

Arkansas

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.

Hint

District

Conway Public Schools

Grade Levels

Kindergarten through Fourth Grades

Building Facilitator and District Coordinator

Jamie Fisher

Title I Status

- Schoolwide
- Targeted Assistance
- Non-Title I School

Percent of free and reduced lunch

56.97%

Parent and Family Engagement Committee Members

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

Repeat Remove

Enter committee members

First Name

Jamie

Last Name

Fisher

Position

School Counselor

Repeat

Remove

Enter committee members

First Name

Tina

Last Name

Antley

Position

Principal

Repeat

Remove

Enter committee members

First Name

Jessica

Last Name

Williams

Position

Assistant Principal

Repeat

Remove

Enter committee members

First Name

Pam

Last Name

Pritt

Position

Teacher

Repeat

Remove

Enter committee members**First Name**

Leah

Last Name

Kotch

Position

Teacher

Repeat

Remove

Enter committee members**First Name**

Rhonda

Last Name

Bradley

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.

Hint

Carolyn Lewis has a weekly newsletter, the Cougar Tales, which is sent home with students as well as distributed electronically and linked to our website. Parents may access student grades at any time through e-school and may e-mail teachers with questions or concerns. Each child will have a communication folder containing work samples and behavior reports for each week. Parents are encouraged to consistently check these folders so they are aware of any behavior or academic concerns. These folders should return to school on a daily basis. Besides the communication folders, our teachers routinely contact parents by phone or e-mail with questions or concerns. Parents will receive report cards with information regarding their child's academic progress. students who are struggling will receive interim reports so

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.)

Hint

Carolyn Lewis Elementary will have two formal parent teacher conferences each year, one in the Fall on October 25th and 26th and one in the spring on March 14th and 15th. The meetings will be held from 4-7 and various times throughout the day to best accommodate the parents. Teachers will hold conferences individually with parents of children in their classrooms. Parents will be given a summary of the student's test grades 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 workshop each year to provide an explanation of the statewide assessment system, standards, and other accountability measures. The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning: attending PTO meetings

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

Hint

The school 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 pleasant and successful. The school will work with Carl Stuart 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 including tours students to help with the transition. During parent meetings, in which our school will

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

Hint

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?

Hint

Carolyn Lewis Elementary School involves parent in the school improvement process by having parents to serve on school improvement committees. During the Title 1 meeting, parents will be asked to suggest possible ways Title 1 parent involvement funding could be used. A section for

parent suggestions and comments is available in the Title 1 plan which is located in the Parent Resource Center. Former Carolyn Lewis Elementary students are asked to meet to make suggestions and give advice for school improvement. 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 parent regarding school activities.

6. How will your school provide resources for parents?

Hint

Carolyn Lewis Elementary School maintains a Parent Resource Center from which parents may check out materials and to receive parenting information. A computer is available for parents to use to visit educational websites. To promote and support responsible parenting, new materials including parenting books and magazines are purchased each year and made available to parents through the Parent Resource Center. Parents may borrow the materials for review. 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, whom to approach first, and how to develop solutions. Carolyn Lewis Elementary School will distribute Informational packets during Parent-Teacher Conferences, which will include 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

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

Hint

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?

Hint

Carolyn Lewis Elementary asked parents to complete a parent interest survey at the beginning of this school year to get information concerning the activities that parents feel will be most beneficial in efforts to support their child/ren academically. Results of the survey will be used to plan parent involvement activities for this school year. At the end of the year, the school will evaluate the activities as part of the parent involvement plan evaluation.

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.)

Hint

Carolyn Lewis Elementary School will conduct an Annual Title 1 meeting. The meeting will be held separate from other meetings to ensure that there is ample time to provide a description/explanation of our school curriculum, information on academic assessments used to measure student progress, 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 print and submit to district for review and approval. Once approved, the school is required to post their School Parent Plan on their website.***