



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



## 2016-2017 Family Engagement Plan

### 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 staff member(s) 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) 325-2400</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 e-mails, <i>Mays Weekly Highlights</i>. These e-mails are sent on Wednesday or Thursday of each week and include a digital copy of the all-school newsletter and most papers included in the Wednesday Communication Packets.</li> <li>• Important school papers and the weekly school newsletter, <i>The Inquirer's Journey</i>, come home in our Wednesday Communication Packets.</li> <li>• Watch our school website for important information and upcoming events, <a href="http://benmays.spps.org">benmays.spps.org</a></li> <li>• Each teacher also sends bi-monthly or weekly classroom newsletters home in the Wednesday Communication Packets.</li> <li>• Extra fliers for events are available in the office.</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 regular racial equity professional development. 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 are given a chance to voice their concerns and provide counter-narratives through our World Café gatherings</li> <li>• Families are also encouraged to come to <b>Lunch with the Principal</b> to discuss what is happening at the school directly with the administration. Lunch with the Principal is held three times a year during 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>• Benjamin E. Mays IB World School hosts a <b>Meet and Greet</b> during 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>• Orientation folders are given to families who start during the school year.</li> <li>• Lunch with the Principal is held three times a year (fall, winter, spring) to give new families an opportunity to engage with administration.</li> <li>• School tours are available.</li> <li>• Pre-K and K families can attend a Round-Up in May preceding their entry into school which introduces them to the staff and building and helps prepare students for school at Mays.</li> <li>• For our pre-k and kindergarten families we have Transition Conferences during the first days of school. During these conferences families meet the teacher, complete paper work, go through a brief assessment, and raise questions and concerns about their student’s education.</li> <li>• Mays hosts Take Your Parent to School days for Pre-K, K, and 1<sup>st</sup> Grade students which familiarize families with curriculum and daily routines.</li> <li>• Mays publicizes and encourages families to attend the district’s Blast-Off to Kindergarten event.</li> <li>• Mays and the Jeremiah Program will continue to develop a relationship by inviting Jeremiah Program students and staff to visit the Mays Kindergarten classrooms in fall and spring and having Take Your Parent to School for Jeremiah Program parents fall and winter.</li> </ul>

	<p><b>We support transitions within school by:</b></p> <ul style="list-style-type: none"> <li>• Pre-K students visit kindergarten classrooms.</li> <li>• First Grade and Kindergarten teachers meet in spring to discuss the transition and look at challenges.</li> <li>• Staff will loop with their classes in grades 1-2, 3-4</li> <li>• PBIS Committee develops clear school-wide expectations. They support staff in the teaching of these expectations across all grades.</li> <li>• 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). They aspire to and are taught the same Learner Profile and Attitudes. The same five skills are developed and the same action cycle is reinforced.</li> </ul> <p><b>For students and families moving to the next school in their pathway, we support the transition by:</b></p> <ul style="list-style-type: none"> <li>• Benjamin E. Mays IB World School hopes to increase articulation for our IB program (Ramsey, Hazel Park, and Highland).</li> <li>• 5<sup>th</sup> grade IB Exhibition, the culminating IB event for the PYP Programme, encourages families and students to continue their IB education.</li> <li>• A panel discussion with question and answer session will be held for our families.</li> <li>• Mays will host a "Middle School Day" during which 5<sup>th</sup> Grade students will participate in a mock day at middle school.</li> </ul>
--	---

<b>Family Partnerships</b>	
<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 is pleased with the partnership between families and school in the development of grade-level compacts around academic goals. Compacts are available during our Open House in September, during Parent/Teacher Conferences in fall and spring and during Title I Night. They are also posted on our website 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 the Compact revision.</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>• Title I Annual Meeting where we will share information about school programs.</li> <li>• A student IB Showcase occurs for each grade level during the year.</li> <li>• Dancing Classrooms will host a Dance Recital at Mays and a competition outside of school featuring the 5<sup>th</sup> grade dancers.</li> <li>• 5<sup>th</sup> Grade Exhibition event showcases the culmination of the</li> </ul>

