

Westside Parent and Family Engagement Plan

School Name:

Westside Elementary School, Cabot, Arkansas

Facilitator Name:

Amy Burns

Email: Amy.Burns@cps.k12.ar.us

Phone: 501-743-3566

Plan Review/Revision Date:

September 20, 2019

District Level Reviewer, Title:

Terena Woodruff, Director of Counseling

Jordan Boris, District Social Worker

District Level Approval Date:

September 25, 2019

Committee Members, Role:

Amy Burns, Westside Parent and Family Engagement Coordinator

Teresa Richardson, Principal

Michelle Atherton, Assistant Principal/Instructional Facilitator

Brenda Phillips, Counselor

Cortney Roldan, Parent

Rick and Deb Friday, Community Members

Karyna Carbone, ESOL Coordinator

Marsha Green, Innovative Instructional Facilitator

Stacy Cook, Math Interventionist

Karen Bryan, Gifted and Talented Teacher

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.)

Westside Elementary School (WS)

- ❖ Westside Elementary leadership committee will involve parents and community members on the development of Westside's Parent and Family Engagement Plan. After the plan is developed and the staff of WS give feedback, the committee will be asked to review and give feedback. The plan will help to accomplish collaboration by having teachers, parents, and community members all involved in the plan. Based on feedback, changes will be considered. The committee will review, update and improve the parent and family engagement plan at least annually. (Amy Burns, August 2019-May 2020)
- ❖ Westside Elementary will also involve parents on school improvement planning by seeking feedback electronically throughout the school year, including opportunities for regular meetings at their request (Amy Burns, ongoing throughout the 2019-2020 school year)
- ❖ Westside Parent-Teacher Organization will foster parental and community involvement within the school (Amy Burns, Cortney Roldan, ongoing throughout the 2019-2020 school year)
- ❖ Westside Elementary will ask parents to complete a parent interest survey to obtain information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically (Amy Burns, Stacy Cook, October, 2019)
- ❖ The school will use the results from the above-mentioned survey to plan the parent and family engagement activities for the year. (Amy Burns, Stacy Cook, October 2019)
- ❖ Westside Parent and Family Engagement Plan will be posted to the school's website (Liz Massey, October 1, 2019)

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.)

- ❖ Westside Elementary will conduct an annual parent meeting on September 23, 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. (Teresa Richardson, September 23, 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.)

- ❖ Westside Elementary will use social media (Twitter and Facebook) to publicize news, school events, academic activities, as well as positive happenings in the school.
- ❖ Westside Elementary will distribute a monthly newsletter to parents that is developed with the participation of the administration, parental involvement coordinator, PTO officers, and teachers. It will include school news, including a schedule of school wide activities and ways for families to be involved, volunteer opportunities and a survey of volunteer interests, parenting tips, academic tips, and other helpful information. (Amanda Taylor; monthly throughout the school year)
- ❖ Parents and staff of Westside Elementary will use email to communicate. (Teresa Richardson, ongoing throughout the 2019-2020 school year)

- ❖ DOJO communications will keep parents up to date regularly (Teresa Richardson, various teachers, ongoing throughout the school year)
- ❖ Take home folders provide parents with school news and academic information (Michelle Atherton, ongoing throughout the school year)
- ❖ Parent and Teacher Conferences will be held in October 2019 and March 2020.
- ❖ Report cards will be provided to parents every nine weeks with information regarding their child's academic progress.
- ❖ Westside Elementary will distribute student standardized test scores as they are made available to Westside Elementary administration. (Teresa Richardson, September, 2019)
- ❖ Westside Elementary will update the school marquees frequently with school events (Brenda Phillips, ongoing throughout the school year)
- ❖ PTO meetings will be advertised through social media and take-home notes to offer parents opportunities to be involved. (Cortney Roldan, Amy Burns, ongoing throughout the school year)
- ❖ The School Parent and Family Engagement Coordinator, Mrs. Amy Burns, can be reached at 501-743-3566 or email Amy.Burns@cps.k12.ar.us.
- ❖ Parent meetings will be scheduled at various times to accommodate both parents and teacher/faculty schedules. (Teresa Richardson, ongoing)
- ❖ Parent signatures acknowledging receipt of the Parent and Family Engagement Plan will be obtained during the fall parent and teacher conferences. (Michelle Atherton, October, 2019)
- ❖ Westside Elementary will distribute the Parent and Family Engagement Plan and informational packet to parents in October 2019 during parent and teacher conferences. The Parent and Family Engagement Plan will also be placed on the Westside and Cabot Public Schools respective webpages.

