



# **Urbana School District #116**

## **2017-2018 Family Engagement Overview**

**Presented by Dionne Webster, The Director of Family Engagement and Student Supports**

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- I created a Family Engagement Survey in June of 2017 with input from the Central Office Leadership team to learn more about Urbana School District #116 families' needs and interests.
- The Family Engagement Survey was provided at each Urbana School District #116 school during fall parent teacher conferences electronically on Google Chromebooks, and on paper in both in English and Spanish.
- I established the Family and Community Engagement Committee consisting of school social workers, the Parent Community Outreach Liaison, the Latino Family Liaison, building level family liaisons, the Mentor and Community Involvement Coordinator, the CU Early Program Director, the Family Engagement and Curriculum Coordinator, and our superintendent to streamline all of our professional efforts to best support our families and community in fostering student growth and achievement. We met monthly during the school day (August-April) to plan the Parent Academy, College and Career Readiness Week, and other family engagement activities.
- I established the Urbana Family Advisory Committee based on family interest from the Family Engagement Survey that was issued to families in the fall of 2017. We had three general meetings (December 12<sup>th</sup>, February 20<sup>th</sup>, and April 17<sup>th</sup>), one Family Forum (May 14<sup>th</sup>), and one executive board meeting (June 12<sup>th</sup>). Families assisted in planning the Parent Academy, and discussed the following topics: how to enhance family engagement in our school district, family engagement guidelines from the Every Student Succeeds Act/ESSA, curriculum, district initiatives, and a variety of other subjects that came up during the open discussion section of each meeting.
- The Family Engagement Survey data collected in the fall of 2017 was used to organize the first district wide Parent Academy on Tuesday, March 13, 2018 at Urbana Middle School.

# **Family Engagement Plans for 2018-2019**

- The Parent Teacher Advisory Committee consisting of teachers, parents, and district level employees will meet once a semester: Monday, September 17, 2018 and Monday, May 13, 2019 from 5:00-7:00 p.m. in the Board of Education Room at Central Office to review and discuss district policies and data.
- The Urbana Family Advisory Committee will meet monthly at the Urbana Neighborhood Connection Center beginning in September and ending in May. All Urbana Families are encouraged and welcomed to join this committee. Each meeting will focus on a different topic. The suggested topics from the Urbana Family Advisory Committee Executive Board are: restorative practices, school transitions, racial equity, behavior support and discipline at school and at home, de-escalation training, how to advocate for your child, trauma informed care, an overview of district initiatives, and curriculum.
- A Special Education Parents' Advisory Committee will be formed to provide families with children who receive special education services with information about current special education policies and procedures in Urbana School District #116. The committee will meet once a quarter. Todd Taylor and Dr. Diann Richardson will be the facilitators of this committee.
- The Family Academic Support and Engagement/FASE leaders at each elementary school will lead interactive parent-student workshops once a quarter in their schools to teach parents and students (together) about how to support learning at home. The FASE leaders will create learning activities for students and their families directly connected to learning standards, curriculum, and the school's continuous school improvement goals to support students' academic growth and success.
- Each Urbana School District #116 building principal will create a Principal's Advisory Committee/PAC to strengthen home school partnerships that support student success and academic achievement. PAC meetings will be once a quarter at each school. All parents will be invited and welcomed to join their school's PAC by the school principal.
- Two district wide Parent Academies will be offered in the 2018-2019 school year at Urbana Middle School. One Parent Academy will be offered in the fall, and one Parent Academy will be offered in the spring. The fall Parent Academy is tentatively scheduled for Tuesday, October 2, 2018 from 5:30-7:30 at Urbana Middle School. Dinner will be provided for families from 5:30-6:00 p.m. The fall date will be finalized when Urbana Middle School finalizes its sports' schedule with the Illinois Elementary School Association/IESA. The focus of the fall Parent Academy will be social emotional learning and behavior. The spring Parent Academy will be on Saturday, March 2, 2019 from 1:00-4:00 p.m. The focus of the spring Parent Academy will be curriculum and special education. All Urbana School District #116 employees will have the opportunity to submit proposals to present workshops at each Parent Academy. Community members will also be invited to present workshops at each Parent Academy in their specific area of expertise.

