

## Ward Central Parent and Family Engagement Plan

**School Name:**

Ward Central Elementary

**Facilitator Name:**

Emily Taylor

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**Plan Review/Revision Date:**

September 2019

**District Level Reviewer, Title:**

Terena Woodruff, Director of Counseling

Jordan Boris, District Social Worker

**District Level Approval Date:**

September 25, 2015

**Committee Members, Role:**

Casey Adams, Classroom Teacher

Melissa Gasaway, Instructional Facilitator

Charlie Gastineau, Community Member

Frankie Glover, Asst. Principal

Brandi Harbour, Classroom Teacher

Brittney Holland, Classroom Teacher

Cara Loe, Classroom Teacher

Mike Ostrowski, Community Member

Connie Reed, Principal

Emily Taylor, Parent Involvement Coordinator, School Counselor

Jill Wheeler, Classroom Teacher

Kristin Williams, 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.)*

- Ward Central involves parents and community members to serve on our school improvement planning committee each school year. This committee met in August before school started to review/revise our school compact and prepare for the new school year. Parent input was sought in the creation of the Parent Engagement Plan. Ward Central had our first annual Parent Advisory Committee meeting September 26, 2019. All decision making processes regarding our school's Title I, Part A program were reviewed and discussed. Ward Central will conduct a minimum of four Parent Advisory Meetings during the 2019–2020 school year. These meetings will be in September, November, January, and March. Ward Central administered the “High Reliability Schools Level 1 Survey” offered through the ADE in the spring 2019. Parents were asked if they felt Ward Central provided them opportunities for input regarding optimal functions of the school. For all core survey items, respondents were asked to rate their agreement on a five-point scale, from “strongly disagree to strongly agree.” Our mean response was a score of “4” meaning that our parents agree that we provide them opportunities to review, update, and contribute. (Connie Reed-September 2019)
- We want Ward Central parents to be involved in their child's education. Research shows when schools, families, and community groups work together to support learning, children tend to do better in school, attend school more regularly, stay in school longer, and enjoy school more. Parents may contact the District Parent & Engagement Facilitator if the Title I plan is not satisfactory. (Terena Woodruff-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.)*

- Ward Central Elementary held our first annual Report to the Public/PAC meeting September 24, 2019. All decision making processes regarding our school's Title I, Part A program were reviewed to inform parents of the requirements of Title I and the school's participation as well as the parents' rights to be involved. (Connie Reed)
- Parents completed our School-Parent Compact if they had not previously completed it during our School Orientation. Ward Central distributed informational packets during this Title I meeting that included a Ward Central Volunteer Application form and a brochure that lists 72 WAYS VOLUNTEERS CAN HELP AT WARD CENTRAL ELEMENTARY SCHOOL. (Connie Reed)

### **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 Parent and Family Engagement Plan will be distributed at Parent/Teacher Conference nights in October. Parents will be informed of the plan at their conferences and will be encouraged to speak with the Parent and Family Engagement Facilitator if they have any questions, comments, or concerns regarding the plan. The Ward Central parent facilitator will be available on Parent/Teacher Conference nights and upon request throughout the year. The policy will also be available in the Parent Resource Center during school days, online, and upon request throughout the year. The plan will be posted on the district website by October 1. Parent signatures will be collected during conferences. (Emily Taylor-October 1)
- Ward Central Elementary will provide a Parent Involvement Packet that contains a summary letter that explains how we want our parents to be involved. Parent and family engagement does not stop at our school doors. Ward Central encourages parents to help at home (e.g., planned home reading time, informal learning activities, and/or homework contracts between parents and children). The school will provide a calendar/list of volunteer opportunities in the packet and solicit ideas for other types of volunteer efforts during orientation of parents and through parent surveys. Teachers will explain the requirements to parents and encourage them to become involved in the school. 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 their child's education. (Connie Reed, Emily Taylor-ongoing)

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

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

- Ward Central will use school staff and parents to develop a school-parent-student compact. This committee will review the parent surveys and the faculty needs assessment to help with outlining this new compact. The committee will address how parents, school staff, and students share the responsibility for improving student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's academic standards. This Ward Central School-Parent-Compact was distributed at registration August 6<sup>th</sup>. All stakeholders will sign the compact. (Connie Reed, Emily Taylor)
- Ward Central will provide a Parent Involvement Packet that contains a summary letter that explains how we want our parents to be involved. Parental involvement does not stop at our school doors. We also encourage our parents to help at home (e.g., planned home reading time, informal learning activities, and/or homework contracts between parents and children). The school will provide a list of volunteer opportunities in our packet and solicit ideas for other types of volunteer efforts during orientation of parents and through parent surveys. The principal and teachers 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. We want Ward Central parents to be involved in their child's education. Research shows when schools, families, and community groups work together to support learning, children tend to do better in school, attend school more regularly, stay in school longer, and enjoy school more. (Connie Reed-Fall 2019)
- Information from the volunteer survey will be compiled into a resource book for staff. (Emily Taylor-Fall 2019)

#### **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.)*

- Ward Central will engage parents in decisions about the allocation of its Title I, Part A funds for parental involvement and decisions made to create our school improvement plan. Ward Central will invite two community members to serve on the parent advisory committee. Ward Central has a very active Parent/Teacher Organization that fosters parental and community involvement within the school. The Title I budget will be allocated from the input from these committees. The budget will also be reviewed at the Annual Title I meeting, September 26<sup>th</sup> with an opportunity for parents to give input and ask questions.

