

School Family and Community Engagement Plan

School Name:

Ward Central Elementary

Facilitator Name:

Taylor Smith

Plan Review/Revision Date:

April 7, 2022

District Level Reviewer, Title:

Emily Taylor, Director of Counseling

Jordan Boris, District Social Worker

District Level Approval Date:

June 3, 2022

Committee Members, Role:

Casey Adams, Classroom Teacher

Kaycee Ford, Classroom Teacher

Mindy Mann, Instructional Facilitator

Charlie Gastineau, Community Member

Teresa Richardson, Asst. Principal

Brandi Harbour, Classroom Teacher

Heather Burton, Classroom Teacher

Cara Loe, Classroom Teacher

Tiffanee Miller, Community Member

Mike Ostrowski, Parent, Community Member

Tobie Sprawls, Principal

Taylor Smith, Parental Involvement Coordinator, School Counselor

Kristin Williams, 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 are involved in the development of the Family and Community Engagement Plan (FACE). All family and community members will be invited to join Ward Central’s Parent Advisory Committee (PAC) for involvement opportunities and to assist in the annual update, evaluation and review of the Family and Community Engagement Plan. This invitation will be posted on Ward Central’s Facebook page and advertised at Open House. A suggestion box and sign up sheet will be available at Open House for any family or community members who would like to be represented in a variety of roles throughout the school. Parents can also make requests about opportunities for regular meetings and family nights. (Taylor Smith, ongoing)
- Parents will be involved in the review, update, and improvement annually of the FACE plan to meet the changing needs of the school community. A suggestion form will be available to any parent/family members to submit comments to the committee. (Tobie Sprawls, ongoing)
- Ward Central will ensure that parents are represented in a variety of roles. Ward Central wants parents and families to be involved in their child’s education. (Tobie Sprawls, ongoing)
- Parents may submit comments to the district if the Title I Schoolwide Plan is not satisfactory to parents. (Melanie Duerkop, ongoing) Ward Central will administer the “High Reliability Schools, Level 1 Survey” offered through DESE (Tobie Sprawls, February or March 2023)
- Ward Central will provide opportunities for regular meetings as requested by parents. (Tobie Sprawls, ongoing)
- Ward Central will enable and support a parent teacher organization. Parents will be asked if they feel that Ward Central provides them opportunities for input regarding optimal functions of the school. (Tobie Sprawls, 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.)

- Ward Central’s FACE plan will be available electronically on the school website by August 1 with printed copies available upon request. (Taylor Smith, August 2022)
- Ward Central’s FACE facilitator, Taylor Smith, can be contacted at 501-743-3569 or by emailing taylor.smith@cps.k12.ar.us.

- Ward Central will ensure the plan is written in an understandable and uniform format in a language parents can understand. A translation service is available. (Taylor Smith, ongoing)
- Ward Central will distribute an informational packet annually that includes the following:
 - A description of the FACE plan
 - Recommended roles and ways for families to be involved
 - A survey of volunteer interests
 - A schedule of planned activities throughout the school year
 - A system of regular, two-way communication for families and teachers
- Ward Central will obtain signatures from parents acknowledging receipt/location of the district FACE plan through back to school and new student registration using the online registration platform. (Tobie Sprawls, Taylor Smith, ongoing)
- Parent meetings will be offered at various times. The School will provide a calendar and list of volunteer opportunities in the packet and solicit ideas for other types of volunteer efforts during Open House (Tobie Sprawls, ongoing)
- Parent meetings will be offered in different formats. If parents are unable to attend Open House to receive the packet, the information will be sent home with the student, through the mail, or through electronic means. (Tobie Sprawls, ongoing)
- The district and school will provide training sessions for 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 successful. Parents may communicate with staff through email, conferences, and phone calls. Ward Central wants parents to be involved in the child’s education (Tobie Sprawls, Taylor Smith-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.)

- Ward Central 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)
- Ward Central will train teachers, specialized instructional support personnel, principals, other school leaders, and other staff (with the assistance of parents) to ensure that everyone is aware of the following:
 - That parents play an integral role in assisting student learning
 - That Ward Central is aware of the value and utility of contributions of parents

- How to reach out to, communicate with, and work with parents as equal partners
- How to implement and coordinate parent programs and build ties between home and school
- How to welcome parents into the school and seek parental support and assistance
- How to provide information in a format, to the extent practicable, in a language the parents can understand
- How to respond to parent requests for family and community engagement activities
(Tobie Sprawls, Taylor Smith, ongoing)
- Ward Central acknowledges that parents are recognized as a full partner in student success by including in the school's handbook the process for resolving conflict. (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.)

- Ward Central will schedule regular family and community engagement meetings. (Tobie Sprawls, ongoing)
- Ward Central will provide parents with a description and explanation of the school curriculum. (Tobie Sprawls, ongoing)
- Ward Central will provide parents with individual student academic assessment results and interpretation of those results. (Tobie Sprawls, ongoing)
- Ward Central 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. (Tobie Sprawls, ongoing)
- Ward Central will 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
 - Title I, Part A requirements
 - 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
 - Role play and demonstration by trained volunteers
(Tobie Sprawls, Taylor Smith, ongoing)
- Ward Central 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. (Tobie Sprawls, Taylor Smith, ongoing)
- Ward Central will promote and support responsible parenting with upkeep of the Parent Resource Center that is always available to parents during school hours. This resource center has books and backpacks that can be checked out by parents to take home to use with their children. (Tobie Sprawls, Taylor Smith, ongoing)
 - Ward Central will conduct a Literacy Family Night and Science/Technology Family night. Teachers will share strategies with parents to support their child’s academic progress. (Tobie Sprawls, Taylor Smith, ongoing)
 - Hallway Heroes training is offered and advertised at Open House to encourage volunteer participation. Possible activities for Hallway Heroes are greeting students as they arrive, assisting with lunch and/or recess duty, monitoring hallways, and other areas of the school. (Michael Byrd, ongoing).
 - Events such as Cookies with Santa, Storybook Walk-through, and Family Track Night are scheduled to provide parents with ideas to help their students academically as well as further develop school-family partnership. Ward Central will be innovative in finding ways to share strategies using technology such as e-mails, Google Classroom, videos, and virtual platform meetings. (Tobie Sprawls, Taylor Smith, ongoing)
 - Teacher’s planning periods are used to conference with parents, as needed. If face-to-face meetings are not possible, technology such as virtual platforms meetings, e-mails, or phone calls will be utilized. (Tobie Sprawls, ongoing)

