

Eastside Elementary Family and Community Engagement Plan

School Name:

Eastside Elementary

Facilitator Name:

Angelia Joslin
501-743-3563
Angelia.joslin@cps.k12.ar.us

Plan Review/Revision Date:

May 2022

District Level Reviewer, Title:

Emily Taylor, Director of Counseling
Jordan Boris, District Social Worker

District Level Approval Date:

June 9, 2022

Committee Members, Role:

Therese Krenn, Parent
Nelleke Adair, Parent
Allan West, Parent
Lori DeLaPaz, Alumni
Stephanie Tiner, Alumni
Missy Johnson, Teacher
Whitney Malham, Counselor
Jill Fletcher, Principal
Jill Geran, Assistant Principal
Angelia Joslin, Teacher and Family and Community Engagement Facilitator

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 are involved in the development of the Family and Community Engagement Plan. (Joslin, ongoing)
- Parents will be involved in the review, update, and improvement annually of the Family and Community Engagement Plan to meet the changing needs of the school community. (Angelia Joslin, ongoing)
- Eastside Elementary will ask parents to serve on curricular and instructional review committees so that they are represented in a variety of roles. In order to reach a diverse population, we will make an effort to include all varieties of our demographics. (Angelia Joslin, ongoing)
- Eastside Elementary will provide opportunities for regular meetings as requested by parents. (Jill Fletcher, ongoing)
- Eastside Elementary will enable and support a parent teacher organization, a Family Council. (Jill Fletcher, August 2022 – May 2023)
 - Eastside Elementary will create a Parent-Teacher Organization that will involve parents on school improvement planning committees. (Jill Fletcher, August 2022 – May 2023)
 - The school will communicate with the Parent-Teacher Organization to discuss needs of the school and the needs of the parents. (Angelia Joslin, Jill Fletcher, ongoing).
- The school will coordinate between the school needs assessment and this plan to ensure that Family and Community Engagement is a part of supporting the school needs. Based on the fall needs assessment, it was requested that we offer virtual meetings. Based on the spring assessment, parents requested continued communication from teachers as well as in person parent meetings and involvement due to restrictions to visitors in the building being lifted. (Angelia Joslin, Jill Geran, Spring 2022)

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.)

- Eastside Elementary will make the Family and Community Engagement Plan available to families and local communities electronically on the school website by August 1. Printed copies are available as requested. (Angelia Joslin, ongoing)

- The Family and Community Engagement Facilitator and contact information is Angelia Joslin - angelia.joslin@cps.k12.ar.us - 501-743-3563. (Angelia Joslin, ongoing)
- The plan is written in an understandable and uniform format in a language parents can understand. A translation service is available. (Angelia Joslin, ongoing)
- Eastside Elementary will distribute an information packet annually that includes the following: (Angelia Joslin , October 2022 - ongoing)
 - A description of the Family and Community Engagement Plan
 - Recommended roles of parents
 - Ways for families to be involved in a variety of roles
 - A survey of volunteer interests
 - A schedule of planned activities throughout the school year
 - A system of regular, two-way communication for parents and teachers
- Eastside Elementary will obtain signatures from parents acknowledging receipt/location of the district Family and Community Engagement Plan through back to school and new student registration using the online registration platform (Angelia Joslin, ongoing)
- Eastside Elementary will offer parent meetings and family nights at various times to accommodate different family schedules. Information gathered at these meetings will then be distributed in various formats to ensure all parents stay in the know. (Jill Fletcher, ongoing).
- Parent meetings will be offered at various times and in various formats. (Jill Fletcher, ongoing)
- Results from the above-mentioned survey will be included in the Eastside Elementary Family and Community Engagement Plan. This will be provided to parents in an informational packet that describes the Family and Community Engagement Plan, recommends roles and ways for parents to be involved, (Angelia Joslin, October 2022).
- Parents will receive their informational packet each year that includes location of the school's Family and Community Engagement Plan at parent-teacher conferences in October and teachers will obtain signatures acknowledging their receipt. Parents will also be notified that an electronic copy can be found on Cabot Public Schools website. Printed copies of the policy will also be available in the Parent Resource Center during school days. (August 2022, ongoing).
- Parent resources are available upon request to support students. The parent center is available and resources can be requested and will be sent home for use. (Angelia Joslin, ongoing)
- Eastside Elementary will distribute a bi-monthly newsletter to parents that is developed with participation of the parent-school organization, principal, staff, and parent volunteers. It includes school news, a schedule of school activities, and parenting tips related to school achievement such as homework tips, organizational skills, and study skills. (Jill Fletcher, Jill Geran, ongoing).
- Regular two way communication will be accessible. Eastside will create a Website to house pertinent information, including school news and upcoming school events. Parents are also able to access their child's grades with their