## **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.)*

- Ward Central coordinates with outside mental health agencies to ensure that students receive mental health services (outpatient or inpatient). (Emily Taylor, Jenie James-ongoing)
- Local churches and organizations donate food and money to help support our Backpack Buddies Program. (Emily Taylor, Jenie James-ongoing)
- PTP volunteers help pack “Backpack Buddies.” (Emily Taylor, Jenie James-ongoing)
- Ward Central coordinates 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. We try to be especially helpful as they transition into other housing and may have extra needs. (Emily Taylor, Jenie James-ongoing)
- During Christmas Alliance Ward Central coordinates with businesses and generous individuals in the community to sponsor children for Christmas. (Emily Taylor, Jenie James-October to December)
- Local churches donate clothing for students in need. (Emily Taylor, Jenie James-ongoing)
- Businesses and various organizations donate coats for students who need a winter coat. (Emily Taylor, Jenie James-ongoing)
- Ward Central will collaborate with community resources to integrate parent and family engagement activities with early childhood programs and college/career readiness skills. (Emily Taylor, Jenie James, Connie Reed-ongoing)
- Ward Central will consider creating an alumni advisory commission. (Connie Reed-ongoing)
- Ward Central will support the PTO. (Connie Reed-ongoing)
- Ward Central will use community resources to strengthen school programs. (Connie Reed-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.)*

- Ward Central will conduct a minimum of four Parent Advisory Meetings during the 2019 – 2020 school year. These meetings will be in September, November, January, and March.
- During the September Parent Advisory Meeting, the following topics were addressed: a description and explanation of the curriculum Cabot Public Schools uses, Arkansas Academic Standards, results of ACT and MAP testing and how to interpret these results, Title I, Part A requirements, and how to use the ADE website and tools for parents <http://www.arkansased.gov>. (Connie Reed, Emily Taylor-ongoing)
- Ward Central will conduct a Literacy Family Night and Science/Technology Family Night for teachers to share strategies with parents to support their child's academic progress. Teachers will share with parents how to incorporate developmentally appropriate learning activities at home. (Connie Reed, Emily Taylor-ongoing)
- Ward Central has a Parent Resource Center that is always available for our parents. (7:15 a.m.– 3:40 p.m. Monday-Friday) This resource center has a lot of books and backpacks that can be checked out by parents to take home to work with their children. There are also resource materials available for parents to check out that can support social, emotional, academic topics, and assist with nutritional meal planning and preparation information. (Emily Taylor-ongoing)
- Hallway Heroes training is offered and advertised at Open House to encourage volunteers in our school. Possible activities for our Hallway Heroes are greeting students as they arrive, assisting with lunch and/or recess duty, monitoring hallways, entrances, parking lots, playgrounds, assisting office personnel and teachers with daily support tasks, eating lunch or playing on the playground with students, etc. (Michael Byrd-ongoing)
- The school will distribute informational packets each year that include a copy of the school's parental and family 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, parental and family engagement activities planned for current school year, and information about the system that will be used to allow parents and teachers to communicate such as Remind and Dojo. (Connie Reed-ongoing)
- Parent/Teacher Conferences are held twice a year. These conferences are scheduled to develop a partnership with teachers and parents to support our student's academic achievements. Teachers will discuss individual student assessment results. (Connie Reed-October 2019 and March 2020)
- Teacher's planning periods are used to conference with parents, as needed. (Connie Reed-ongoing)
- 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

<p>opportunity to borrow the materials for review. (Emily Taylor—ongoing)</p> <ul style="list-style-type: none"> <li>➤ Each grade-level will scheduled an activity this school year with their parents to discuss how the parents can help their children at home. First grade hosts “Dessert &amp; Discussion with First Grade Teachers”. The first grade teachers reviewed state standards, classroom expectations, Phonic First, homework, MAPS testing, and field trips. (Connie Reed, classroom teachers-ongoing)</li> <li>➤ Family Literacy Night, Science Night, Cookies with Santa, Family Track Night, etc. are scheduled to provide parents with ideas to help their student’s academic success. (Connie Reed, Emily Taylor-ongoing)</li> <li>➤ Ward Central will provide opportunities for parents and community members to support the instructional program through such programs as tutoring, and mentoring. Ward Central has had success from using parents as tutors and mentors in the past. This program will continue each year. (Connie Reed, Emily Taylor-ongoing)</li> <li>➤ In the district’s policy handbook, the school’s process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions can be found. (Michael Byrd-ongoing)</li> <li>➤ Ward Central has a designated certified staff member who is serving as the Ward Central Parent Facilitator: Emily Taylor 501-743-3569 email: <a href="mailto:emily.taylor@cps.k12.ar.us">emily.taylor@cps.k12.ar.us</a></li> </ul>
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<b><u>8: Building Capacity of School Staff</u></b>
<p><i>(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. )</i></p> <ul style="list-style-type: none"> <li>➤ Ward Central’s teachers received two hours of professional development to enhance their understanding of effective parental involvement strategies during the 2018-2019 school year. The principal and assistant principal received three hours of professional development designed to enhance understanding of effective parental involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.</li> <li>➤ The training will include recognizing the integral role of parents in student learning, how to communicate with parents to support student learning, coordinating parent programs to strengthen ties between home and school, and welcoming parents to the school community. (Connie Reed, Emily Taylor-ongoing)</li> <li>➤ Ward Central will respond to parent requests for parent and family engagement activities. (Connie Reed, Emily Taylor-ongoing)</li> </ul>