

**Central Elementary Family and Community Engagement Plan**

**School Name:**  
Central Elementary

**Facilitator Name:**  
Amanda Davis  
[Amanda.davis@cps.k12.ar.us](mailto:Amanda.davis@cps.k12.ar.us)  
501-743-3564 ext. 2055

**Plan Review/Revision Date:**  
April 6, 2022

**District Level Reviewer, Title:**  
Emily Taylor, Director of Counseling  
Jordan Boris, District Social Worker

**District Level Approval Date:**  
June 7, 2022

**Committee Members, Role:**  
Julia Treadway-Principal  
Miriam Berryhill-Assistant Principal  
Amanda Davis-Counselor/Family and Community Engagement Facilitator  
Misti Flynn-Parent  
Christy Duncan-Parent

## **1: Jointly Developed Expectations and Objectives**

*(Describe/List how parents will be involved in the development of the school Family and Community Engagement plan and how parents will be involved in the planning, review, and improvement of Family and Community Engagement programs.)*

- Parents and stakeholders will be involved in the annual development, review, update, and evaluation of the Family and Community Engagement plan. (Amanda Davis, ongoing)
- Central Elementary Family and Community Engagement Plan will be available via website for review or by paper copy upon request. (Amanda Davis, ongoing)
- All family members are invited to join Central's Parent-Teacher Organization to be involved in the evaluation and review of the Family and Community Engagement Plan annually. (Julia Treadway, ongoing)
- A suggestion form will be available to any parent/family members for parents to submit comments to the district if the Title I plan is not satisfactory. (Julia Treadway, Fall 2022)
- Parents who would like to be represented in a variety of roles throughout the school can submit a form. Parents can also make suggestions about opportunities for regular meetings and family nights. (Amanda Davis, ongoing)

## **2: Communication**

*(Describe/List how the Family and Community 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.)*

- Central Elementary will ensure their Family and Community Engagement Plan is available to parents online by August 1<sup>st</sup>. (Emily Taylor, Liz Massey, October 2022)
- Parents will sign electronically acknowledging the location of the plan during new student or back to school online registration. Paper copies are available on request. (Julia Treadway, October 2022)
- All contact information for Amanda Davis, Central Elementary Family and Community Engagement Facilitator will be added to the Family and Community Engagement Plan ([amanda.davis@cps.k12.ar.us](mailto:amanda.davis@cps.k12.ar.us), 501-743-3564 ext. 2055). (Amanda Davis, October 2022)

**Central Elementary communicates using a regular two way system of communication in the following ways:**

- Bi-monthly school-wide electronic newsletters via SMORE. (Julia Treadway, ongoing)

- Weekly classroom/grade level newsletters sent via communication folders, Remind or Class Dojo apps, or other social media. (Classroom teachers, ongoing)
- School Facebook and Twitter pages frequently updated with important information. (Miriam Berryhill, Amanda Davis, ongoing)
- Phone calls home as needed. (Classroom teachers, Julia Treadway, Miriam Berryhill, ongoing)
- Red Family/Teacher communication folders for all grades provide consistency across grade levels, ensuring parents know to check the red folder nightly for important papers. (Classroom teachers, ongoing)
- By offering meetings at various times and in various formats to ensuring accommodation for all families (Julia Treadway, Miriam Berryhill, ongoing)
- Informational packet provided at Open House that includes the Central Elementary Family and Community Engagement Plan. The packet will also include: a description of the plan, recommended ways and roles for families to be involved in the school, a survey of volunteer interests, a schedule of school and district activities. These items will also be available electronically. (Amanda Davis, August 2022)
- The plan is available in an understandable and uniform format in a language parents can understand. A translation service is available. (Amanda Davis, ongoing)

### ***3: Building Staff Capacity***

*(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 Family and Community Engagement activities.)*

- 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 parent involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation. (Julia Treadway August 2022)
- All staff members will be trained to understand the importance of parents playing an integral role in student learning, how their contributions should be valued, and how to communicate and work with parents as equal partners. (Julia Treadway, ongoing)
- School staff will welcome parents into the school and seek parental support and assistance as needed (all staff, ongoing)
- School staff will provide information to families in a format and language that is easiest for them to understand (all staff, ongoing)

- School staff will respond to parent requests for family engagement activities in a timely manner (teachers, Julia Treadway, Miriam Berryhill, Amanda Davis, ongoing)
- School staff will communicate with families about parent/family engagement activities so that their support and assistance can be utilized to help build ties between the home and school. (Julia Treadway, Miriam Berryhill, Amanda Davis, ongoing)
- The process for a family/parent to resolve conflict with the school is available in the school handbook. (Michael Byrd, ongoing)

