

School Parent and Family Engagement Plan

This form was adapted from, *A Toolkit for Title I Parent Involvement.*

Ferguson, C. (2009). *A Toolkit for Title I Parental Involvement.* Austin, TX: SEDL.

District

Grade Levels

Building Facilitator and District Coordinator

Title I Status

X Schoolwide

Targeted Assistance

Non-Title I School

Percent of free and reduced lunch

Parent and Family Engagement Committee Members

Enter committee members

First Name **Jennie**

Last Name **Riley**

Position **Building Coordinator**

Enter committee members

First Name **Sondra**

Last Name **Monger**

Position **Building Principal**

Enter committee members

First Name **Jennifer**

Last Name **Beck**

Position **5th Grade Teacher**

Enter committee members

First Name **Julie**

Last Name **Carter**

Position **4th Grade Teacher**

Enter committee members

First Name **Roxanne**

Last Name **Johnson**

Position **3rd Grade Teacher**

Enter committee members

First Name **Melissa**

Last Name **Steiner**

Position **Media Specialist**

Enter committee members

First Name **Shenna**

Last Name **Estes**

Position **Para/PTO**

Enter committee members

First Name **Cheryl**

Last Name **Wilber**

Position **Parent**

Enter committee members

First Name	Leah
Last Name	Coleman
Position	Parent/PTO

Enter committee members

First Name	Jennifer
Last Name	Holmes
Position	Parent

1. List various communication strategies used in your school to provide additional information to parents and to increase parent and family engagement in supporting classroom instruction.

- The school will distribute a weekly newsletter to parents that is developed with participation of the parent-school organization, principal, staff and parent volunteers. It includes school news, a calendar of school activities, and parenting tips related to school achievement such as homework tips, organizational skills, and study skills.
- Parents can access their child's grades by logging into Eschool (HAC). Parents may use e-mail to communicate with members of the school staff.
- Each teacher will send home a folder containing student papers and work samples each week.
- Teachers and parents will be asked to sign the student assignment book daily and send it back to school.
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress as needed.
- The school will provide parents progress reports/report cards every four weeks with information regarding their child's academic progress and upcoming classroom and school events.
- The school will send parents a letter that explains their child's test results and standardized test scores.
- The school will offer parents a special meeting each year on the school's approach to school improvement.
- The school will use the student handbook, school Web site, and parent meetings about the Schoolwide Title I Plan and how to get a copy upon request.

- The school will use Facebook, Instagram, and Twitter to update parents on building wide events.
- The school has HAC (Home Access Center) for parents to utilize in order to keep up with student grades.
- A digital sign with important dates and information is out front of the school for parents/families.

2. List the proposed parent meeting, conferences and activities regularly throughout this year and the dates providing flexible meeting times that you have planned to increase parent and family engagement and build staff and parent capacity to engage in these types of efforts. (Must include the 2 state mandated parent/teacher conferences each year.)

- Teachers will hold conferences individually with parents of children in their classrooms. Parents will be given a summary of the student's test scores and an explanation of the interventions teachers are using to assist the child in reaching achievement goals. Parents will be asked to engage in discussion of how they can support these efforts. Parents will also be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures.
- The school will offer parents a special meeting each year to provide an explanation of the statewide assessment system, standards, and other accountability measures.
- Parents will receive a STAR reading report at the fall and spring conferences. This report will also provide suggestions so that they may help in increasing reading levels.
- The teams within the school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:
 - Mentor
 - Tutor
 - Book fair helpers
 - Awards day presentation
 - Book Fair Family Night
 - Parent education workshops- Parent Tech Night
 - Open House
 - Hackler Holiday Bash
 - Fine Arts/STEM Night
 - EAST Night Out
 - Good News Club
 - D.A.R.E. Graduation
 - Red Ribbon Week
 - Choir/Music Programs
 - Parent Volunteers
 - Arkansas Week

3. How will your school provide information to parents about volunteer opportunities (must include state mandated parent training)?

- The school will provide opportunities for parents and community members to support the instructional program through such programs as Reading Buddies, tutoring, and special friends.
- The school will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during orientation of parents. PTO will explain the requirements to parents and encourage them to become involved in the school. Brief training sessions will provide

parents and community members with the information they need to participate as school volunteers in order to put them at ease and make the experience pleasant and successful.

