

Eastside Elementary Parent and Family Engagement Plan

School Name:

Eastside Elementary

Facilitator Name:

Angelia Joslin

501-743-3563

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Plan Review/Revision Date:

May 1, 2020

District Level Reviewer, Title:

Terena Woodruff, Director of Counseling

Jordan Boris, District Social Worker

District Level Approval Date:

5/27/2020

Committee Members, Role:

Amanda Temple, parent

Allan West, parent

Rachel Turner, parent

Lori DeLaPaz, alumni

Stephanie Tiner, alumni

Missy Johnson, teacher

Whitney Malham, counselor

Jill Fletcher, principal

Madison Darr, assistant principal

Angelia Joslin, teacher and Parent & Family Engagement facilitator

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.)

- Eastside Elementary will create a Parent-Teacher Organization that will involve parents on school improvement planning committees. (Jill Fletcher, August 2020 – May 2021)
- Parents involved with the Eastside Elementary PTO will be involved in the review, evaluation and updating of the Parent and Family Engagement Plan annually. (Angelia Joslin, ongoing)
- The school will ask parents to serve on curricular and instructional review committees so that they are represented in a variety of roles. In order to reach a diverse population, we will make an effort to include all varieties of our demographics. (Angelia Joslin, ongoing)
- Eastside will hold Parent Town hall meetings (virtual options will be available as well) at various times during the day in order to accommodate differing family schedules based on parent request. (Jill Fletcher, ongoing).
- The school will coordinate between the school needs assessment and this plan to ensure that parental involvement is a part of supporting the school needs. Based on the fall needs assessment, it was requested that we offer virtual meetings. Based on the spring assessment, parents requested continued communication from teachers as well as social emotional support during quarantine. (Angelia Joslin, Madison Darr, Spring 2020)
- The school will communicate with the Parent-Teacher Organization to discuss needs of the school, and the needs of the parents. (Angelia Joslin, Jill Fletcher, 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.)

Eastside Elementary is not recognized as a Title I School.

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.)

- Eastside Elementary will provide families with a Parent and Family Engagement Survey that will take an inventory of volunteer interests. (Angelia Joslin, October 2020)
- Results from the above-mentioned survey will be included in the Eastside Elementary Parent and Family Engagement Plan. This will be provided to parents in an informational packet that describes the Parent and Family Engagement Plan, recommends roles and ways for parents to be involved, and the contact information for Angelia Joslin, Eastside's Parent and Family Engagement Facilitator (501-743-3563 or angelia.joslin@cps.k12.ar.us). The plan will be posted on the district website by August 1. (Angelia Joslin, October 2020).
- Parents will receive their informational packet and Parent and Family Engagement Plan at parent-teacher conferences in October and teachers will obtain signatures acknowledging their receipt. Signatures will be obtained electronically through Registration Gateway during the new student and back to school registration. Parents will also be notified that an electronic copy can be found on Cabot Public Schools website. The policy will also be available in the Parent Resource Center during school days. (August 2020, ongoing).
- Eastside Elementary will distribute a bi-monthly newsletter to parents that is developed with participation of the parent-school organization, principal, staff, and parent volunteers. It includes school news, a calendar of school activities, and parenting tips related to school achievement such as homework tips, organizational skills, and study skills. (Jill Fletcher, Madison Darr, ongoing).
- Regular two way communication will be accessible. Eastside will create a Website to house pertinent information, including school news and upcoming school events. Parents are also able to access their child's grades with their student account number. Parents may use email to communicate with members of the school staff. Parents are also informed of school news and events via the Eastside Twitter and Facebook pages. (Madison Darr, ongoing).
- Eastside Elementary teachers will routinely contact parents on an individual basis to communicate about their child's progress. (Teachers, ongoing)
- Eastside Elementary will provide parents reports/report cards every nine weeks with information regarding their child's academic progress and upcoming classroom and school events. (Teachers, ongoing)
- Eastside Elementary will send brochures home with students, post notices in school facilities and public buildings, and provide information for local newspapers about parent workshops and meetings. (Jill Fletcher, ongoing).
- Eastside Elementary will offer parent meetings and family nights at various times to accommodate different family schedules. Information gathered at

these meetings will then be distributed in various formats to ensure all parents stay in the know. (Jill Fletcher, ongoing).

