

AR
 Carolyn Lewis Elementary School (Conway School District)
 1805 Old Military Road
 Conway AR 72034
 501-450-4835

School Parent and Family Engagement Plan

School Name:	Carolyn Lewis Elementary
Facilitator Name:	Ashley Silliman
Plan Review/Revision Date:	9/12/2019
District Level Reviewer, Title:	
District Level Approval Date:	

Committee Members, Role:

(Select "Repeat" to open more entry fields to add additional team members)

First Name	Last Name	Position
Ashley	Silliman	Counselor
Ashleigh	Castles	Instructional Facilitator
Vicki	Altland	Teacher
Tiffany	Barnes	Teacher
Lindsey	Bargail	Teacher
Sherrie	Richardson	Teacher

Committee Members, Role:

(Select "Repeat" to open more entry fields to add additional team members)

First Name	Last Name	Position
Connie	Willis	Teacher
Amanda	Mulhearn	Parent
Shakira	Warren	Parent

Committee Members, Role:

(Select "Repeat" to open more entry fields to add additional team members)

First Name	Last Name	Position

1: Jointly Developed

(Describe/List how parents will be involved in the development of the school parent and family engagement plan and how parents will be involved in the planning, review, and improvement of parent and family engagement programs.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Carolyn Lewis Elementary School involves parents in the school improvement process by having parents serve on school committees. During the Title 1 meeting, parents are able to suggest possible ways the parental involvement funding could be used. Parental and community involvement at Carolyn Lewis Elementary are fostered by our Parent/Teacher Organization which meets monthly to involve parents in school activities and to inform parents regarding school activities.

2: Annual Title I Meeting

(Describe/List when (provide the month/year or month/day/year) the school will hold the Annual Title I meeting to inform parents of the requirements of Title I and the school's participation as well as the parents' rights to be involved. The Annual Title I meeting should not be used to ask for parent input, but provided as an opportunity to disseminate information and distribute copies of the revised parent and family engagement policy.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

The Annual Title I Meeting will be held September 26th at 6:00 pm. The meeting is held separate from other meetings to ensure that there is ample time to provide descriptions and explanations of school curriculum, information on academic assessments, and information on proficiency levels students are expected to meet. The agenda, sign-in sheet and minutes for the meeting will be kept on file in the school office.

3: Communications

(Describe/List how the parent and family engagement policy will be distributed to parents and how the school is going to communicate with parents including information about how the school will provide information related to school and parent programs, meetings, and other activities to parents in a format, to the extent practicable, and in a language that parents can understand.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Carolyn Lewis Elementary utilizes the Class Dojo application to communicate academic and behavioral progress to parents. Teachers engage parents by sharing photos and videos of classroom moments and post class stories to provide class wide information to parents or use the individual messenger system to contact parents privately. A weekly newsletter, the Cougar Tales, is sent home with students, as well as distributed electronically. Parents may email teachers with questions or concerns. Each child also has a daily communication folders, our teachers routinely contact parents via phone or email with any questions or concerns. Parents will receive report cards with information regarding their child's academic progress and may also receive an interim report if their child is struggling.

4: School-Parent Compact

(Describe/List the process the schools will follow to jointly develop with parents a school-parent compact.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

The school staff, parents, and students will develop a school/parent/student compact. The School-Parent Compact is a signed by teacher, parent and student. The compact provides clearly stated objectives for all stakeholders in order to help 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 students achieve the states's high academic standards.

5: Reservation of Funds

(If the district receives more than \$500,000 in Title I allocation, then it must reserve 1 percent for parent and family engagement activities. A minimum of 90% of that 1% must go to the schools, with priority given to high-need schools. If the school is allocated a percentage of the 1 percent, describe/list how the school will share with parents the budget for parent and family engagement activities and programs and how parents will be involved in providing input into how the funds are used.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Carolyn Lewis uses Title I money to support our families in multiple ways. Typically the budget is approximately \$2750 for parental involvement. Our PTO supported the purchase of a grade level appropriate book for every student at Carolyn Lewis to take home at the end of the year as a gift to encourage reading at home among families during the summer. Parent communication/ take home folders were purchased through title I money, and the newsletter communication / SMORE program was purchased to improve communication with families by grade level.