- The school will work with Nelson-Wilks Herron Elementary School and Pinkston Middle School to help provide a smooth transition from one school to the next by raising parent awareness of procedures and related activities. The school will host special orientation programs for parents and students to help with the transition. Parents will have the opportunity to meet the new teachers before the beginning of the school year.
- STATE REQUIREMENT – Provide instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: role play and demonstration by trained volunteer, the use of and access to the Department of Education website tools for parents, assistance with nutritional meal planning and preparation and other strategies or curricula developed or acquired by the school district for at-home parental instruction approved by the Department of Education.
- STATE REQUIREMENT (Staff Development) The State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts shall require no fewer than two (2) hours of professional development for teachers designed to enhance the understand of effective parental involvement strategies. No fewer that three (3) hours of professional development for administrators designed to enhance understanding of effective parent involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.

4. How will your school work with parents to create a School-Parent-Compact?

- School staff, parents, and students will develop a school-parent-student compact. This compact will outline how parents, school staff, and students share the responsibility for improving student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high academic standards. All stakeholders will sign the compact.

5. How will your school provide opportunities for parents to be involved in the development, implementation and evaluation of the school wide school improvement plan, and the Annual Title I Meeting to engage them in the decision-making processes regarding the school's Title I, Part A Program?

- The school will involve parents on school improvement planning committees. To support this process, the school will offer both school staff and parents training on how to contribute to this process in a meaningful way.
- The school will ask parents to serve on curricular and instructional review committees. To support this process, the school will offer both school staff and parents training on how to contribute to this process in a meaningful way.
- The school will engage parents in decision making about the allocation of its Title I, Part A funds for parental involvement.
- STATE REQUIREMENT – To take advantage of community resources, the school district shall consider recruiting alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement.
- STATE REQUIREMENT - The school district shall enable the formation of a Parent Teacher Organization (PTO) or organization that will foster parental and community involvement within the school.

6. How will your school provide resources for parents?

- Parents may check out materials, use the computer to check grades, and visit educational Web sites. Parents will be encouraged to view the Title I Plan and contact the Parental Involvement Coordinator with questions or suggestions.
- STATE REQUIREMENT - The school will distributed Informational packets each year that includes a copy of the school's parental involvement plan, survey for volunteer interests, recommended roles for parents/ teachers/students and school, suggestions of ways parents can become involved in their child's education, parental involvement activities planned for the current school year and information about the system that will be used to allow parents and teachers to communicate (notes, phone calls, e-mail...).
- STATE REQUIREMENT - To promote and support responsible parenting, the school shall, as funds are available: Purchase parenting books, magazines, and other informative materials regarding responsible parenting through the school library, advertise the current selection, and give parents the opportunity to borrow the materials for review.
- STATE REQUIREMENT – Include in the school's policy handbook the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions.
- STATE REQUIREMENT – The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent facilitator.

7. How will your school engage parents in the evaluation of your parent and family engagement efforts?

The school will engage parents in the annual evaluation of the Title I, Part A Program's parental involvement efforts through an annual evaluation using a comprehensive needs assessment filled out by teachers, parents and school staff. The Title I committee, made up of teachers, parents and school staff, will determine the effectiveness of the parental involvement plan and make changes if warranted. While collecting evidence about satisfaction with the program and the school's efforts to increase parental involvement will be a part of the evaluation, the survey will also collect specific information on the (1) growth in number of parents participating in workshops and meetings; (2) specific needs of parents; (3) effectiveness of specific strategies; and (4) engagement of parents in activities to support student academic growth.

8. How will your school use the parent interest surveys to select, plan and implement parent and family engagement activities that will be offered throughout the year?

- The school will ask parents to fill out a parent interest survey at registration or at the ending of each school year to get information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically.
- The school will use the results of the parent interest survey will be used to plan the parental involvement activities for the next year.
- The school will evaluate the activities that were suggested by the parents at the end of the year as part of the annual parental involvement plan evaluation.
- STATE REQUIREMENT –The district will sponsor seminars to inform the parents of high school students about how to be involved in the decisions affecting course selection, career planning, and preparation for postsecondary opportunities.

9. When will your school plan the Annual Title I Meeting that must be conducted separately? (It CANNOT be held in conjunction with any other meetings or activities.)

For each Title I, Part A School, an Annual Title I Meeting must be conducted. The agenda, the sign-in sheet and the minutes for this meeting must be generated separately from any other events and kept on file in the school's office.

The school will conduct an Annual Title I Meeting for parents of the students who participate in the Title I, Part A Program.

The Annual Title 1 Meeting for the 2017-2018 school year will be held on Thursday, November 30, 2017.