

**Westside Family and Community Engagement Plan**

**School Name:**

Westside Elementary School, Cabot, Arkansas

**Facilitator Name:**

Amy Burns

Email: [Amy.Burns@cps.k12.ar.us](mailto:Amy.Burns@cps.k12.ar.us)

Phone: 501-743-3566

**Plan Review/Revision Date:**

April 19, 2021

**District Level Reviewer, Title:**

Terena Woodruff, Cabot Parent and Family Engagement Coordinator and Director of Counseling

Jordan Boris, District Social Worker

**District Level Approval Date:**

June 2021

**Committee Members, Role:**

Amy Burns, Westside Parent and Family Engagement Coordinator

Frankie Glover, Principal

Michelle Atherton, Assistant Principal/Instructional Facilitator

Jenica Swenson, Counselor

Courtney Roldan, Parent

Rick and Deb Friday, Community Members

Candy Crumbly, ELL Achieve Teacher

Marsha Green, Innovative Instructional Facilitator

Stacy Cook, Math Interventionist

Karen Bryan, Gifted and Talented Teacher

### **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.)*

- ❖ Westside Elementary's leadership committee will involve parents and community members on the development of Westside's Family and Community Engagement plan. After the plan is developed and the staff of Westside give feedback, the committee will be asked to review and give feedback. The plan will help to accomplish collaboration by having teachers, parents, and community members all involved in the plan. Based on feedback, changes will be considered. The committee will review, update and evaluate the Family and Community Engagement plan at least annually. (Amy Burns, May 2021 -May 2022)
- ❖ Westside Elementary will also involve parents on school improvement planning by seeking feedback electronically throughout the school year, including opportunities for regular meetings at their request. A Parent Survey was sent in April and responses were considered for the 2021-2022 FACE plan. (Amy Burns, ongoing)
- ❖ Westside will enable a Parent-Teacher Organization to foster family and community involvement within the school (Amy Burns, Courtney Roldan, ongoing)
- ❖ Parents may contact the District Family and Community Engagement Facilitator if the Title I plan is not satisfactory (Terena Woodruff-ongoing)
- ❖ Westside Elementary will ask parents to complete a parent interest survey to obtain information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically and how to be represented in a variety of roles. Westside's teachers completed a survey in the spring of 2021 and that will be used along with the parent survey to ensure a wide range of contributions to our family engagement efforts. (Amy Burns, Stacy Cook, October 2021)
- ❖ Westside Elementary will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during Open House, teacher emails, parent-teacher conferences, etc. (Courtney Roldan, Amy Burns, Michelle Atherton, ongoing) Examples of types of volunteering might include (but is not limited to) working in the workroom, completing projects from home, assisting photographers on picture day, reading to classes, tutoring, and/or mentoring students. The opportunities will also be posted online. (Courtney Roldan, Amy Burns, ongoing)

### **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.)*

- ❖ Westside Elementary will conduct an annual parent meeting in September. At this meeting, the building principal provides parents with a school compact that outlines the steps that parents, school staff, and students will take to ensure academic success as a

shared responsibility. Also during this meeting, the building principal updates the parents on the “state of the school.” She will go over achievement data, school curriculum, and explanation of Title I and its benefits, and parent and family engagement opportunities. Parents will be provided with an electronic link to a survey allowing them to request assistance in helping their student be successful. The link to the survey will also be posted on Westside’s Facebook page to keep all parents well informed. (Frankie Glover, September 2021)