**Urbana School District #116  
Urbana Family  
Advisory Committee  
Meetings for 2018-2019**

September 11, 2018

October 23, 2018

November 27, 2018

December 11, 2018

January 8, 2019

February 26, 2019

March 26, 2019

April 30, 2019

May 14, 2019

From 6:00-7:00 P.M.

At The Urbana Neighborhood  
Connections Center  
1401 E Main St, Urbana, IL 61801



**Urbana School District  
#116 Mission Statement:**

The mission of Urbana School District 116, a multicultural community committed to educational excellence, is to ensure that all learners acquire knowledge, develop skills, and build character to achieve personal greatness and help create a better global society, by providing innovative, comprehensive programs, respecting individual learning styles and cultural differences, and fostering caring and nurturing relationships, while engaging each student, every family and the entire community.

**Contact Information**

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Urbana Family  
Advisory  
Committee

**Collaborating with  
Families to Enhance  
Student Success**



**Urbana  
Family Engagement  
2018-2019**

## What is the Urbana Family Advisory Committee?

All Urbana School District #116 families are invited and welcomed to join the Urbana Family Advisory Committee. The goal of the Urbana Family Advisory Committee is to form a collaborative partnership between families and schools to enhance student growth and achievement. The Urbana Family Advisory Committee is an excellent opportunity for Urbana School District #116 families to learn more about curriculum, initiatives, and resources in our district to support our students' academic and social emotional needs to ensure that all students achieve their own levels of personal greatness.

### Urbana School District #116's Family Engagement Goals:

Urbana School District #116 recognizes the necessity and value of family engagement to support student success and academic achievement. To support collaborative partnerships between families and schools, the district is committed to achieving the following goals in ways that recognize and respect the diversity and differing needs of families:

- Involving families as partners in school governance, including decision-making.
- Establishing effective two-way communication with all families.
- Developing strategies and programmatic structures at schools to enable families to participate actively in their children's education.
- Providing support and coordination for school staff and families to implement and sustain appropriate family engagement from early childhood through grade twelve.
- Utilizing community resources to enrich the educational environment and promote family and student success.
- Supporting families in their roles as their child's first and most important teacher.

## The Benefits of Family Engagement

- Students achieve more, regardless of socioeconomic status, ethnic/racial background or parents' education level.
- Students have higher grades and test scores, attend school regularly, and complete homework more consistently.
- Students have higher graduation rates and enrollment rates in post-secondary education.
- Student achievement for disadvantaged children not only improves, but can also reach levels that are standard for middle-class children. Children that are furthest behind may make the largest gains.
- Middle school and high school students whose parents remain involved make better transitions, maintain the quality of their work, and develop plans for their future. Students are also less likely to drop out of school.
- Students may keep better pace with academic performance if their parents participate in school events, develop working relationship with educators, and keep up with what's happening in their child's school.

### Adapted from:

Illinois State Board of Education Family Engagement Framework A Guide for Illinois School Districts, Schools and Families  
<https://www.isbe.net/Documents/fe-guide.pdf>

## How to Advocate for Your Child:

1. Build open communication with your child's teacher(s). Raising concerns with teachers may be easier if open communication has already been established.
2. Connect with other parents. Consider joining the school Parent Teacher Association/PTA or Parent Teacher Organization/PTO for opportunities to volunteer at the school, and to stay informed about what is happening in your child's school.
3. Keep a record of communication between you and the school, so that everyone is on the same page about expectations.
4. Know that everyone ultimately wants your child to succeed. For best results, keep calm when issues arise.
5. Gather information beforehand. If a problem occurs, it's best to get the details before moving forward. Make sure you have the best information available.