	<p>students IB PYP education at the end of the school year.</p> <ul style="list-style-type: none"> <li>• World Café gatherings. World Café provides a framework in which the greater community is invited to provide input in a conversational format.</li> <li>• During fall, winter and spring; Lunch with the Principal will be held on topics identified by parents as areas of interest; Math &amp; Reading, Bullying &amp; Peer Pressure, the Partnership Between Home &amp; School.</li> <li>• National African American Parent Involvement Day (NAAPID) will be on February 13, 2017</li> <li>• Pre-K, Kindergarten, and 1<sup>st</sup> grade <i>Take Your Parent To School Day</i> introduces families to what is happening in the classroom and prepares 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: Movie Night, Fall Festival, and Bingo.</li> <li>• PTA (Parent Teacher Association) meets throughout the year.</li> <li>• Parent Academy will run for six sessions in spring and encourages families to build connections to other participants.</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>• We host events at a variety of times; morning, lunch, afternoon, and evening.</li> <li>• Bilingual staff assists in reaching families who speak Spanish, Hmong and other languages.</li> <li>• Our MLL (Multi Lingual Learners) staff provides language support to our families.</li> <li>• Mays circulates the event flyers in Spanish, Hmong, and Somali provided by the district.</li> <li>• Some of our multi-lingual families offer their assistance promoting and hosting events.</li> <li>• Interpreters are provided for Parent/Teacher conferences.</li> <li>• Childcare is provided for our World Café</li> <li>• To promote family attendance at events: a meal is provided at all IB Showcase events, at World Café and during Lunch with the Principal.</li> <li>• Transportation is available upon request to events.</li> <li>• During IB Showcase evenings, teachers may arrange for students to stay afterschool to accommodate families' schedules and allow full participation.</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 the administrator assigned to that grade; after this, refer the concern to the Principal; if resolution has not been gained, next involve the district Ombudsperson.</li> </ul>

	<ul style="list-style-type: none"> <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: Managing a Useful Website, How to Share Data, Culture Awareness, and World Café Format.</li> <li>• Prior to our World Café events we have team meetings between key staff and parent stakeholders to frame the questions used to guide the conversations.</li> <li>• World Café provides a framework in which the greater community is invited to provide input in a conversational format.</li> <li>• Student leadership groups made of 4<sup>th</sup> and 5<sup>th</sup> grade representatives meet bi-monthly to address concerns and provide input.</li> <li>• PTA meets regularly. Times will be posted in <i>The Inquirer's Journey</i>.</li> <li>• Parent Focus groups meet to provide feedback on Compacts and Family Engagement Plan in spring.</li> </ul>
<p><b>Parent Academy provides the foundation of parents' information and skills for becoming more involved in our school. Parent Academy is a six-week program for families.</b></p>	<ul style="list-style-type: none"> <li>• <b>Parent Academy Seminars will be held:</b> Six evenings during Spring</li> </ul>

Teaching and Learning	
<p><b>Our school shares information about student achievement with families in multiple ways</b></p>	<ul style="list-style-type: none"> <li>• <b>Report cards will be distributed</b> 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. The report card is sent home if families cannot meet for conferences.</li> <li>• <b>Progress Reports</b> will be distributed bi-monthly.</li> <li>• <b>Parent-Teacher conferences are held twice a year in fall and spring</b></li> <li>• Mays has developed a Family/Teacher Plan to facilitate ongoing conversations with families around academic success.</li> </ul>

	<p><b>Mays supports additional activities preparing our students for success:</b></p> <ul style="list-style-type: none"> <li>• NAAPID hosting speakers/discussion addressing academic development.</li> <li>• <b>Specific ways families partner with Mays to build reading skills in K-3 (particularly for students not reading at grade level):</b> <ul style="list-style-type: none"> <li>○ Reading Calendars (to encourage daily reading at home);</li> <li>○ partnership with PTA to provide students free books at events;</li> <li>○ sight word flashcards for families created to support the Kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> grade Compacts;</li> <li>○ Mays website (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;</li> <li>○ 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.</li> <li>○ Reading Corps members working with students below grade level have their students participate in RAH (Read at Home).</li> <li>○ Mays will work through a coordinated volunteer program, Reading Partners, to provide one-on-one reading support to students in grades 1-4 reading below grade level.</li> </ul> </li> </ul>
<p><b>Our school will engage families in Personalized Learning as a key strategy to accelerate student achievement, as these changes come to our school</b></p>	<ul style="list-style-type: none"> <li>• Mays 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. IB PLCs encourage depth in our IB planning.</li> </ul>
<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</li> <li>• Community Education Classes</li> <li>• Girl Scouts</li> <li>• Saint Paul Promise Neighborhood (SPPN) provides partnership opportunities for our students such as the Sankofa Reading Program</li> </ul>

## 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
- Everybody Wins
- Minnesota Reading Corps
- Phillips Eye Institute
- Jeremiah Program Pre-K
- 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
- 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 [benmays.spps.org](http://benmays.spps.org) and printed copies are available in the office.