### **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.)*

- ❖ Westside Elementary will use the school signs, social media (Facebook) and the Class DOJO app to publicize Westside news, school events, academic activities, as well as positive happenings in the school. Meetings for parents will be recorded and a link sent in the Westside newsletter (Marsha Green and Amy Burns, ongoing)
- ❖ Westside Elementary will distribute a monthly Westside newsletter to parents that is developed with the participation of the administration, family and community engagement coordinator, PTO officers, and librarian, and teachers. It will include a Westside newsletter, including a schedule of school wide activities and ways for families to be involved, volunteer opportunities and a survey of volunteer interests, parenting tips, academic tips, and other helpful information. The Westside newsletter will contain links to websites that are beneficial to parents and students. (Amy Burns, monthly throughout the school year).
- ❖ Parents and staff of Westside Elementary will use email, DOJO, phone calls, Remind messages, and other means of communication. DOJO is the type of communication that parents prefer, based on an April Parent Survey. (Frankie Glover, ongoing)
- ❖ DOJO communications will keep parents up to date regularly (Frankie Glover, various teachers, ongoing)
- ❖ Take home folders provide parents with school newsletter and academic information. At the beginning of the school year an informational packet will be sent home, which includes, but is not limited to: a family and community engagement plan description, as well as ways for families to be involved, a survey of volunteer interests, schedule of activities, and information on systems of two way communication will be included in each student’s folder. This information will be mailed or sent electronically if parents are unable to receive the packet at Open House. (Michelle Atherton, ongoing)
- ❖ Parent and Teacher Conferences will be held in October 2021 and March 2022. Parent and Teacher Conferences may be held in person, by phone, or through a Google Meet. (Frankie Glover, ongoing throughout school year)
- ❖ Report cards will be provided to parents every nine weeks with information regarding their child’s academic progress.(Frankie Glover, ongoing)
- ❖ Westside Elementary will update the school marquees frequently with school events (Michelle Atherton, ongoing)

- ❖ PTO meetings will be advertised through social media and take-home notes to offer parents opportunities to be involved. Meetings will be advertised on Facebook and PTO activities will also be posted. (Courtney Roldan, Amy Burns, ongoing)
- ❖ The School Parent and Family Engagement Coordinator, Mrs. Amy Burns, can be reached at 501-743-3566 or email [Amy.Burns@cps.k12.ar.us](mailto:Amy.Burns@cps.k12.ar.us).
- ❖ Parent meetings will be scheduled at various times to accommodate both parents and teacher/faculty schedules. Parent meetings will be held in various formats to meet the needs of the parents. (Frankie Glover, ongoing)
- ❖ Signatures will be collected electronically, as an acknowledgement of receiving Westside's family and community engagement plan, via the online registration platform during the new student and back to school registration. The Family and Community Engagement plan will also be placed on the Westside and Cabot Public Schools respective webpages. Printed copies will be available upon request. (Amy Burns, August, 2021)
- ❖ Westside's Family and Community Engagement Plan will be uniform and written in an understandable language as requested by parents. (Amy Burns, August 2021)
- ❖ Westside Family and Community Engagement plan will be posted to the school's website (Liz Massey, August 1, 2021)

#### **4. School-Parent Compact**

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

- ❖ Westside Elementary acknowledges the importance of all parties in developing a School-Parent Compact. The compact emphasizes the responsibility of parents, staff, and students for student achievement. The compact consists of "I will" statements listing the responsibilities of parents, students, teachers, and the principal. After the initial development of the compact by Westside teachers, the leadership committee, which includes parents and community members, will give feedback and suggestions will be carefully considered. The School-Parent Compact will be introduced at the Title I meeting and will be sent home with students for signatures the next school day. (Amy Burns and Frankie Glover, September 2021)
- ❖ The School-Parent Compact for Westside Elementary will be a portion of developing a partnership to help students achieve state standards. (Frankie Glover, August, 2021)
- ❖ Westside Elementary will establish meaningful communication with parents by making themselves available via phone, email, and through Parent Teacher Conferences twice a year. Parents can also communicate with teachers through apps like Classroom DOJO and HAC (Home Access Center) for updates on their child's progress and information about class activities. These applications also give teachers access to inform parents of volunteer opportunities and other needed parent roles as well. Westside Elementary also has a Parent Resource Center that parents can use to learn about these roles and opportunities. Progress reports are sent home at the end of each nine week period. (Frankie Glover, ongoing)
- ❖ Reasonable access to staff is provided via conferences, phone calls, Class DOJO app, emails, texts, etc. Classroom observations could be available if health guidelines permit

and arrangements are made through the principal and classroom teacher (Frankie Glover, ongoing throughout the 2021-2022 school year)

- ❖ Westside Elementary will involve parents in a variety of roles including, but not limited to, volunteers in the workroom, mentors, reading buddies, and lunch buddies. (August 2021-May 2022)
- ❖ A volunteer resource book will be available to staff members (Courtney Roldan, Amy Burns, September 2021)