student account number. Parents may use email to communicate with members of the school staff. Parents are also informed of school news and events via the Eastside Twitter, Instagram and Facebook pages. (Jill Geran, ongoing).

- Eastside Elementary teachers will routinely contact parents on an individual basis to communicate about their child's progress. (Teachers, ongoing)
- Eastside Elementary will provide parents reports/report cards every nine weeks with information regarding their child's academic progress and upcoming classroom and school events. (Teachers, ongoing)
- Eastside Elementary will send brochures home with students, post notices in school facilities and public buildings, and provide information for local newspapers about parent workshops and meetings. (Jill Fletcher, 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.)

- Eastside Elementary will ensure professional development requirements are met for teachers and administrators. The yearly schedule of state required topics, including family and community engagement will be followed. (Sherri Jennings, ongoing)
- Eastside Elementary will train teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents:
 - That parents play an integral role in assisting student learning
 - In the value and utility of contributions of parents
 - In how to reach out to, communicate with, and work with parents as equal partners
 - To implement and coordinate parent programs and build ties between home and school
 - To welcome parents into the school and seek parental support and assistance
 - To provide information in a format, to the extent practicable, in a language the parents can understand
 - To respond to parent requests for family and community engagement activities
(Jill Fletcher, ongoing)
- Parents are recognized as a full partner and the process for resolving parent concerns or conflict is included in the handbook. (Michael Byrd, ongoing)

- Eastside Elementary will seek parental support and assistance by implementing and incorporating parent programs into the school's culture. With this, strong ties can be built between the home and the school. (Jill Fletcher, ongoing)
- Eastside Elementary will meet the needs of students and parents with:
 - Frequent communication through phone calls and emails
 - Consistent online virtual platform
 - Class dojo, remind, class facebook, and other online applications
 - Google classroom
 - Eastside Elementary facebook page to update parents on changes and upcoming events.
 - Provide all information in a format and language parents can understand (Angelia Joslin, 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.)

- Regular parent-family engagement meetings (Town Hall Meetings and family nights) will be scheduled to allow parents to become more involved and understand their child's school environment. (Jill Fletcher, ongoing)
- A description or explanation of the curriculum will be provided at Parent/Teacher conferences and in the school improvement plan. (Jill Fletcher, ongoing)
- Eastside Elementary will provide parents with a description and explanation of the curriculum. (Jill Fletcher, ongoing)
- Eastside Elementary will provide parents with individual student academic assessment results and interpretation of those results (Jill Fletcher, ongoing)
- Eastside Elementary will provide parents with a description and explanation of the assessments used to measure student progress and achievement levels of the challenging State academic standards. (Jill Fletcher, ongoing)
- Provide assistance and instruction to parents of children served by the school in understanding these topics:
 - Arkansas Academic Standards
 - State and local academic assessments including alternate assessments
 - Strategies parents can use to support their child's academic progress
 - Partnering with teachers to support their child's academic achievements
 - 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 volunteers (Brook Fitch and Holly Woodruff, ongoing)
- Eastside Elementary will provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of

copyright piracy), as appropriate, to foster family and community engagement. (Rachel Hammett, ongoing)

