

Orange Grove Middle School
2016-2017 Site Council Year-End Report

Site Council Members: Addie Anderson (Art Teacher), Anne Morgan (Office Manager), Galena Robinson (FFO President), Ken Mars (Parent), Elizabeth King (Parent), Jenna Sullivan and Patti Wisnom (Community Members), Susan Rosenthal (Principal)

Meeting Dates: 10/26, 12/15, 2/9, 4/20

Mrs. Rosenthal began the work of this year's Site Council by presenting the role of a Site Council Committee and looking at the work we had done in the past, the work ahead of us with our SIP plan and had members consider what the work should be for the 16/17 SY.

The Council continued its efforts to support beautification. The Council also looked at our SIP Goal of how we support and implement regular two-way communication with families to provide multiple opportunities to become more engaged in academic programs and their students' learning. It was determined a communication diagram was appropriate to support how OGMS gets information out to stakeholders. It was noted in our discussions that OGMS now has many more venues for messaging: our school messenger for bulk mail/ texting /voice calls/facebook/marquee/snail mail/etc... The committee also supported partnering with Julia Farbarik to note what communication should be on the OGMS Fast Facts.

The work accomplished/overseen by Site Council was:

- Members looked at continuing the legacy efforts of the 8th grade art students.
- Once again, art students would create a tiled word wall on the cement wall to the left of the library. Each tile will be 6"x9" and will have raised or indented letters attached, along with other decorative elements that enhance the meaning of the word. The tiles will be mounted prior to the end of the school year.

- Members helped look at communication venues. The team brainstormed an in-house document that will be referenced when there are various communications that need to go to parents. The categories below represent when OGMS communicates to parents to continue supporting communication. Because there are so many ways a school can communicate, the team helped determine what tools should be used. Tools noted were the School Messenger, bulk email, bulk text, Facebook, Letter, Marquee, OGMS Website/Calendar, ParentVUE or Robo Call should be used.
- Grade Notification
- Late Bus
- Lock Down
- No School Planned
- No School Unplanned
- School Event

- School News
- Shelter In-Place
- Stranger Danger, Emergency
- Teacher Notifications

Each member took on the above topics and wrote verbiage that will be used to explain to parents next year how OGMS's communication works. Having set verbiage and sharing that verbiage with families would support greater clarity when communicating. The team reviewed the work and further supported a final document that will be communicated through the various venues used to reach out to families.

Below are the scenarios noted that will go to parents: Communication Plan for OGMS in Alphabetical Order.

Grade Notification

Parent notification of mid-point progress grades and finalized grades for prior quarter/semester so they can download and/or print for their records.

*Sample Language: **First Semester Report Cards are now available in ParentVUE.** Please print out your student's report card if you want to have a permanent record; OGMS doesn't mail hard copies of report cards home. If you need assistance accessing ParentVUE, please contact Stephanie Olson at solson@cfsd16.org.*

Text Option: Report cards have been posted for Qx on ParentVUE.

Late Bus

When OGMS is notified of a bus running late at a student bus stop before or after school, parents will receive a text message from OGMS alerting them to the delay.

*Sample text message: **IMPORTANT: Bus # 25 is en route but behind schedule by 20 minutes.***

Lock-Down

OGMS will go into a "Lock-Down" in the event of a dangerous intruder or such other incident that may result in harm to persons on campus. During the time of any perceived danger, all persons on campus will be kept within the classroom/building in which they were when the Lock-Down was ordered until the emergency incident commander determines our campus is safe. Families will be notified via Bulk Mail of the Lock-Down as soon as the time and situation allows. During a Lock-Down, the front door of the office will be locked and only law enforcement personnel will be allowed to enter the OGMS buildings. Families are not allowed to come on the OGMS campus until they are notified that the Lock-Down has been lifted. Please do not text or phone your child so that emergency response personnel may have full use of available airways.

*Sample Language: OGMS is currently under Lock-Down. [Insert any appropriate specific information.]. The appropriate authorities have been notified of this situation. All students are within classrooms/buildings, and cannot leave at this time. **Please do not come to campus or call the front office or text your child at this time, so that we can resolve this situation as quickly and safely as possible.** The front door of the office is locked and only law enforcement personnel will be allowed to enter the OGMS buildings. Further updates will be provided as information is available.*

No School (planned)

For scheduled holidays, OGMS will always send a bulk email a few days in advance to remind families that there is no school.

Sample language: REMINDER: There is no school this Monday, January 16th in recognition of the Martin Luther King, Jr. Holiday.

No School (unplanned)

In the case that school is canceled due to unforeseen emergency, weather, etc., parents will always receive a Robo call from OGMS providing this information. In addition, a school shut down may also be announced on the school Facebook page and via bulk text.

*Sample messaging for no school (unplanned): Robo call: Parents, This is Susan Rosenthal, principal at Orange Grove Middle School. Classes have been cancelled for tomorrow, February 1st, 2017. School will resume as usual on February 2nd, 2017
Bulk Text: IMPORTANT – PLEASE READ: All classes at OGMS have been canceled for tomorrow, February 1st, 2017.*

School Event

An event that affects most of our student population, such as a school dance.