### **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.)*

- ❖ Westside Elementary will conduct an annual parent meeting in September 2021. At the meeting, the building principal provides parents with a school compact that outlines the steps that parents, school staff, and students will take to ensure academic success as a shared responsibility. Also during this meeting, the principal updates the parents on the “state of the school.” She will go over achievement data, school curriculum, an explanation of Title I and its benefits, and parent and family engagement opportunities. During this meeting, parents will complete the Title I survey. Parents will be given the opportunity to suggest decisions regarding the allotted reserved funds for family and community engagement. (Frankie Glover, September 2021)

### **6: Coordination of Service**

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

- ❖ Westside will engage in activities that will use community resources to strengthen school programs, such as the Fall Festival with FelloWestsidehip Bible Church where STEM activities will be included. (Amy Burns ,October, 2021 and ongoing.)
- ❖ Westside Elementary will work with Cabot Middle School South and Cabot Middle School North to help provide a smooth transition from one school to the next by raising parental awareness. Westside, Cabot Middle School South, and Cabot Middle School North will work together to allow 4<sup>th</sup> grade students to visit and attend an orientation. Pre-K students will visit kindergarten classrooms to ensure a smooth transition. (Jenica Swenson, May 2022)
- ❖ Westside Elementary will provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment. This will help promote and support responsible parenting. These instructions will be posted in the monthly Westside newsletter and on social media. ( Stacy Cook and Amy Burns, ongoing throughout the 2021- 2022 school year, as requested)

- ❖ Westside Elementary will coordinate and integrate parent and family engagement activities to include early childhood programs and/or college and career readiness resources as appropriate. (Michelle Atherton, ongoing throughout the 2021-2022 school year, as requested)
- ❖ Westside Elementary utilizes many community resources to support our students. Examples of coordination efforts include (but are not limited to):
  - Mt. Carmel Baptist Church (weekly food bags)
  - FelloWestsidehip Bible (supplied water and masks for students in need)
  - Faith Baptist Church (paid supply fee for 25 students in need)
  - Centennial Bank (donated \$1000 for backpack food program)
  - Cornerstone Church (provides monthly birthday cakes for teachers)
  - Centennial and First Community Banks (provided academic planners)
  - Red River Ford (food and prizes for teachers during conferences)  
(Amy Burns, Ongoing throughout the 2021-2022 school year)
- ❖ Westside Elementary will provide helpful website information for parents in the monthly Westside newsletter (Amy Burns, monthly throughout the school year)
- ❖ Westside Elementary will enable and support a parent teacher organization. (Frankie Glover, Courtney Roldan, ongoing)
- ❖ Westside Elementary will consider recruiting alumni to create an alumni advisory committee if there is an interest. (Amy Burns, ongoing)
- ❖ Westside will coordinate and integrate parent and family engagement activities to include, but are not limited to
  - Career Day (guest speakers and parade)
  - Veterans Day (music program and parade)
  - Red Ribbon Week (guest speaker and dress up days)
  - Grandparent's Day (lunch with special people)
  - Unity Day (anti-bullying speaker)
  - Pictures with Santa
  - Kindness Week (daily challenges)
  - Living Wax Museum (Biography study and display)
  - "Purple Up Day" - Month of the Military Child recognition and parade (Jenica Swenson, ongoing)
- ❖ Westside's Family and Community Engagement Plan is aligned with the school improvement plan. (Michelle Atherton, ongoing)



## **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.)*

- ❖ Westside Elementary supports parents in helping their students succeed academically. Parent-teacher conferences are held twice a year in October and March. Meaningful communication through Class DOJO, emails, phone calls, texts, etc will be maintained by all teachers (Frankie Glover, October 2021 and March 2022 for conferences and ongoing)
- ❖ Westside has an active parent-teacher organization and family and community engagement opportunities are always encouraged and publicized through social media and notes sent home (Courtney Roldan, Amy Burns, ongoing)
- ❖ Family and community engagement meetings will be regularly scheduled each nine weeks as a report on the state of the school and an overview of student learning, assessments, expectations, and how parents can make a difference. (Frankie Glover, Amy Burns, ongoing)
- ❖ Descriptions and explanations of the curriculum and individual student assessments and interpretations, and Arkansas Academic Standards will be provided to parents with the parent education nights during the fall semester so that they can measure their students progress. (Michelle Atherton, August 2021-December 2022)
- ❖ Title I, Part A (Title I) of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act (ESEA) provides financial assistance to local educational agencies (LEAs) and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards. Westside will assist parents in understanding the requirements of Title I, Part A during the Title I meeting (Frankie Glover, September 2021)
- ❖ The monthly school-wide newsletter provides helpful tips and websites parents may use. (Amy Burns, monthly)
- ❖ During the fall semester, each grade level will schedule an activity with parents to discuss how the parents can help their children at home. According to a survey of teachers and staff, the following topics will be covered:
  - DESE website and tools for parents
  - growth mindset and positive affirmations
  - kindergarten expectations and curriculum
  - first grade tips
  - number talks and phonics lessons
  - State and local assessments including ACT Aspire Testing and MAP TestingThese family nights are conducted to highlight skills and provide developmentally appropriate learning activities. Parent education opportunities will be recorded and posted on social media and links included in the Westside newsletter. During the spring semester, parents will continue to be involved in additional learning/parenting activities. (Amy Burns and various teachers, ongoing throughout the 2021-2022 school year)
- ❖ All Westside students are issued a Chromebook. (Frankie Glover, August 2021 -May 2022)

