

Central Elementary Parent and Family Engagement Plan

School Name:
Central Elementary

Facilitator Name:
Amanda Davis
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501-743-3564 ext. 2055

Plan Review/Revision Date:
September 27, 2019

District Level Reviewer, Title:
Terena Woodruff, Director of Counseling
Jordan Boris, District Social Worker

District Level Approval Date:
September 30, 2019

Committee Members, Role:

- Amanda Davis, Parent & Family Engagement Facilitator
 - Dawn Verkler, Principal
- Macy Leggett, Assistant Principal, Instructional Facilitator
 - Pam Fitch-CIA member, Parent
- Richard & Cindy Thiele-CIA members, Volunteers
 - Chenetta Edmonson-CIA member, Parent

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.)

- Parents and stakeholders will review and provide input on the parent and family engagement plan. (Amanda Davis, ongoing)
- Central Elementary Parent and Family 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 CIA organization (a family/teacher/community association) to be involved in the evaluation and review of the Parent and Family Engagement Plan annually. (Dawn Verkler, ongoing)
- A suggestion form will be available to any parent/family members who would like to be represented in a variety of roles throughout the school. Parents can also make suggestions about opportunities for regular meetings and family nights. (Amanda Davis, 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.)

- Central Elementary will conduct an annual parent meeting on September of 2019. 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 (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. (Dawn Verkler, September 2019)

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.)

- Central Elementary will ensure their Parent and Family Engagement Plan is available to parents online by October 1st. Printed copies will also be available upon request. (Terena Woodfruff, Liz Massey, October 2019)
- At the October Parent/Teacher Conferences, parents will sign to acknowledge receipt of the information that the plan is available online or by can be printed by request. (Dawn Verkler, October 2019)
- All contact information for Amanda Davis, Central Elementary Parent and Family Engagement Facilitator will be added to the Parent and Family Engagement Plan (amanda.davis@cps.k12.ar.us, 501-743-3564 ext. 2055). (Amanda Davis, October 2019)

Central Elementary communicates with families in the following ways:

- Weekly school-wide electronic newsletters via SMORE. (Dawn Verkler, 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. (Amanda Davis, ongoing)
- Phone calls home as needed. (Classroom teachers, Dawn Verkler, Macy Leggett, 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 (Dawn Verkler, Macy Leggett, ongoing)
- Informational packet provided at Open House that includes the Central Elementary Parent and Family 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. (Amanda Davis, August 2019)

4: School-Parent Compact

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

- Parents, Faculty & Staff share responsibility for student achievement (Dawn Verkler, ongoing).
- Teachers and staff are available for meaningful communication with parents through phone calls and email/apps. Central Elementary strives to ensure parents have reasonable access to staff. (Dawn Verkler, 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. (Dawn Verkler, ongoing)
- Progress reports will be provided twice per year as well. (Dawn Verkler, October 2019, March 2020)
- Parents/family members are given the opportunity to volunteer through our CIA organization. They can observe class activities and be involved in a variety of roles. (Dawn Verkler, 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)

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.)

- 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 parent and family 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. (Dawn Verkler, September 2019)

6: Coordination of Services

(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.)

- Any community resources relevant to Central Elementary students 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 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. Central Elementary, Cabot Middle School South, and Cabot Middle School North will work together to allow 4th grade students to visit and attend an orientation. (Amanda Davis, May 2020)
- Responsible parenting will be promoted through shared communication regarding child development and current trends in education. (Dawn Verkler, ongoing)
- Parents and family members are invited to join our CIA group at any time throughout the year (family/community/teacher group). (Dawn Verkler, Macy Leggett, ongoing)
- The Parent & Family engagement plan will be integrated into our school improvement plan where appropriate. (Amanda Davis, ongoing)
- Central Elementary will consider creating an advisory committee by recruiting alumni and their parents. (Amanda Davis, 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.)

- Grade-level “Dinner with the Teacher” nights each fall for teachers and family members to get to know each other. (Dawn Verkler, classroom teachers, ongoing)
- Two parent teacher conferences (Dawn Verkler, class teachers, October 2019, March 2020)
- Regularly scheduled CIA (community/family volunteer organization) meetings for parent and family involvement. (Dawn Verkler, Macy Leggett, ongoing)
- “Coffee with the Counselor” - parent meetings once per semester covering topics relevant to elementary school caregivers. (Amanda Davis, ongoing)
- “Refrigerator Curriculum” supplied at Open House to give parents an overview of what their child will learn this school year. (Classroom teachers, August 2019)
- Standardized test scores will be distributed when available, along with a document to help parents read and understand the score report to gauge their child's progress. (Dawn Verkler, ongoing)
- Resources and materials to help parents support their child's achievement and promote responsible parenting are available for checkout from the Parent/Family Library. (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
 - 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 (Dawn Verkler, Macy Leggett, Amanda Davis, ongoing)

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.)

- 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. Now 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. (Dawn Verkler, August 2019)
- 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. (Dawn Verkler, 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. (Dawn Verkler, Macy Leggett, Amanda Davis, ongoing)
- The process for a family/parent to resolve conflict with the school is available in the school handbook. (Michael Byrd, ongoing)