### Adapted from:

*Be Your Child's Advocate*  
<http://www.scholastic.com/parents/resources/article/parent-teacher-partnerships/be-your-childs-advocate>

**Urbana School District #116**  
**Parent Academy Review and Evaluation Reports**  
**March 13, 2018**

**Attendance at Parent Academy**

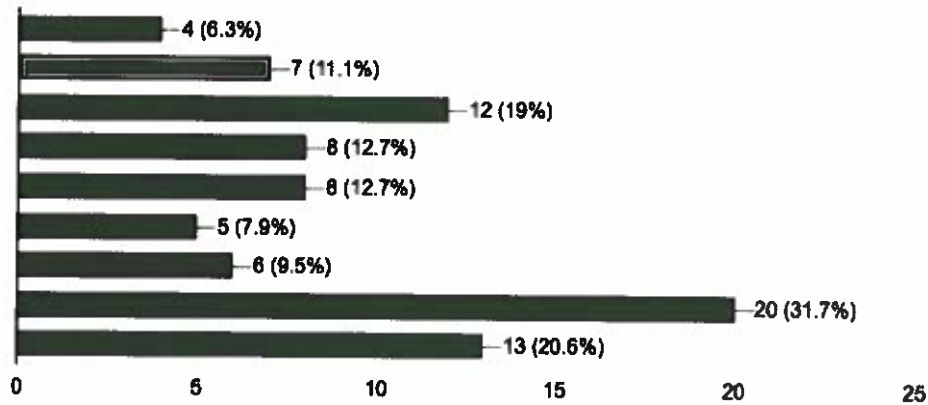
64 families registered and participated in the Parent Academy and Community Resource Fair. One of the parents is a staff member that doesn't have a student attending a school in Urbana School District.

Of the 63 Urbana School District Parents/Guardians that registered at Parent Academy:

- 4 have students at Urbana Early Childhood
- 7 have students at Dr. Preston Williams Elementary
- 12 have students at Leal Elementary
- 8 have students at Dr. King Elementary
- 8 have students at Thomas Paine Elementary
- 5 have students at Wiley Elementary
- 6 have students at Yankee Ridge Elementary
- 20 have students at Urbana Middle School
- 13 have students at Urbana High School

**Child / Children's School(s)**

63 responses



## **Parent Evaluation Results**

The purpose of the evaluation form is to gain feedback from families about urbana School District #116 Parent Academy and Community Resource Fair held on Tuesday, March 13, 2018. The question on the evaluation form below:

- 1. I would attend Parent Academy again next year - Yes or No**
- 2. The Workshops at Parent Academy increased my knowledge about supporting my child's education.**
- 3. The community Resource Fair had useful information.**
- 4. If the Parent Academy were offered in the fall of 2018 on a Saturday afternoon to increase the session times, would you attend?**
- 5. Would you like to see the Parent Academy offered in the fall and spring next school year?**
- 6. Suggestions for workshops, community resource fair organizations, etc. for next year's Parent Academy**

- 23 out of 64 Parents/Guardians completed a Parent Academy Evaluation form.
- 23 out of 23 Parents/Guardians would attend like to attend Parent Academy again next year.
- 11 Parents/Guardians and 10 Parents/Guardians strongly agreed and agreed respectively that the workshops increased their knowledge about supporting their child's education. 2 Parents/Guardians felt neutral.
- 9 Parents/Guardians and 5 Parents/Guardians strongly agreed and agreed respectively that the Community Resource Fair was useful. 8 Parents/Guardians felt neutral about the Community Resource Fair.
- 19 Parents/ Guardians would attend Parent Academy on a Saturday afternoon to increase session times. 3 Parents/Guardians responded "No" to attending Parent Academy on a Saturday afternoon.
- 19 Parents/Guardians would like to see Parent Academy offered in the Spring and Fall next year.

- A lot of workshops and it was difficult for me to choose what I wanted to attend
- Communication
- Excellent - do every semester

### Workshop Presenter Evaluations

- There were 19 total Presenters at Parent Academy on March 13, 2018.
- 8 Presenters filled out evaluation forms.
- 7 out of 8 Presents would like to come back for next year. 1 out of 8 said Maybe.
- 2 presenters suggested having more time to present.
- 3 Presenters suggested not having Parent Academy during Parent Teacher Conference Week.

