

# **Parent and Family Engagement Plan**

## **Elementary School Plan**

**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.**

- Each elementary teacher will send home a weekly newsletter notifying parents of upcoming lesson plans and events that will be taking place in the classroom or at school.
- Each elementary school teacher will send home a communication folder/student planner containing student papers and work samples each day.
- Teachers will routinely contact parents on an individual basis to communicate about their students' progress.
- The school will provide to parents reports/report cards every five weeks with information regarding their child's academic progress and upcoming classroom and school events.
- The school will have parent-teacher conferences in the fall at the end of 5 or 6 weeks of school and again in the spring.
- The school will utilize the school reach phone system or send brochures home with students, post notices in school facilities and public buildings, and provide information for local newspapers and radio stations about parent workshops and meetings.

**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.)**

- The school will have parent-teacher conferences two times throughout the school year; however, all teachers will be available for parent conferences at any time during the year. The teachers will make available scheduled conference times so that parents are able to contact him/her when needed or have concerns involving their child and his/her academic progress.
- 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.
- Each grade level will rotate to conduct a parent day or night once a month throughout the school year. These meetings will include a series of family involvement events that provide an opportunity for parent and child to experience the school situation in a

positive and helpful manner while the school staff may provide any needed assistance and encouragement.

- Meetings with parents will be held at various times during the day or evening to better accommodate parents.

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

- The School will provide instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: role play and information available through various resources, the use of and access to the Department of Education website tools for parents, and other strategies or curricula developed or acquired by the school district for at-home parental instruction approved by the Department of Education.
- 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 understanding of effective parental involvement strategies. No fewer than three (3) hours of professional development for administrators designed to enhance the understanding of effective parent involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.
- Our district educational cooperative will provide a Teacher Day each summer before school begins. It will provide teachers whom attend with information on enhancing parent involvement in the school system.

**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.

**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?**

- Parents will be encouraged to attend and participate in the annual Report to the Public meeting.
- To take advantage of community resources, the school alumni created an alumni advisory commission to provide advice and guidance for school improvement.
- The school has developed the formation of a Parents- Teachers in Education organization that will foster parental and community involvement within the school.
- The school will coordinate and integrate parental involvement strategies under other programs.

**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.
- The school will open the Parent Center during school hours for parents.
- The school will make available informational each year that includes:
  - a copy of the school's parental involvement plan
  - a survey for volunteer interests
  - recommended roles for parents/teachers/students
  - suggestions of ways parents can become involved in their child's education
  - parental involvement activities planned for the current school year
  - information about how parents and teachers can communicate via email, text, phone conversations, and notes.
- To promote and support responsible parenting, the school shall, as funds are available, purchase parenting books, magazines, and other informative materials regarding responsible parenting, advertise the current selection and give parents the opportunity to borrow the materials for review.
- Included in the District Policy Handbook is the school's process for resolving parental concerns.
- The principal of each school in a school district shall designate a certified staff member who is willing to serve as parent center facilitator and a non-certified staff member who is willing to serve as parent center coordinator.

**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 parental involvement efforts through a comprehensive needs assessment filled out by teachers, parents, and school staff. Evidence will be collected about satisfaction with the program and the school's efforts to increase parental involvement will be a part of the evaluation.

**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 the Open House-Meet the Teacher night or during the first nine weeks of the 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 and plan the parental involvement activities for the 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 and consider suggestions for the following 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 will be planned for the spring semester or near the end of the year. The meeting will include information gathered throughout the year to improve the efficiency and effectiveness of the parent center and the parent involvement plan.**