4: School-Parent Compact

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

- ❖ Westside Elementary acknowledges the importance of parents in developing a School-Parent Compact. After the initial development of the compact by Westside teachers, the leadership committee, which includes parents and community members, will give feedback and suggestions will be carefully considered. The School-Parent Compact will be introduced at the Title I meeting and will be sent home with students for signatures the next school day.
- ❖ Westside Elementary will establish meaningful communication with parents by making themselves available via email and through Parent Teacher Conferences twice a year. Parents can also communicate with teachers through apps like Classroom DOJO and HAC (Home Access Center) for updates on their child's progress and information about class activities. These applications also give teachers access to inform parents of volunteer opportunities and other needed parent roles as well. Westside Elementary also has a Parent Resource Center that parents can use to learn about these roles and opportunities. Parental involvement in school activities can help develop a partnership to help students achieve State Standards.

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.)

- ❖ Westside Elementary (which is a Title I school) will conduct an annual parent meeting on Monday, September 23, 2019. The building principal will 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. The principal updates the parents on the "state of the school." She will review achievement data, school curriculum, an explanation of Title I and its benefits, and parent and family engagement opportunities. During this meeting, parents will complete the Title I survey including how funds are used. (Teresa Richardson, 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.)

- ❖ Westside Elementary will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during Open House, teacher emails, parent-teacher conferences, etc. (Cortney Roldan, Amy Burns, Michelle Atherton, ongoing)
- ❖ Westside 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. Westside, Cabot Middle School South, and Cabot Middle School North will work together to allow 4th grade students to visit and attend an orientation. (Brenda Phillips, May 2020)
- ❖ Westside Elementary will provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment through materials found in the Parent Resource Center. This will help promote and support responsible parenting. (Stacy Cook, Amy Burns, ongoing as requested)
- ❖ Westside Elementary utilizes many community resources to support our students. Examples of coordination efforts include (but are not limited to) Mt. Carmel Baptist Church (weekly food bags), Fellowship Bible (supply need items for the school store and volunteers and paid cafeteria balances for students in need), Faith Baptist Church (paid supply fee for 25 students in need), Renew Church and Dixie Hardin (established classroom teacher wish lists), Cornerstone Church (provides monthly birthday cakes and breakfast for teachers), Neighborhood Walmart (donated a box of school supplies for students), Cabot Junior Auxiliary (provides hygiene classes, lice kits, and books for first graders), Modern Woodmen of America (painted the student restrooms), Centennial and First Community Banks (provided academic planners), Home Depot (donated storage tubs, and materials for memorial rock garden), and the Veterans of Foreign War (donated \$150 for student school supplies). (Teresa Richardson, ongoing)
- ❖ Westside Elementary will provide helpful website information for parents in the monthly newsletter (Amanda Taylor, monthly)
- ❖ Westside Elementary will support a parent teacher organization if requested. (Teresa Richardson, ongoing)
- ❖ Westside Elementary will consider recruiting alumni to create an alumni advisory committee if there is an interest. (Amy Burns, 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.)

- ❖ Westside Elementary supports parents in helping their student succeed academically. Parent-teacher conferences are held twice a year in October and March. (Teresa Richardson, October 2019 and March 2020)
- ❖ The monthly school-wide newsletter provides helpful tips and websites parents may use. (Amanda Taylor, monthly)
- ❖ Family Nights are conducted twice a year to highlight skills and provide developmentally appropriate learning activities. During Family Night, parents may also access the Parent Resource Center for materials to help support their child's academic achievement. (Michelle Atherton, ongoing)
- ❖ Classroom DOJO communications provide tips for student success and allows parents to understand their child's current curriculum. (Teresa Richardson, ongoing)
- ❖ ACT and NWEA Family reports are distributed and contain information needed for student growth. (Marsha Green, ongoing)
- ❖ Take home folders are distributed during Open House and given to new students which contain transportation information and forms, PTO membership information, volunteer forms, and volunteer opportunities, social media information, letter from the principal, and other information for parents. (Michelle Atherton, August, 2019)
- ❖ Hallway Hero training (Dwayne Roper, September 2019)
- ❖ Westside 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 (Teresa Richardson, Amy Burns; 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.)

- ❖ Westside Elementary teachers and administration fulfilled the required Back-to-School Professional Development in August 2019. (Teresa Richardson, August 2019)
- ❖ Westside Elementary faculty participates in weekly PLC meetings with administration (Marsha Green, weekly throughout the school year)
- ❖ Westside Elementary understands that parents play an integral role in student learning and value their assistance and contributions. In order to seek this assistance, all staff members are encouraged to build ties between home and school using classroom communication apps, parent-teacher emails, student take-home folders, school newsletters, Family Nights and parent-teacher conferences. (Teresa Richardson, ongoing)
- ❖ 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. (Teresa Richardson, August 2019)
- ❖ Cabot Public School Districts handbook includes the school's process for resolving parental concerns, including how to define a problem, who to approach first, and how to develop solutions. (Michael Byrd, CAO, August 2019)