- In the event that school is not able to meet in person, the district will provide a Chromebook to students who do not have appropriate access to technology.
- In the event that school is not able to meet in person: the district will have Wifi “hotspots” set up at various locations throughout the district for students without internet access.
- In the event that school is not able to meet in person, teachers will provide alternative lessons and meet via ZOOM with students at least weekly. (classroom teacher)
- In the event that school is not able to meet in person, teachers will make contact with all students and families at least once per week via phone or email.(classroom teachers)
- In the event that school is not able to meet in person, the school district will provide meals if needed, as well as delivery by local volunteers.

4: School-Parent Compact

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

Eastside Elementary is not recognized as a Title I School.

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.)

Eastside Elementary is not recognized as a Title I School.

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.)

- 120 Chromebooks were distributed to Eastside students to facilitate AMI work during the COVID-19 public health crisis.
- 9 students received food delivery due to a lack of transportation to access daily meals that were served at school during the COVID-19 public health crisis.

- To take advantage of community resources, Eastside Elementary shall consider recruiting alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement. (Angelia Joslin, ongoing)
- Eastside Elementary shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school. (Jill Fletcher, August 2020)

2020 – 2021 Parental Involvement Committee:

- Amanda Temple, parent
- Allan West, parent
- Rachel Turner, parent
- Lori DeLaPaz, alumni
- Stephanie Tiner, alumni
- Missy Johnson, teacher
- Whitney Malham, counselor
- Jill Fletcher, principal
- Madison Darr, assistant principal
- Angelia Joslin, teacher and Parent & Family Engagement facilitator
- Eastside Elementary partners with the following community organizations to strengthen school programs and provide additional supports and resources for our students:
 - Boys Scouts of America
 - Girl Scouts of America
 - ATA (bullying)
 - Cabot Public Library
 - Outside Counseling Agencies
 - Kiwanis Club
 - Fire Department (safety prevention)
 - Local Churches
 - Increase of Security with Local Law Enforcements
 - Contract with Cabot Parks and Rec (Community Center)
- Eastside Elementary will provide informational materials regarding responsible parenting through the school library and Parent Resource Center. (Jill Fletcher, ongoing)
- Eastside 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. Eastside, Cabot Middle School South, and Cabot Middle School North will work together to allow 4th grade students to visit and attend an orientation. (Whitney Malham, May 2021)
- 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 opportunity to borrow the materials for review. (Angelia Joslin, ongoing)
- Eastside will utilize high school student volunteers for various activities throughout the school year. (Angelia Joslin, ongoing)

- Based on a district survey, parents who did not have access to a computer or wifi, were able to check out a chromebook to complete AMI work. There are also WIFI hotspots available across the district.

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.)

- Parents may use the Parent Resource Center to check out materials, use the computer to check grades, and visit educational websites. A suggestion sheet will also be available for parental input. The school will open the resource center at hours that are convenient to parents. The resource center is located by the library. (Angelia Joslin, ongoing)
- Regular parent-family engagement meetings (Town hall Meetings and family nights) will be scheduled to allow parents to become more involved and understand their child's school environment. (Jill Fletcher, ongoing)
- Eastside Elementary will distribute informational packets each year that includes a copy of the school's parental involvement 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 involvement activities planned for the current school year and information about the system that will be used to allow parents and teachers to communicate (notes, phone calls, e-mail). (Angelia Joslin, October 2020)
- A description/explanation of the curriculum will be provided at Parent/Teacher conferences and in the school improvement plan. (Jill Fletcher, ongoing)
- Eastside Elementary will provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: role play and demonstration by trained volunteer, the use of and access to the Department of Education website tools for parents, assistance with nutritional meal planning and preparation and other strategies or curricula developed or acquired by the school district for at home parental instruction approved by the Department of Education. This will be accomplished during parent nights, through emails, and videos. (Brook Fitch and Holly Woodruff, ongoing)
- Parents will be given a summary of the student's test scores (state and local assessments) and an explanation of the Arkansas Academic Standards and interventions teachers are using to assist the child in reading achievement goals. (Jill Fletcher, ongoing)
- Parents will be asked to engage in discussion of how they can support these efforts. Parents will also be given suggestions for coordinating school-parent efforts and explanations of grading procedures. (Jill Fletcher, ongoing)

