their child's learning the process at Benjamin E. Mays IB World School is to start discussion with classroom teacher (involving MLL staff or Special Education staff as needed). Then to approach an administrator. If the concern has been referred to the Principal and a resolution has not been gained, next involve the district Ombudsperson.</li> <li>• The district has an Ombudsperson available to help resolve conflict between families and schools. The Ombudsperson is a person who listens to and investigates complaints against Saint Paul Public Schools, its programs, offices and staff. The Ombudsperson does not take sides. She works with parents, community members and the school district to clarify and resolve questions, concerns and complaints in a fair and timely manner. The services of the Ombudsperson are free. Our Ombudsperson is Dana Abrams, at (651) 767-8394 or <a href="mailto:dana.abrams@spps.org">dana.abrams@spps.org</a>.</li> <li>• Our staff has ongoing Racial Equity training which encourages conversations with families.</li> <li>• Our staff will receive professional development around parent engagement including: <i>Communication Why and What</i>, and <i>Conversations with Parents</i>.</li> </ul>

- Prior to our Mays Café events we have team meetings between key staff and parent stakeholders to frame the questions used to guide the conversations.
- Mays Café provides a framework in which the greater community provides input in a conversational format.
- PTA meets regularly. Times will be posted in *The Weekly Highlights* e-mail and on our website [spps.org/mays](http://spps.org/mays)
- Parents and families provide feedback through surveys and meetings (particularly CAFEs and the Year in Review) to review, improve, and revise the Grade Level Compacts and Family Engagement Plan.

### Teaching and Learning

**Our school shares information about state standards, assessment and student achievement with families in multiple ways**

- **Report cards will be distributed** in person during Parent/Teacher Conferences. If a family is unable to attend conferences, teachers will use phone conferences or home visits to reach out to parents. Mays sends the report card home if families cannot meet for conferences.
- **Progress Reports** distributed bi-weekly.
- **Parent-Teacher conferences are held twice a year in fall and spring** November 12, 3:00-6:00; November 14, 3:00-6:00; November 15, 8:30-2:00; March 17, 3:00-6:00; March 19, 3:00-6:00; March 20, 8:30-2:00.
- Mays has developed a **Parent/Teacher Plan** to facilitate ongoing conversations with families around academic success.
- Mays will provide specific information on students' reading level during conferences. If a K-3 grade student is not at grade level during our fall and spring conferences, the teacher and parent will goal set together using the Parent Teacher Plan. Teachers will provide tools, such as letter sound cards or sight word games, to facilitate learning at home.
- K-3 students below grade level in reading working with our Reading Corps tutors will have a regular Read at Home activity to engage and support families around reading.

**Mays supports additional activities preparing our students for success:**

- **NAAPID** hosting speakers/discussion addressing academic development.
- **IB Showcase Nights** will involve parents and families with the IB curriculum and the transdisciplinary units and action cycle of a particular unit. Grades 1-4 will each hold an IB Showcase.
- 5<sup>th</sup> Grade will hold an **Exhibition**. Exhibition is the cumulative project of the IB PYP years. The Exhibition will show families what their student has learned in the IB Programme.
- **Take Your Parent to School Day** for Pre-k through 2<sup>nd</sup> grades will provide parents with information on curriculum, grade level standards, and tools to support this learning at home.
- **Mays website [spps.org/mays](http://spps.org/mays)** has information regarding assessments and curriculum. The website also provides links to support learning at home.

**Specific ways families partner with Mays to build reading skills in K-3 (particularly for students not reading at grade level):**

- Reading Calendars (to encourage daily reading at home);
- partnership with PTA to provide students free books at events;
- Sight Word Games for families created to support the
  - Kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> grade Compacts;
  - Mays website ([benmays.spps.org](http://benmays.spps.org)) has a section devoted to reading and reading resources including booklists, leveled reading charts, and questions to ask your student for fiction and non-fiction reading;
- Minnesota Reading Corps members use data driven interventions to tutor students in reading. Tutors work with students daily, one-on-one or in small groups, for 20 minutes. Parents are notified of their student's involvement in this program.
- Reading Corps members working with students below grade level have their students participate in RAH (Read at Home).
- Mays will work through a coordinated volunteer program, Reading Partners, to provide one-on-one reading support to students in grades 1-5 reading below grade level.

<p><b>Our school will engage families in personalized learning as a key strategy to accelerate student achievement. Parents can get more information using many tools</b></p>	<ul style="list-style-type: none"> <li>• Parent log in information accessed at <a href="http://spps.org/onestop">spps.org/onestop</a> or by asking the school clerk.</li> <li>• Many students use iPads in the classroom. Teachers are required to attend courses to explore personalized learning through technology.</li> <li>• The IB curriculum is inquiry based and encourages personalized learning through its process. Teacher Professional Development and regular staff meetings encourage depth in our IB planning.</li> <li>• Staff uses See/Saw and other apps to inform parents of student progress and share students work samples.</li> </ul>
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<p><b>Many before- and after-school enrichment and support opportunities are available for students</b></p>	<ul style="list-style-type: none"> <li>• EDL</li> <li>• Freedom School Express</li> <li>• Community Education Classes</li> <li>• Partnership with the Rondo Community Outreach Library (a key partner in our Year in Review spring event) provides homework and reading support to families.</li> <li>• Partnership with MLK rec check which provides homework help to students from 2:00-6:00.</li> <li>• Partnership with Boys and Girls Club provides enriching afterschool activities to students.</li> </ul>
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## Community Partnerships

Our school develops community partnerships to provide additional support for students and their families

- Saint Paul Promise Neighborhood (SPPN)
- Center for Cultural Wellness with a Center for Families, Culture & Learning located at Mays
- Wilder Ujima group
- Minnesota Reading Corps
- Reading Partners
- Phillips Eye Institute
- Family Tree Clinic
- Fuel Up to Play 60
- PBS Kids
- Cretin Derham Hall
- Kohl's Project Immunization Clinic
- Children's Dental Services
- Hallie Q. Brown Community Center
- MLK Recreation Center
- Rondo ECFE
- Minneapolis Institute of Arts (MIA)
- KOFI
- Thad Wilderson and Associates
- Hubb Center
- Rondo Outreach Community Library
- Redeemer Lutheran Church (uniform assistance)

This plan is available as part of our school's SCIP, or School Comprehensive Improvement Plan at [scip.spps.org](http://scip.spps.org), is on our school website at [spps.org/mays](http://spps.org/mays), and printed copies are available in the office.