Would you like to come back next year?	What suggestions might you have to improve the Parent Academy and Community Resource Fair for next year?	Any Questions that parents asked you that we should share?
Yes	more time to present	
Maybe	Child care?	
Yes	Longer session time 1 1-hour session	none
Yes	I'd love to co-present with a teacher that does dual language so we could better meet the needs of more parents. The rooms could be more conspicuously marked.	
Maybe	Maybe not scheduling during Parent Teacher Conferences	
Yes	Not sure of what other ways we can advertise. Great event!	No.
Yes	Not on Parent Teacher Conference week	Better Communication / Homework blog updates at UMS
Yes	None. Wonderful!	They had many questions regarding incoming Kindergarteners and ESL/ Dual Language options / schools
Yes	Not during Conference Week	Nope. I had one parent from my own class

### Community Resource Fair Participant Evaluations

- There were 37 out of 40 organizations listed for the Community Resource Fair attended. Three organizations didn't attend: Independent Media Center/ IMC, Public Health-Children's Dental, and Skill Sprouts.
- Out of the 37 organizations, 11 participated in the evaluation form.
- 10 out of 11 organizations want to attend again next year. 1 organization responded maybe.
- 3 organizations felt the event was organized and liked the logistics.
- 3 organizations felt more parents were needed and had suggestions for increasing parent participation.

Would you like to come back next year?	What suggestions might you have to improve the Parent Academy and Community Resource Fair for next year?	Any questions that parents asked you that we should share?
Yes	Logistics were great!	We had 5 families stopping by our table asking how to get connected with campus resources. There is definitely a need to collaborate more with campus.
Yes		No
Yes	Well organized event!	Nope. Most questions were library specific. :-)
Yes	I would suggest to include family activities in the same room as the resource fair.	None.
Maybe	I was hoping there would be more parents to visit with. You might consider a raffle or something that parents can enter but they have to visit several booths and get a sticker or something. It might help with attendance and encourage them to visit several booths.	None.
Yes	Separate the tables by grade level so parents can get the info needed.	
Yes		Accessibility during the school day for program w/ students
Yes	I can't think of a thing. It was very organized, very vendor and parent friendly!	



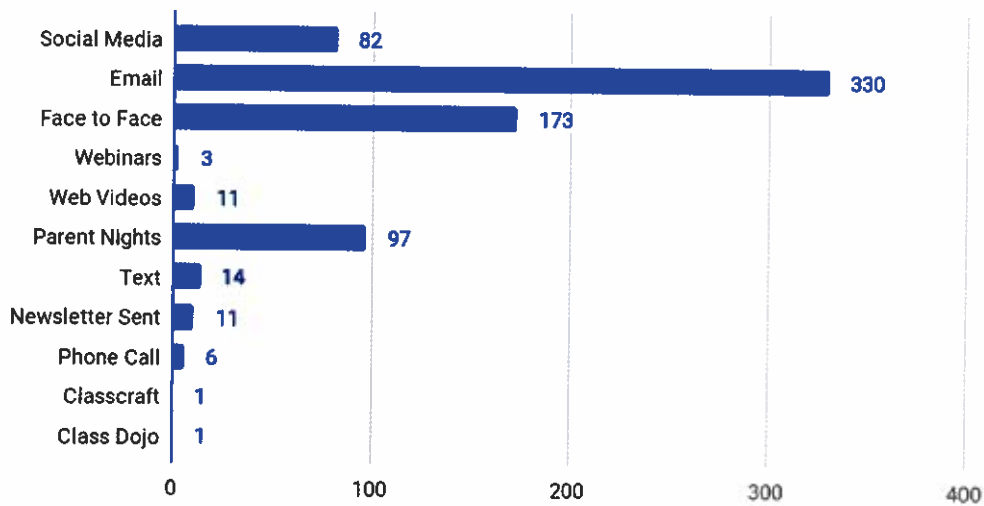
Yes	Clean the bathrooms! Have someone collect resources for District parents that are working the fair. We were busy and couldn't get around.	No. Parent did ask me about coming out to their specific schools.
Yes		
Yes	More parents! :-)	