- ❖ Classroom DOJO communications provide tips for student success and allow parents to understand their child's current curriculum. (Frankie Glover, ongoing)
- ❖ Descriptions of individual student assessments such as ACT Aspire and NWEA MAP and results and family reports are distributed and contain information needed for student growth. (Marsha Green, ongoing)
- ❖ Take home folders are distributed during Open House and given to new students which contain transportation information and forms, PTO membership information, volunteer forms, and volunteer opportunities, social media information, letter from the principal, and other information for parents. (Michelle Atherton, August 2021)
- ❖ Information will be sent to parents with tips on how to partner with their child's teacher to support achievement (Jenica Swenson, August, 2021)
- ❖ Hallway Hero training (Dwayne Roper, September 2021)
- ❖ Westside Elementary will provide assistance and instruction to facilitate parents understanding of the following topics:
  - Arkansas Academic Standards
  - State and local academic assessments, including alternate assessments
  - Strategies parents can use to support the student's academic progress and achievement
  - Incorporating developmentally appropriate learning activities
  - Use of DESE website and tools for parents
  - Assistance with nutritional meal planning and preparation
  - Including role play and demonstration by trained volunteersThe information will be shared at parent meetings, as well as electronically. (Frankie Glover, Amy Burns; ongoing throughout 2021 -2022 school year)
- ❖ Westside will provide materials and training to parents to help them improve their child's achievement, to foster family and community engagement, and to promote and support responsible parenting. (Amy Burns, Stacy Cook, Jenica Swenson, ongoing)
- ❖ Westside's Parent Resource Center will be open 7:50-3:40 each weekday. The Parent Resource Center is located in Portable Building B, Room 11. (Amy Burns, August, 2021-May, 2022)

### **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.)*

- ❖ Westside Elementary teachers and administration fulfilled the required Back-to-School Professional Development in August. (Frankie Glover, August 2021)
- ❖ Westside Elementary faculty participates in weekly PLC meetings with administration (Frankie Glover, Marsha Green, weekly throughout the school year)
- ❖ Westside Elementary understands that parents play an integral role in student learning and value their assistance and contributions. In order to seek this assistance, all staff



members are encouraged to build ties between home and school using classroom communication apps, parent-teacher emails, student take-home folders, school newsletters, Family Nights and parent-teacher conferences. Parent surveys will allow Westside to respond to family engagement opportunities and will seek parent assistance. (Frankie Glover, Amy Burns- ongoing)

- ❖ The State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts shall require no fewer than 2 hours of professional development for teachers designed to enhance the understanding of effective parental and family engagement strategies. No fewer than 3 hours of professional development for administrators designed to enhance understanding of effective family and community engagement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation. (Frankie Glover, August 2021- May 2022)
- ❖ Westside's staff will be trained on how to reach out to parents, communicate with and work with parents as equal partners (Frankie Glover, August, 2021)
- ❖ Parents will be welcomed into the school and parental support and assistance will be encouraged by all staff (Frankie Glover, ongoing throughout the 2021-2022 school year)
- ❖ All information will be provided in a format and language parents can understand (Candy Crumbly, ongoing throughout the 2021-2022 school year)
- ❖ Cabot Public School Districts handbook includes the school's process for resolving parental concerns, including how to define a problem, who to approach first, and how to develop solutions. (Michael Byrd, CAO, August 2021)