

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

School Parent and Family Engagement Plan

District Name:	Conway Public Schools
Grades Levels:	K-4
Building Facilitator:	Ashley Silliman
District Coordinator:	Joel Linn
Percent Free and Reduced Lunch:	

Title I Status

- Schoolwide
 Targeted Assistance
 Non-Title I School

Parent and Family Engagement Committee Members

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

First Name	Last Name	Position
Ashley	Silliman	Counselor
Ashleigh	Castles	Instructional Facilitator
Katie	Kirkland	1st Grade Teacher
Julia	Groce	1st Grade Teacher
Lauren	Rogers	Speech Pathologist
Jenna	Koone	Kindergarten Teacher

Parent and Family Engagement Committee Members

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

First Name	Last Name	Position
Sherrie	Richardson	Music Teacher
Sharkira	Warren	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.

Carolyn Lewis Elementary utilizes the Class Dojo app 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.

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.)

Carolyn Lewis will have two formal parent teacher conferences each year, one in the fall on October 17th and 18th 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-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.

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

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 and Super Moms. 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.

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

The school staff, parents, and students will develop a school-parent-student compact. The School-Parent Compact is 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. 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?

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.

6. How will your school provide resources for parents?

Carolyn Lewis's parent resource center provides families with books and resources available for check out, in order to promote and support responsible parenting. Additionally, if parents have particular needs, the parent involvement coordinator will research and present some available resources upon the parents request. A computer is available for parents to visit educational websites. Information about materials available in the Parent Resource Center is advertised in our school newsletter, regularly. Conway Public Schools student handbook includes information regarding resolving parental concerns including how to define a problem, who to approach first, and how to develop solutions.

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

District wide parent surveys are given every year to provide schools with data to help plan and coordinate needed events and services tailored for each particular population and need of the individual school. Carolyn Lewis Elementary will engage parents in the annual evaluation of the Title I, Part A Programs's parental involvement efforts through and annual evaluation using a comprehensive needs assessment filled out by parents, teachers and other school staff. The Carolyn Lewis leadership 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 measure in number of parents participating in workshops and meetings, specific needs of parents, effectiveness of specific strategies and 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?

Carolyn Lewis Elementary asks parents to complete a parent interest survey at the beginning of the school year in order to get information concerning the activities that parents feel will be most beneficial in efforts to support their child academically. Results of the survey are presented to school staff and addressed with the Parent Teacher Organization in order to make systemic changes for the upcoming school year.

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.)

The Annual Title I Meeting was held, September 20th at 6:00 pm. The meeting was 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.

****After completion of this form, the school should to the district for review, feedback, and approval.***

Once approved, the school is required to post their School Parent Plan on their website.

District Feedback:

	Attention: Changes Needed!	In Compliance	Comments	Date of Feedback
1. Communication Strategies:	<input type="checkbox"/>	<input type="checkbox"/>		
2. Annual Schedule:	<input type="checkbox"/>	<input type="checkbox"/>		
3. Volunteer Opportunities:	<input type="checkbox"/>	<input type="checkbox"/>		
4. School-Parent-Compact:	<input type="checkbox"/>	<input type="checkbox"/>		
5. Involvement/Schoolwide Planning:	<input type="checkbox"/>	<input type="checkbox"/>		
6. Resources for Parents:	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
7. Evaluation of Efforts:	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
8. Parent Survey:	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
9. Annual Title I Meeting:	<input type="checkbox"/>	<input type="checkbox"/>		