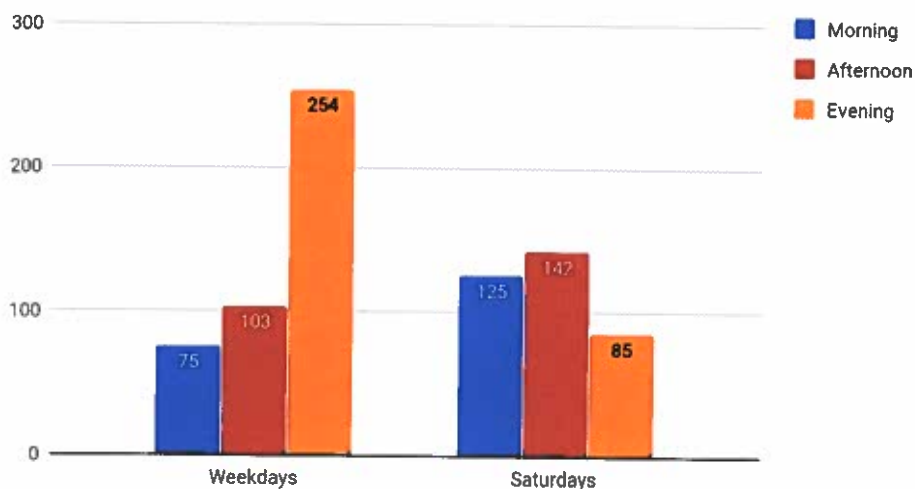
## Family Survey Responses 2017-2018

Total Number of Responses = **414 Responses (324 in English and 90 in Spanish)**

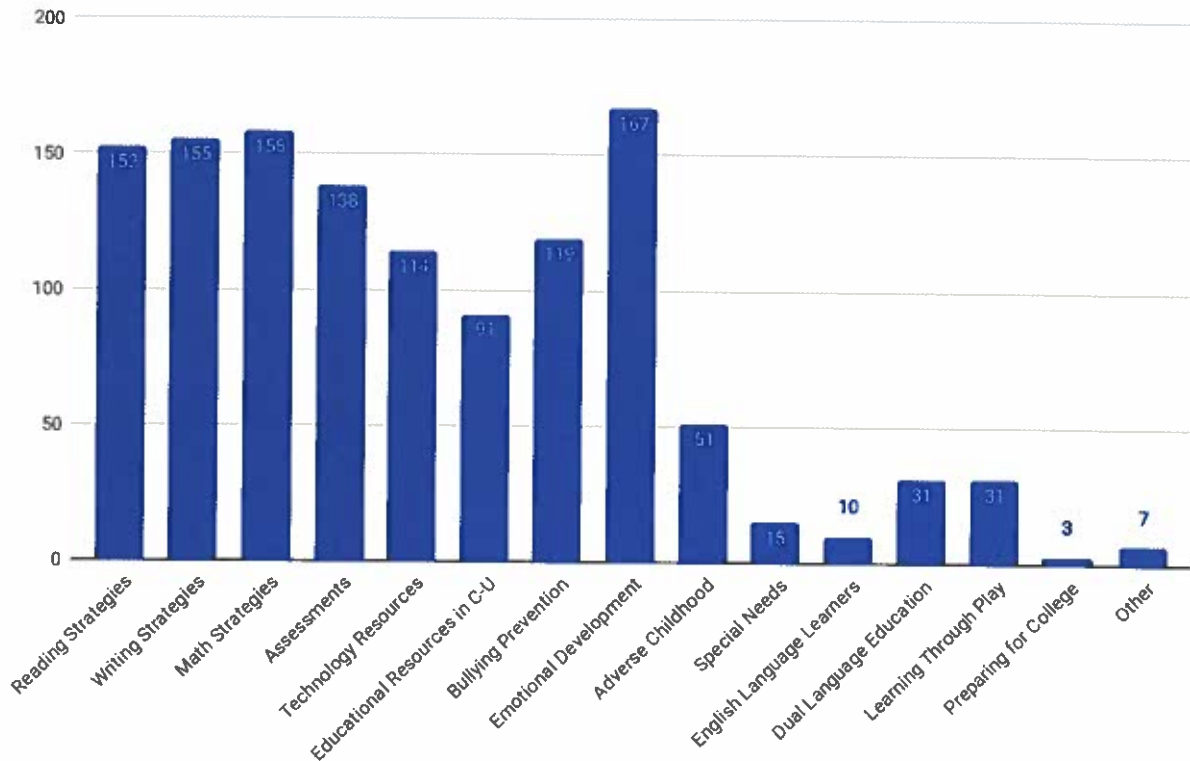
1. What type of format do you prefer to receive information and/or be active in your child's education?