6: Coordination of Services

(Describe/List how the district and/or school will coordinate with other organizations, businesses, and community partners to provide additional supports and resources to families.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Carolyn Lewis Elementary works closely with our local churches and businesses to provide family's services which includes, school supplies, supplemental weekend food programs through the Arkansas Food Bank. Eye Exams and glasses for needy students through the Lions Optimist Club. Services are offered to parents through a variety of communications. The district website uses an application known as Peach Jar to discriminate district approved programs to our families. Carolyn Lewis hosts community events at the school including Boy Scouts of America and allows business to help in sponsoring school wide events such as the Cougar 5K, and Watch Dog Dad program. The Arkansas Kappa Caucus welcomed members into their Kappa Alpha Psi Fraternity by celebrating the Kappas tradition of impacting their community in some way. Continuing this year, they have asked their members to participate in a school supply fundraiser in hopes of "Supplying Schools with Success" and assist the students in your school. Carolyn Lewis was presented with a check for \$2,730 during their Undergraduate Summit on Friday, September 20, 2019 at 6:30pm at the Little Rock Marriott in the Conway Room. Mrs. Carise Echols was in attendance to receive the donation.

7: Building Capacity of Parents

(Describe/List activities, such as workshops, conferences, classes, online resources, Academic Parent-Teacher Team meetings, and any equipment or other materials that may be necessary to support parents in helping their student's academic success.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Carolyn Lewis will have two formal parent teacher conferences each year, one in the fall on October 16th and 17th and one in the spring on March 13th and 14th. The meetings will be held from 4-7 p.m. and various times throughout the day to best accommodate parents. Teachers will hold conferences individually with parents of students in their classrooms. Parents will be given a summary of the student's report cards and test grades along with an explanation of the interventions teachers are using to assist students in reaching achievement goals. Parents will be given suggestions for coordinating school and parent efforts along with explanations of homework and grading procedures. Carolyn Lewis will offer parents a special workshop each year to provide an explanation of the statewide assessment system, standards and other accountability measures. The school encourages parental involvement in the PTO and to participate in extra roles coordinated by volunteering at the school throughout the year. An additional meeting "Coffee and Conversations with Administration" is scheduled for October 11th at 9:00 a.m. It is an opportunity for parents to coordinate with and ask questions of Principal DeFoor and Assistant Principal Echols about parental involvement for the 2019-2020 school year.

8: Building Capacity of School Staff

(Describe/List activities such as workshops, conferences, trainings, webinars, online resources, and Academic Parent-Teacher Team meetings that will be used with school staff to build their capacity to work with parents as equal partners. Describe/List methods of parents' assistance for building staff capacity. Describe/List actions the school will take to provide other reasonable support for parent and family engagement activities.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Carolyn Lewis teachers are trained annually in the importance of partnering with families through multiple avenues, including parent teacher organization and individually notified parents. The faculty's goal is to provide opportunities for collaboration. School-wide events are provided by staff and attended by families. Events such as open house, report to the public, fall festival, watch dog dad event, vocabulary parade, are all attended jointly by faculty, parents and students.

9: Building Capacity - Discretionary

(The school parent and family engagement policy/plan may include additional sections describing other discretionary activities that the school, in meaningful consultation with its parents, chooses to undertake to build capacity.)

Did the School and Parents choose to include any Discretionary (Optional) Components in the School Parent and Family Engagement Plan?

Carolyn Lewis will provide opportunities for parents and community members to support the instructional program through such programs as Watch D.O.G.S. dads. Staff members 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 successful. Parents are trained by the parent involvement coordinator and encouraged to work with the school in various capacities, from making copies, to monitoring the hallways and participating in programs such as Watch Dog Dads . If volunteers will be working with students, a state background check will also be conducted via the Arkansas State Police criminal background check system, in order to ensure safety for teachers and students. Carolyn Lewis will utilize the district website to encourage parents to sign up for volunteer opportunities.

(See complete [Arkansas Guide for School Parent and Family Engagement Plan](#) for references)

District Feedback:

	Attention: Changes Needed!	In Compliance	Comments	Date of Feedback
1: Jointly Developed:	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
2: Annual Title I Meeting:	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
3: Communications:	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
4: School-Parent Compact:	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
5: Reservation of Funds:	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
6: Coordination of Services:	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
7: Building Capacity of Parents:	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
8: Building Capacity of School Staff:	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
9: Building Capacity - Discretionary:	<input type="checkbox"/>	<input type="checkbox"/>		