- Eastside Elementary will promote and support responsible parenting. (Whitney Malham, ongoing)
- Parents may use the Parent Resource Center to check out materials, use the computer to check grades, and visit educational websites. A suggestion sheet will also be available for parental input. The school will open the resource center at hours that are convenient to parents. The resource center is located by the library. (Angelia Joslin, ongoing)
- Eastside Elementary will distribute informational packets each year that includes a copy of the school's family and community engagement plan, survey for volunteer interests, recommended roles for parents/teachers/students and school, suggestions of ways parents can become involved in their child's education, Family and Community Engagement activities planned for the current school year and information about the system that will be used to allow parents and teachers to communicate (notes, phone calls, e-mail). (Angelia Joslin, October 2022)
- Eastside Elementary will provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: role play and demonstration by trained volunteer, the use of and access to the Department of Education website tools for parents, assistance with nutritional meal planning and preparation and other strategies or curricula developed or acquired by the school district for at home parental instruction approved by the Department of Education. This will be accomplished during parent nights, through emails, and videos. (Brook Fitch and Holly Woodruff, ongoing)
- Parents will be given a summary of the student's test scores (state and local assessments) and an explanation of the Arkansas Academic Standards and interventions teachers are using to assist the child in reading achievement goals. (Jill Fletcher, ongoing)
- 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 grading procedures. (Jill Fletcher, ongoing)
- Eastside Elementary will encourage parents in the following types of roles and activities to increase their involvement and support for student learning: (Angelia Joslin, ongoing)
 - Reading buddy
 - Mentor
 - Special parent lunches
 - Book fair helpers
 - Grandparents Day
 - Workroom volunteers
 - Field day volunteers
 - Family nights
 - Virtual family nights
 - Parent education workshops
 - Open House

- Parent-Teacher organization
- Red Ribbon week
- Color Run
- Music/Art performances
- Kindergarten/Fourth grade graduation
- Various committees
- Hallway Heroes
- The school will plan for alternate methods to communicate with parents who are unable to attend face to face meetings including Google Meet, FaceTime, and Facebook Live Streaming. (Jill Fletcher, 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.)

- Eastside Elementary will coordinate and integrate family and community engagement activities to include early childhood programs and college career readiness resources as appropriate. (Angelia Joslin, ongoing)
- My Future Story Day will encourage students to dream and plan for their possible future careers. Parents, family members and community members will be invited to speak about their career field. (Whitney Malham - May 2023)
- Elementary Elementary will reach out to community partners during the month of May to share information about possible career paths for students (to include careers that require college, vocational and on the job training) (Whitney Malham, teachers, May 2023)
- Eastside Elementary will provide informational materials regarding responsible parenting through the school library and Parent Resource Center. (Jill Fletcher, ongoing)
- To take advantage of community resources, Eastside Elementary shall consider recruiting alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement. (Angelia Joslin, ongoing)
- Eastside Elementary shall enable and support the formation of a Parent Teacher Association / Family Council or organization and utilize the leaders in appropriate decisions. (Jill Fletcher, August 2022)
- Eastside Elementary partners with the following community organizations to strengthen school programs and provide additional supports and resources for our students:
 - Boys Scouts of America
 - Girl Scouts of America
 - ATA (bullying)
 - Cabot Public Library
 - Outside Counseling Agencies
 - Kiwanis Club
 - Fire Department (safety prevention)

- Local Churches
- Increase of Security with Local Law Enforcements
- Contract with Cabot Parks and Recreation (Community Center)
- Junior Auxiliary
- The Family and Community Engagement Plan will be aligned with our school improvement plan in order to increase family and community involvement. Eastside Elementary will ensure that both plans are comprehensive, as well as coordinated. The support of our stakeholders will provide students with encouragement to improve their performance. (Angelia Joslin, ongoing)
- The Family and Community Engagement Plan will be incorporated into the school's improvement plan. (Jill Fletcher, ongoing)
- Eastside 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. (Whitney Malham, May 2023)
- To promote and support responsible parenting, the school shall, as funds are available: Purchase parenting books, magazines, and other informative materials regarding responsible parenting through the school library, advertise the current selection, and give parents the opportunity to borrow the materials for review. (Angelia Joslin, ongoing)
- Eastside will utilize high school student volunteers for various activities throughout the school year. (Angelia Joslin, 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.)