2. What are the best times for you to attend family activities?



3. Please check three topics that you would like to learn more about to support your child's academic success:



**Other:**

1. The arts in children's education
2. STEM activities
3. More about AP, Weighted, and Dual Credit Courses
4. How to help students learn to not be so easily influenced by teachers' and fellow students' political biases
5. How to handle conflict developmentally appropriately; tips on building tolerance in public schools
6. Speech Development
7. Reduce Anxiety

## **Family Academic Support and Engagement Leader Job Description**

**Stipend:** \$1000 total (may be split between two certified staff to have a kindergarten-second grade focus and a third-fifth grade focus)

### **Role of the Family Academic Support and Engagement/FASE Leader:**

**The Family Academic Support and Engagement Leader has one major goal: to support student achievement by engaging and involving families in strategic ways.** The role of each FASE leader (a certified staff member who works at the school level) is to help support and implement the components of their school's Continuous School Improvement Plan:

- Work with the Continuous School Improvement Plan Team to build communication and remove cultural or linguistic barriers that could impede families and school staff members from working together;
- Work with the Continuous School Improvement Plan Team to connect families and schools by facilitating and organizing family forums that build upon family members' strengths and engage families in the learning process;
- Work with the Continuous School Improvement Plan Team to provide teacher training on effective communication and culturally responsive teaching practices;
- Work with the Continuous School Improvement Plan Team to support non/low English speaking families, low income families, and families of chronically truant students that are identified by student academic performance and/or attendance to provide specific support helping them to better navigate the education system.

### **Qualifications:**

- Illinois Elementary Teaching Certificate
- Current employee with Urbana Schools
- Knowledge about instructional practices, curriculum, and assessment

### **Preferred:**

- Experience teaching adult learners
- Experience coordinating events/activities
- Classroom teachers

**Reports to:** the Director of Family Engagement and Student Supports and the Building Administrator

**Duties:**

- Attend Continuous School Improvement Team Training and Planning each summer (2-3 days).
- Attend Continuous School Improvement Team meetings once a quarter, for one hour each, with other Action Team Members at the building level.
- Lead an interactive family-student workshop once a quarter to teach families and students (*together*) about how to support learning standards, curriculum, and the Continuous School Improvement Plan goals at home.
- Collaborate with the building principal to determine how to utilize the FASE budget to enhance the home school partnership according to the Continuous School Improvement Plan.
- Collaborate with classroom teachers to identify families who do not regularly attend school events and workshops, and *personally* invite those families to attend events and workshops.
- Once a quarter during staff meetings, FASE leaders will communicate ways for staff members to engage families in a partnership with classroom teachers to enhance the education of their children. FASE leaders will discuss strategies to promote positive ongoing communication with families during staff meetings. FASE leaders will also provide staff members with ways to share the Continuous School Improvement Plan goals and objectives with families to gain their support.
- Attend Parent Teacher Association/Parent Teacher Organization meetings to share school information with families; and, provide families with strategies to advocate for their children.
- Collaborate with the building's Student Education Advocate/SEA staff member to discuss academic support strategies for families.
- Attend a one-hour FASE meeting each quarter.

\*These program goals can be observed and measured by the data collected within the Continuous School Improvement Action Plan.

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# **Urbana School District #116**

## **Principal's Advisory Committee Overview**

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### **Purpose**

Each Urbana School District #116 building principal will create a Principal's Advisory Committee/PAC to strengthen home school partnerships that support student success and academic achievement. Principals should invite all of their families to join the PAC. The committee will discuss school policies and procedures, the school improvement plan, upcoming school events, school initiatives, school data (academic and behavioral), etc. The PAC will be a collaborative committee that provides parents with a voice in their children's schools. The PAC will also fortify the alliance between principals and families.

### **Meetings**

Principals should have at least one PAC meeting each quarter for a minimum of one hour in their school. All families should be invited to attend each quarterly PAC meeting. The PAC meeting does not replace PTA/PTO meetings; or, the Principals' Report you provide at each PTA/PTO meeting. This is a separate committee meeting.

### **Duties and Responsibilities of the Principal**

1. Serve as the facilitator of each quarterly PAC meeting in your school.
2. Actively listen and openly collaborate with the PAC to identify and address strengths and concerns to foster powerful home school partnerships that support overall student success.
3. Share the information from each PAC meeting with the PAC, all of the families in the school, the school staff, and The Director of Family Engagement and Student Supports monthly.