Sample Language: Marquee- School Dance March 16th, must have student ID.

Bulk Email- There will be a school wide dance on March 16th from 3-5 in the commons. Students must have their ID's. No cell phones allowed.

School News

Important but non-emergency information to be conveyed about OGMS regarding events, policies, concerns or successes.

Sample Language: Happy Friday! The February newsletter is now available on the

OGMS website. You may access all our latest news by going to <http://ogmspanthers.blogspot.com/>. Please note the events on our Mark Your Calendar post so that you don't miss Monday, February 6th. Finally, if you live in the Catalina Foothills School District don't forget to register your student for the next school year. The link is provided in our blog.

Text Option: Check your ParentVUE account. New information posted about x. (79 characters – allowing 20 for x)

Shelter-in-Place

Situations involving bad weather, loss of power or other **non-life threatening but unsafe conditions** may result in students remaining in classrooms, and this is referred to as a “Shelter-in-Place”. During a Shelter-in-Place, no unauthorized personnel are allowed to enter or exit the buildings on campus. Families will be notified via Bulk Mail of the Shelter-in-Place as soon as the time and situation allows, and, if appropriate, additional announcements may be sent via the OGMS Blog and/or the Marquee on Orange Grove. During a Shelter-in-Place, the front door of the office will be locked and no one will be allowed to enter until the Shelter-in-Place is lifted, so families are encouraged to stay off campus and/or in their locked cars in the parking lot until such time as the Shelter-in-Place is lifted and they are allowed to enter the front office. Please do not text your child so that emergency response personnel may have full use of available airways.

*Sample Language: OGMS is currently under Shelter-in-Place due to _____. [Insert any appropriate specific information.] All students are within classrooms/buildings, and cannot leave at this time. **Please do not come to campus or call the front office or text your child at this time, so that we can resolve this situation as quickly and safely as possible.** The front door of the office is locked, so we can focus on resolving this situation. If you are already in the parking lot, please stay in your locked car until such time as the Shelter-in-Place is lifted. Further updates will be provided as they become available.*

Stranger Danger

A situation in which a suspicious person/behavior or unusual vehicle is reported around OGMS and/or the school bus stops will result in a Bulk Email about the “Stranger Danger” being sent to our families to make them aware of the situation. To the extent it is deemed appropriate or helpful, a Bulk Text may also be sent.

Sample Language: [Insert description of specific situation.] We encourage you to go over the stranger danger protocol with your child and remind them to always be aware of their surroundings. If they see any unusual vehicles or suspicious people, they should immediately report it to their parents and/or call 911. We will update you if any further details are reported. We will also provide this messaging in our morning announcements. Your child's safety is of the utmost importance to us as we continue to

do everything possible to ensure a safe environment.

Teacher Notifications

Information from teachers regarding classroom events, ZAP invitations, teacher concerns, student successes.

Sample Language: Tailored to each situation by teacher

Marquee- Mrs Goodson's 6th graders book share March 15th 1 p.m.

Parent Vue message from teacher- Please join us in celebrating our student authors on March 15th from 1-2 p.m.

Bulk Email- Mrs Goodson's 6th grade classes are inviting their parents for an author celebration on March 15th from 1-2 p.m. If you have a student in Mrs. Goodson's 6th grade class please join us in celebrating our student authors.

Text Option: Please check ParentVUE for information from your child's teacher. (65 characters)

Text Alerts

The SchoolMessenger platform that CFSD uses for bulk and emergency communications through email and phone, also allows for SMS text communication. SMS Texting requires an "opt-in" from you which you can do by texting "opt in" or "subscribe" to 68453 using the phone number associated to you in ParentVUE.

SchoolMessenger also provides another exciting feature for parents and guardians called InfoCenter. By browsing to <https://infocenter.schoolmessenger.com>, or by downloading the convenient app for iPhone or Android phones, you can get access to a portal that stores all CFSD communications sent to you for the past 30 days. InfoCenter also gives you the ability to manage your communication preferences, such as which phones can receive texts or emergency calls. To use the InfoCenter from a web browser, go to <https://infocenter.schoolmessenger.com> then click on the "Sign Up" link near the top of the screen. Be sure to use the e-mail address associated with your ParentVUE account. A verification code will be sent to your e-mail. Once you have been verified, you are in!

From an iOS or Android phone, locate the SchoolMessenger InfoCenter app in the appropriate App Store. With the app installed, you can touch "New User" to enter in your e-mail address and preferred password. After you have responded to the verification e-mail, you will be able to do everything in the app that is available in the web browser.