Eastside Elementary is not recognized as a Title I School.

7: School-Parent Compact

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

Eastside Elementary is not recognized as a Title I School.

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.)

Eastside Elementary is not recognized as a Title I School.

9: Building Capacity - Discretionary

The school Family and Community Engagement policy/plan may include additional sections describing other discretionary activities that the school, in meaningful consultation with its parents, chooses to undertake to build capacity.

Eastside Elementary encourages parent and family involvement through the following programs and activities:

- **Open House:** Families have the opportunity to visit classrooms and meet faculty members. Parents receive information about ways to volunteer, transportation for students, free/reduced lunch, as well as the student handbook regarding school policies and procedures. (Teachers, Jill Fletcher, Angelia Joslin, August 2022)
- **New Students Orientation:** Families new to Eastside Elementary will be given the opportunity to come early before Open House for a question and answer time, information provided about the school, and time to get to the classrooms before the doors open for the rest of the students/families. (Jill Fletcher, August 2022)
- **Gifted & Talented Open House:** Families of students in the Gifted & Talented Program have the opportunity to visit the Gifted & Talented classroom, meet the Gifted & Talented specialist, and receive an overview of G. T. programming within the district. (Scott Patterson, Fall 2022)
- **Parent/Teacher Conferences:** 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 also be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures. Parents will engage in discussion of how they can support their child at home. Conferences are scheduled at various times (3:15-7:00) during the day or evening to better accommodate parents. In case of school closure, technology such as zoom and recorded messages will be offered. Conference calls will also be available. (Jill Fletcher, October 2022 and April 2023)
- **Grands Family Night:** Eastside Elementary will host a special evening to recognize grandparents and families. Guests are given the opportunity to have learn about daily school activities, visit the classrooms and activity rooms, enjoy a hot dog supper, as well as enjoy playing games together as a family. (Jill Fletcher, September 2022)
- **Scholastic Book Fair:** Families have an opportunity to attend the book fair with their children to purchase books and encourage the love of reading among students. Volunteers are able to help set up/tear down the book fair, as well as

- assist students/families in purchasing books. (Rachel Hammett, Fall 2022 and Spring 2023)
- Academic Nights: Eastside Elementary will host a special opportunity for families to participate in engaging activities that are aligned with classroom curriculum. Each grade level will present families with content related activities for them to engage with their children. (Angelia Joslin, January/February 2023)

10: 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>A.1: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>A.2: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"> • The School Engagement Plan • A parent-friendly explanation of the School and District’s Engagement Plan • The informational packet • Contact information for the parent facilitator designated by the School. <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>A.3:The School understands that a parent-friendly summary/explanation of the Engagement Plan should be included in the current student handbook.</p> <p style="text-align: center;"><i>[A.C.A. § 6-15-1704(a); ADE Rules Governing Parental Involvement Section 3.02]</i></p> |
| • | <p>A.4:The School understands its obligation for ensuring professional development requirements related to parent and</p> |

| | |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>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>A.5: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>A.6: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"> • to help organize meaningful training for staff and parents, • to promote and encourage a welcoming atmosphere, and • to undertake efforts to ensure that engagement is recognized as an asset to the School. <p><i>[A.C.A. § 6-15-1702(c)(1)]</i></p> |
| • | <p>A.7: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>A.8: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> |
| • | <p>A.9: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"> • | <p>A.10: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"> • what students will be learning • how students will be assessed • The informational packet • what a parent should expect for his or her child’s education • how a parent can assist and make a difference in his or her child’s education. <p><i>[A.C.A. § 6-15-1702(b)(5)(B)(i)(a-d)]</i></p> |
| <ul style="list-style-type: none"> • | <p>A.11: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"> • | <p>A.12: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"> • | <p>A.13: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"> • | <p>A.14:The School understands its obligation to submit to the State any comments from parents who deem the Title I Schoolwide Plan unsatisfactory. These comments can be sent to ade.engagementmatters@ade.arkansas.gov</p> <p><i>[ESSA § 1116(b)(4)]</i></p> |

| | |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| • | <p>A.15: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> |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|