5: Coordination

(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.)

- Ward Central will utilize community resources to engage in activities that will strengthen school programs. (Taylor Smith, Jenie James, May 2021)
- Ward Central will coordinate and integrate family and community engagement activities to include early childhood programs and/or college & career readiness resources as appropriate. (Taylor Smith, Jenie James, ongoing)
- Ward Central 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. (Taylor Smith, ongoing)
- Ward Central will consider recruiting alumni to create an alumni advisory commission. (Tobie Sprawls, Taylor Smith, ongoing)
- Ward Central will enable and support the formation of a parent teacher organization and utilize the leaders in appropriate decisions regarding the needs of the school, students, and parents. (Tobie Sprawls, Taylor Smith, ongoing)

- Ward Central will ensure the FACE plan is comprehensive and coordinated and is aligned with the School Improvement Plan. (Taylor Smith, ongoing)
- Ward Central will promote and support responsible parenting through the Parent Resource Center. (Tobie Sprawls, ongoing)
- Ward Central will coordinate with outside mental health agencies to ensure that students receive outpatient or inpatient mental health services as needed. (Taylor Smith, Jenie James, ongoing)
- Ward Central will coordinate with Lonoke County Safe Haven when families flee domestic abuse situations and help to ensure that the students have what they need physically and academically. Extra measures will be taken as families transition into other housing and may have extra needs. (Taylor Smith, Jenie James, ongoing)
- During Christmas Alliance, Ward Central will coordinate with businesses and generous individuals in the community to sponsor children and provide gifts for Christmas. (Taylor Smith, Jenie James, ongoing)
- Ward Central will engage in activities that will use community resources to strengthen school programs, practices, and learning. (Taylor Smith, Jenie James, ongoing)
- PTO volunteers will help pack the Backpack Buddies bags, regularly. (Taylor Smith, Jenie James, 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.)

Ward Central will hold the annual Title I meeting in September 2022 at Ward Central Elementary to inform parents of their rights under Title I. All decision making processes regarding the school’s Title I, Part A program will be reviewed to inform parents of the requirements of Title I and the school’s participation as well as the parents’ rights to be involved. Ward Central will distribute informational packets during this Title I meeting that includes a Ward Central Volunteer Application form and a brochure that lists 72 Ways Volunteers can help at Ward Central Elementary School. Technology such as a virtual platform meeting or posting a recording to social media will be utilized in order to ensure parents have an opportunity to access the information. (Tobie Sprawls-September 2022)

7: School-Parent Compact

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

- Ward Central will jointly develop a School-Parent Compact to:
 - Outline how parents, school staff, and students will share the responsibility for improved student academic achievement (Taylor Smith, Tobie Sprawls, ongoing)
 - Address the importance of regular two-way meaningful communication through
 - A minimum of two conferences each year
 - Frequent progress reports
 - Reasonable access to staff
 - Opportunities to volunteer
 - Observation of classroom activities (Taylor Smith, Tobie Sprawls, ongoing)
 - Encourage school staff to use volunteer surveys to compile a volunteer resource book listing interests and availability of volunteers. (Taylor Smith, Tobie Sprawls, ongoing)
 - Involve parents in a variety of roles. Technology such as e-mails, Google Forms, and virtual platform meetings may also be utilized to ensure appropriate collaboration opportunities are available. (Tobie Sprawls, Taylor Smith, 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.)

Ward Central will engage parents in decisions about the allocation of its Title I, Part A fund for family and community engagement and decisions made to create the school improvement plan. This will be assessed in the Parent Needs Assessment distributed in the fall of 2022. *Ward Central* will invite two community members to serve on the Parent Advisory Committee/PTO. The Title I budget will be allocated from the input from these sources. The budget will also be reviewed at the Annual Title I meeting in September with an opportunity for parents to give input and ask questions.

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.)

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| <ul style="list-style-type: none"> • | <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><i>[ADE Rules Governing Parental Involvement Section 3.02.3]</i></p> |
| <ul style="list-style-type: none"> • | <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><i>[A.C.A. § 6-15-1704(a); ADE Rules Governing Parental Involvement Section 3.02.4]]</i></p> |
| <ul style="list-style-type: none"> • | <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><i>[A.C.A. § 6-15-1704(a); ADE Rules Governing Parental Involvement Section 3.02]</i></p> |
| <ul style="list-style-type: none"> • | <p>A.4: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> |
| <ul style="list-style-type: none"> • | <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> |

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| <ul style="list-style-type: none"> • | <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> |
| <ul style="list-style-type: none"> • | <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> |
| <ul style="list-style-type: none"> • | <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> |
| <ul style="list-style-type: none"> • | <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> |

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| <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> |
| <ul style="list-style-type: none"> • | <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> |