#### ***4: Building Parent Capacity***

*(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.)*

- Central Elementary will hold two parent teacher conferences. (Julia Treadway, classroom teachers, October 2022, March 2023)
- Central Elementary will hold regularly scheduled Parent-Teacher Organization meetings for parent and family involvement. (Julia Treadway, Miriam Berryhill, ongoing)
- “Coffee with the Counselor” - parent meetings once per semester covering topics relevant to elementary school caregivers. (Amanda Davis, ongoing)
- Central Elementary will hold a spring “block party” style family night incorporating school and community partners. (Julia Treadway, Miriam Berryhill, Amanda Davis, Spring 2023)
- Central Elementary will provide parents a description/explanation of the curriculum. (Classroom teachers, August 2022)
- Scores from state and local assessments will be distributed when available, along with a document to explain/describe the report to measure their child's progress. (Julia Treadway, ongoing)
- Resources, strategies, and materials to help parents support their child's achievement and promote responsible parenting are available for checkout from the Parent/Family Library. It is located inside Central Elementary school and available during regular school hours. (Amanda Davis, ongoing)
- Central 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
  - Title 1, Part A requirements
  - How to partner with teachers to support student achievement
  - Assistance with nutritional meal planning and preparation

- How parents of high school students can be involved in the decisions affecting course selection, career planning, and preparation for post-secondary opportunities
- Including role play and demonstration by trained volunteers (Julia Treadway, Miriam Berryhill, Amanda Davis, ongoing)

### **5: Coordination**

*(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.)*

- Central Elementary will utilize community resources to assist families. Resources will be shared with families via social media, backpack folders or Remind and Class DOJO applications. Working with the community allows Central Elementary to use resources to strengthen school programs. (Amanda Davis, classroom teachers, ongoing)
- Central Elementary will coordinate 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. Central Elementary, 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. (Amanda Davis, May 2023)
- Responsible parenting will be promoted through shared communication regarding child development and current trends in education. (Julia Treadway, ongoing)
- Parents and family members are invited to join our Parent-Teacher Organization at any time throughout the year (family/community/teacher group). (Julia Treadway, Miriam Berryhill, ongoing)
- The Family and Community Engagement plan will be integrated into our school improvement plan where appropriate in order to increase family/community involvement. The support of our stakeholders will provide students with encouragement to improve their performance. (Amanda Davis, ongoing)
- Central Elementary will consider creating an advisory committee by recruiting alumni and their parents. (Amanda Davis, ongoing)
- Central Elementary will utilize community resources to support families including Cabot Christmas Alliance, the Back to School Fair, local volunteers donating and packing food backpacks, and coordinating with outside agencies for mental health and other services. (Amanda Davis, ongoing)
- Central Elementary will coordinate with community partners during the months of April & May to integrate family and community engagement activities, early childhood programs and college & career readiness activities. (Amanda Davis, April & May 2023)
- Central Elementary will ensure the plan is comprehensive and coordinated and that is aligned with the school improvement plan. (Julia Treadway, ongoing)

### **6: 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 Family and Community Engagement policy.)*

Central Elementary will conduct an annual parent meeting in September 2022. 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 Family and Community Engagement opportunities (literacy nights, math nights, etc.) It is also during this time that parents are given the opportunity to complete a survey. (Julia Treadway, September 2022)

### **7: School-Parent Compact**

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

- Central Elementary will ensure that student achievement is the shared responsibility of staff, parents and students. (Julia Treadway, ongoing).
- Teachers and staff are available for meaningful two way communication with parents through phone calls and email/apps. Central Elementary strives to ensure parents have reasonable access to staff. (Julia Treadway, ongoing)
- There will be a minimum of 2 conferences each year (Parent/Teacher Conferences), as well as other parent/family nights to help build a partnership to help students achieve state standards. (Julia Treadway, ongoing)
- Progress reports will be provided twice per year as well. (Julia Treadway October 2022, March 2023)
- Parents/family members are given the opportunity to volunteer through our Parent-Teacher organization. They can observe class activities and be involved in a variety of roles. (Julia Treadway, ongoing)
- Central Elementary will compile a volunteer resource book so that staff can understand how parents and families wish to be involved. (Amanda Davis, ongoing)

### **8: Reservation of Funds**

*(If the district receives more than \$500,000 in Title I allocation, then it must reserve 1 percent for Family and Community 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 Family and Community Engagement activities and programs and how parents will be involved in providing input into how the funds are used.)*

All Title I schools conduct an annual parent meeting by October 1st. 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. During this meeting, the building 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 Family and Community Engagement opportunities (literacy nights, math nights, one book/one school, etc.). It is also during this time that parents are given the opportunity to complete a survey including suggestions to use Title I funds. (Julia Treadway, September 2022)

### ***9: Checklist of Assurances***

*(Please read the following statements closely. By checking these boxes, the School understands the legal requirements and will meet them accordingly.)*

•	<p><b>A.1:</b>The School understands that annually by August 1, the public School’s Engagement Plan shall be developed, or reviewed and updated.</p> <p style="text-align: center;"><i>[ADE Rules Governing Parental Involvement Section 3.02.3]</i></p>
•	<p><b>A.2:</b>The School understands that the following must be made available to families and the local community on the School or District website no later than August 1st:</p> <ul style="list-style-type: none"> <li>• The School Engagement Plan</li> <li>• A parent-friendly explanation of the School and District’s Engagement Plan</li> <li>• The informational packet</li> <li>• Contact information for the parent facilitator designated by the School.</li> </ul> <p style="text-align: center;"><i>[A.C.A. § 6-15-1704(a); ADE Rules Governing Parental Involvement Section 3.02.4]]</i></p>
•	<p><b>A.3:</b>The School understands that a parent-friendly summary/explanation of the Engagement Plan should be included in the current student handbook.</p>

	<p><i>[A.C.A. § 6-15-1704(a); ADE Rules Governing Parental Involvement Section 3.02]</i></p>
•	<p><b>A.4:</b>The School understands its obligation for ensuring professional development requirements related to parent and family engagement are met and that records are maintained accordingly. (2 hours every 4 years with 2022 being a required year)</p> <p><i>[A.C.A. § 6-15-1703(a); A.C.A. § 6-17-709; Standards for Accreditation of Arkansas Public Schools and School Districts July 2020 Standard 4-G.1 Professional Development (D/C)]</i></p>
•	<p><b>A.5:</b>The School understands its obligation to obtain signatures for each parent acknowledging receipt of the District’s Engagement Plan summary/explanation.</p> <p><i>[A.C.A. § 6-15-1704(a)(3)(B)]</i></p>
•	<p><b>A.6:</b>The School Principal understands their obligation to designate and pay a licensed staff member to serve as Parent Facilitator:</p> <ul style="list-style-type: none"> <li>• to help organize meaningful training for staff and parents,</li> <li>• to promote and encourage a welcoming atmosphere, and</li> <li>• to undertake efforts to ensure that engagement is recognized as an asset to the School.</li> </ul> <p><i>[A.C.A. § 6-15-1702(c)(1)]</i></p>
•	<p><b>A.7:</b>The School understands its obligation to encourage school staff to use volunteer surveys to compile a volunteer resource book..</p> <p><i>[A.C.A. § 6-15-1702(b)(6)(B)(ii)]</i></p>
•	<p><b>A.8:</b>The School understands its obligation to conduct no fewer than two parent-teacher conferences per school year.</p> <p><i>[A.C.A. § 6-15-1702(b)(3)(B)(ii)]</i></p>



<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>A.9:</b>The School understands its obligation to incorporate the Engagement Plan into the School Improvement Plan.</p> <p><i>[ADE Rules Governing Parental Involvement Section 3.02.2]</i></p>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>A.10:</b>The School understands its obligation to schedule regular parent involvement meetings at which parents are given a report on the state of the School and an overview of:</p> <ul style="list-style-type: none"> <li>• what students will be learning</li> <li>• how students will be assessed</li> <li>• The informational packet</li> <li>• what a parent should expect for his or her child’s education</li> <li>• how a parent can assist and make a difference in his or her child’s education.</li> </ul> <p><i>[A.C.A. § 6-15-1702(b)(5)(B)(i)(a-d)]</i></p>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>A.11:</b>Any School serving high school students understands its obligation to educate parents about their role in decisions affecting course selection, career planning, and preparation for postsecondary opportunities.</p> <p><i>[A.C.A. § 6-15-1702(b)(7)(B)(ii)]</i></p>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>A.12:</b>The School understands its obligation to welcome parents into the School, and more specifically, not have any school policies or procedures that would discourage a parent from visiting the School or from visiting a child's classrooms.</p> <p><i>[A.C.A. § 6-15-1702(b)(6)(B)]</i></p>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>A.13:</b>The School understands that all Title I, Part A funded engagement activities and strategies should remain consistent with all information set forth in this parent and family engagement plan.</p> <p><i>[ESSA § 1116(a)(3)(D)]</i></p>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>A.14:</b>The School understands its obligation to submit to the State any comments from parents who deem the Title I</p>

	<p>Schoolwide Plan unsatisfactory. These comments can be sent to <a href="mailto:ade.engagementmatters@ade.arkansas.gov">ade.engagementmatters@ade.arkansas.gov</a></p> <p><i>[ESSA § 1116(b)(4)]</i></p>
•	<p><b>A.15:</b>The School understands its obligation, if requested by parents, to provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.</p> <p><i>[ESSA § 1116(c)(4)(C)]</i></p>