- The team also looked at OGMS Fast Facts and edited survey questions to further ensure we are getting information out to parents that helps us communicate who we are as well as what supports our parents still need.
- In our investigations, the team learned we need to be clearer about the use of

ParentVUE and the difference between enabling students to navigate and advocate for themselves using StudentVUE and the use of ParentVue. It was clear we have not done enough education in this domain as we looked at our View the VUE contest. That was held asking parents about the work we are doing to communicate with parents. This will be done during Open House to support the difference between StudentVUE/ParentVUE.

- The Council, with the help of our CTI, reviewed survey questions to compliment the work being done in our Site Improvement Plan that states: Implementing regular, **two-way** communication with families so that we move from 59% of our parents using ParentVUE to 80% of our parents using this tool as an adequate communication device that gives information about their students' academics to be measured using the end of year school survey. The results are shared below from our May survey that the team felt got at our SIP goal and for additional information on this goal, see Goal 3 Objective 1 of our SIP work.

Survey Results:

Do you regularly use ParentVUE to monitor your student's progress?

YES-80%

NO-20%

If No, what other tool do you use to monitor their progress?

StudentVUE-8.82%

Ask my child-88.24%

Parent/Teacher email contact-2.94%

If yes, how often do you check ParentVUE?

Daily-15%

Weekly-61.25%

Monthly-20%

Quarterly-3.75%

Does the ParentVUE tool give you adequate information about your child's progress?

YES -86.81%

NO-13.19%

Have we helped support your use of ParentVUE/StudentVUE?

YES-97.87%

NO-2.13%

If no, what recommendations would you make to help make using ParentVUE more beneficial to learn about your student's academics?

THERE WERE NO COMMENTS FOR THIS SECTION.

When again looking at our overall survey it is clear that we reach families

through a variety of venues.

We were pleased with our overall survey results and met our goal of moving parents from 59% of our parents using ParentVUE to 80% of our parents using this tool as an adequate communication device that gives information about their students' academics to be measured using the end of year school survey.

- Finally, it was again suggested that when we surveyed parents who attended the SLC process we should continue to enlist feedback from 6th and 7th grade parents to respond about their child's learning as we have done for 8th grade parents. Feedback continued to be positive. When looking at our SLC Spring Survey-Our 6th/7th grade parents responded positively to the opportunity to tell us about what they thought regarding the growth of their child and how their child had demonstrated who he/she is as a learner. The following is a small sampling of feedback:

8th Grade

Lauren has shown more self-motivation and responsibility for her studies. She shows more self confidence in presentation and explanation of topics.

Daniel's sense of self-direction as increased substantially over the past 3 years.

She has grown in her self-awareness.

I think the process is helpful in honest self-evaluation and is a great life skill that will translate well as she moves throughout her education and into the real world.

Always a pleasure to come to school and see her work she has become progressively more motivated and really seems to enjoy learning

Kieran has become more of a self-directed learner and is taking more initiative in completing his homework.

She is very self-motivated and gets better every year

I feel the structure and curriculum are outstanding.

I am very proud of my child and I think she really grew as a student. I like this whole process of the SLC's, because they help them to grow as a person and student.

For the Students to effectively give their conference they need more then 25 min. I ask Gavyn questions throughout his slc and I feel there's not enough time. Gavyn, Is very thorough .

A BIG difference in his presentations in 3 years. Much more developed.

Nicole is very confident in herself and her abilities in expressing herself.

I love this process. My daughter shares more with me at this time I believe because she is in control of it & she takes pride in her SLC.

Greatly improved over last year.

I find this a very useful and transferable skill that the students develop.

I have confidence in her successful transfer to high school.

I have seen significant growth - he is more independent, and more confident about his analysis and conclusions.

7th Grade:

My husband attended the 6th grade SLC and I the 7th so I cannot answer based on a comparison. I feel she could have been better prepared but again have nothing to compare.

I think these SLC are very insightful and helpful. I hope they help Veda learn how to be more confident in public speaking.

She has grown in this area. I would like to see larger question bases on tests and a longer grading curve.

I appreciate the variety of challenges available at orange grove. There are many opportunities for growth and learning.

6th Grade:

Don't feel we need to change anything. The program is great.

He is learning how to communicate details regarding his habits and what needs to be improved, i am impressed on how insightful he is.
I enjoyed learning about my Son's progress through his words and work.
She is developing as a student and a person
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I liked to see more interaction with the teachers.
She is very self aware, with concrete goals that are achievable independently.
This is a great way for our student to articulate what he's working on and how he's doing.
I think it is so great giving the student responsibility and confidence to present his progress and goals at the school
This is an interesting idea and I liked it. I feel Rowa is introspective and cares about her performance and learning and that allows her to do a good job discussing her work, strengths, weaknesses and areas of growth.
I think she is a good learner and she should put effort to do good

The suggestion to continue to open up the SLC survey for all parents to reply on the process helps us further see the value of what parents are seeing and saying and allows us to get a large feedback return on how parents are learning about their child as a learner.

Respectfully submitted,

Susan Rosenthal
Principal

Appendix:
Fast Facts Edited by Site Council-Created by Julia Farbarik: