

## Southside Parent and Family Engagement Plan

**School Name:**

Southside Elementary

**Facilitator Name:**

Julie Pritchett  
julie.pritchett@cps.k12.ar.us  
(501) 743-3567

**Plan Review/Revision Date:**

September 2019

**District Level Reviewer, Title:**

Terena Woodruff, Director of Counseling  
Jordan Boris, District Social Worker

**District Level Approval Date:**

**Committee Members, Role:**

Julie Pritchett, Facilitator, 1<sup>st</sup> Grade Teacher  
Stacy Allen, Principal  
Melissa Fureigh, Assistant Principal  
Kera Gross, Counselor  
Ashley Scott, PTO President, Parent of 2<sup>nd</sup> and 4<sup>th</sup> Grader  
Brandy Darcey, Parent of 1<sup>st</sup> and 2<sup>nd</sup> Grader  
Jordan Kincheloe, 1<sup>st</sup> Grade Teacher, Parent of 1<sup>st</sup> Grader  
Courtney Beck, Parent of 4<sup>th</sup> Grader  
Samantha Oliver, Parent of Kindergartener and 1<sup>st</sup> Grader

### ***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.)*

- The school will involve parents in the development of the school parent and family engagement plan ( Julie Pritchett, Fall 2019)
- Southside will involve parents in the review, update, and improvement, at least annually, of the school parent and family engagement plan to meet the changing needs of parents and the school. ( Julie Pritchett, Fall 2019)
- Parents will be given an interest survey at the beginning of each school year to gather information about the activities to support their child academically. (Julie Pritchett, Fall 2019)
- Results of the parent interest survey will be used to plan the parent and family engagement activities for the year. (Julie Pritchett, ongoing)
- Southside will ensure adequate representation of parents of participating children in the process in a variety of roles. (Julie Pritchett, Fall 2019)
- Southside will address opportunities for regular meetings if requested by parents ( Stacy Allen, Julie Pritchett, ongoing)
- Southside will encourage and support the PTO. (Stacy Allen, Julie Pritchett, 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.)*

N/A

## **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.)*

- The school principal will distribute a bimonthly newsletter (Smores) to parents that is developed with participation of the PTO, staff, and parent volunteers. It includes school news and a calendar of school activities. (Stacy Allen, ongoing)
- Southside will send home an informational packet that includes information about the Parent & Family Engagement Plan, recommended roles for parents to be involved in the child's learning, a schedule of school events, and ways to communicate with school staff. The packet will also include a survey of volunteer interests. (Stacy Allen, Julie Pritchett, August 2019)
- Parents can access their child's grades using a PIN number they received at the beginning of the school year. Parents may use e-mail to communicate with members of the school staff. (Bobbi Atkinson, Fall 2019)
- Each teacher will send home a folder containing student papers and work samples each week. Parents are encouraged to check the folder and send it back to school. (Stacy Allen, classroom teachers, ongoing)
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress. (Stacy Allen, classroom teachers, ongoing)
- The school will provide to parents reports/report cards every nine weeks with information regarding their child's academic progress and upcoming classroom and school events. (Stacy Allen ongoing)
- The school will send parents their child's test results and standardized test scores before their first nine weeks report card. (Stacy Allen, Fall 2019)
- Teachers will send weekly, or bi-monthly newsletters home containing skills to be taught and upcoming class events. (Stacy Allen, classroom teachers, ongoing)
- The Parent Center will be available Monday through Friday from 7:30 am to 4:00 pm for parents to check out materials and manipulatives to enhance their child's education and support their classroom instruction. The Parent Center is located to the right of the front entrance. (Julie Pritchett, ongoing)
- To promote and support responsible parenting, the school will, as funds are available: Purchase parenting books, magazines, and other informative materials regarding responsible parenting for the parent center, and give parents the opportunity to borrow the materials for review. (Julie Pritchett, ongoing)
- Parental Involvement plan will be posted on the district website by October 1. (Melissa Fureigh, Julie Pritchett)
- The meetings will be held at various times during the day or evening to better accommodate parents and offered in various formats. (Stacy Allen,

ongoing)

- Parents will complete an interest survey to gather information about activities that would be beneficial to support their child academically. (Julie Pritchett, August 2019)
- Results of the parent interest survey will be used to plan the parent and family engagement activities for the year. (Julie Pritchett, ongoing)
- The school will evaluate the activities from the survey part of the annual parent and family engagement plan evaluation. (Julie Pritchett, Spring 2020)
- Parent signatures acknowledging the plan is available on the website and paper copies are available on request will be collected during fall parent teacher conferences. (Julie Pritchett, October 2019)

#### **4: School-Parent Compact**

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

N/A

#### **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.)*

N/A

## **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.)*

- The school will use community partnerships including, but not limited to, Modern Woodmen of America, Sonic, Hope's Closet, Junior Auxiliary, Renew Church, New Life Church in Cabot, Mt. Caramel Baptist, Cabot Church of Christ, Centennial Bank, Feed the Vets, Fire Department, Wade Knox, and Guest Speakers from local News Channels . (Kera Gross, ongoing)
- The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning. (Stacy Allen, and classroom teachers ongoing)
  - Classroom Volunteers
  - Veteran's Day
  - Book fair helpers
  - Grandparents Day
  - One Book, One School
  - Field day Volunteers
  - Family reading night
  - Cookies with Santa
  - Musical Programs
  - Parent education workshops
  - Open House
  - Parent Teacher Organization
  - Red Ribbon week
  - PALS
  - Various committees
- The school will enable and coordinate with PTO. (Stacy Allen, Julie Pritchett ongoing)
- The school will consider creating an alumni association. ( Stacy Allen, ongoing)
- The school will integrate early childhood and college/career readiness resources through collaboration with parent and community resources. (Stacy Allen, Kera Gross, Julie Pritchett, ongoing)
- The school will promote and support responsible parenting by providing resources in the parent center, parent nights, and the school newsletter. (Stacy Allen, Julie Pritchett, ongoing)
- The school will enable the PTO to support military families with being a Purple Heart School. (Kera Gross, Julie Pritchett, ongoing)
- The school will provide resources to families who are homeless, or lack a permanent residence by connecting them to community supports. (Kera Gross, 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.)*

- PTO meetings will be held once each month. Members will be notified by teachers, administration, and announced at previous PTO meetings. ( Stacy Allen, Fall and Spring)
- Teachers will provide parents with proper explanation of curriculum and how it impacts their child's learning at conferences, and as needed. ( Stacy Allen, and Classroom Teachers, ongoing)
- Parents will receive an individual student report from the state mandated assessments along with an explanation. ( Stacy Allen, Fall 2019)
- Parents will receive report cards every nine weeks along with descriptors in the report card to communicate what the expectations are for each standard measured in the report card. ( Stacy Allen, ongoing)
- Parent Education Nights such as, Nacho Normal family Night, Literacy Night, and Parent Teacher conferences will help educate parents on responsible parenting and support parents with helping them best help their child succeed academically. These activities will provide assistance to understand the Arkansas Academic Standards, nutritional meal planning, using the DESE website and Parent & Family Engagement Toolkit, role-play and demonstration. (Julie Pritchett and Classroom Teachers, ongoing)
- A school Parent Center is located in the first hallway on the right from the building entrance. The Parent Center will be open 7:30 a.m.-4:00 p.m. Materials will be updated with resources to support parents in their child's education.  
(Julie Pritchett, ongoing)
- An online parent center is on the school website, and sent out to parents in the Administrator's Smore updates. (Stacy Allen, Julie Pritchett, ongoing)
- A list of online resources for parents will be given out to parents at Fall conferences. ( Lindsey Duncan, Fall 2019)
- A list of essential standards and volunteer opportunities are available to parents at open house. ( Lindsey Duncan, Fall 2019)
- Parent will have access to resources through the student handbook, school web site, signage at the school entrance, and parent meetings. (Stacy Allen, ongoing)
- The Cabot School District will provide a suicide prevention professional development session to the teachers, staff, and families. (Stacy Allen, Sherri Jennings, Fall 2019).

## **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 Cabot School District will provide a Suicide prevention professional development session to the teachers, staff, and families. (Stacy Allen, Sherri Jennings, August 2019)
- Teachers will participate in district approved professional development as needed in areas that need strengthened including but not limited to parents' vital role in student learning, how to communicate and work with parents as equal partners, implementing programs to increase the home school connections, and welcoming parents into the school community. (Stacy Allen, Sherri Jennings, ongoing)
- The State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts shall require no fewer than two (2) hours of professional development for teachers designed to enhance the understanding of suicide prevention. No fewer than three (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. (Stacy Allen, Sherri Jennings, as determined by DESE cycle)
- Southside will respond to parent requests for parent and family engagement activities. (Stacy Allen, Julie Pritchett, ongoing)
- The process for resolving conflict is included in the District Student Handbook. (Michael Byrd, ongoing)