- To promote and support responsible parenting, Eastside Elementary 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 opportunity to borrow the materials for review. (Angelia Joslin, ongoing)
- Eastside Elementary will encourage parents in the following types of roles and activities to increase their involvement and support for student learning: (Angelia Joslin, ongoing)
 - Reading buddy
 - Mentor
 - Special parent lunches
 - Book fair helpers
 - Grandparents Day
 - Workroom volunteers
 - Field day volunteers
 - Family nights
 - Parent education workshops
 - Open House
 - Parent-Teacher organization
 - Red Ribbon week
 - Color Run
 - Music/Art performances
 - Kindergarten/Fourth grade graduation
 - Various committees
 - Hallway Heroes
- The school will plan for alternate methods to communicate with parents who are unable to attend face to face meetings including Zoom, FaceTime, and Facebook Live Streaming. (Jill Fletcher, 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 two (2) hours of professional development for teachers designed to enhance the understanding of effective parent and family engagement strategies. 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 climate conducive to parental participation. (Jill Fletcher, Ongoing)

- The school's policy handbook will include the process for resolving parental concerns. This will include how to define a problem, whom to approach first, and how to develop solutions. Parents are introduced to the school district app to report bullying concerns. (Michael Byrd, August 2020)
- Eastside Elementary will provide families with a Parent and Family Engagement Survey that will take an inventory of volunteer interests and requests for any other Parent and Family Engagement Activities they may enjoy. (Angelia Joslin, October 2020)
- Eastside Elementary understands that parents play an integral role in student learning and values their contributions. In order to reach, communicate and work as equal partners, teachers, staff, administrators, parents and other school supporters will be trained in programs such as Reading Buddies, student tutoring, and Hallway Heroes. (Jill Fletcher, Michael Byrd, ongoing)
- Eastside Elementary will seek parental support and assistance by implementing and incorporating parent programs into the school's culture. With this, strong ties can be built between the home and the school. (Jill Fletcher, ongoing)
- Eastside Elementary will meet the needs of students and parents with:
 - o Frequent communication through phone calls and emails
 - o Consistent online virtual platform
 - o Class dojo, remind, class facebook, and other online applications
 - o Google classroom
 - o Eastside Elementary facebook page to update parents on changes and upcoming events.

9: Building Capacity - Discretionary

The school parent and family engagement policy/plan may include additional sections describing other discretionary activities that the school, in meaningful consultation with its parents, chooses to undertake to build capacity.

Eastside Elementary encourages parent and family involvement through the following programs and activities:

- **Open House:** Families have the opportunity to visit classrooms and meet faculty members. Parents receive information about ways to volunteer, transportation for students, free/reduced lunch, as well as the student handbook regarding school policies and procedures. (Teachers, Jill Fletcher, Angelia Joslin, August 2020)
- **New Students Orientation:** Families new to Eastside Elementary will be given the opportunity to come early before Open House for a question and answer

time, information provided about the school, and time to get to the classrooms before the doors open for the rest of the students/families. (Jill Fletcher, August 2020)

- Gifted & Talented Open House: Families of students in the Gifted & Talented Program have the opportunity to visit the Gifted & Talented classroom, meet the Gifted & Talented specialist, and receive an overview of G. T. programming within the district. (Scott Patterson, Fall 2020)
- Parent/Teacher Conferences: Teachers will hold conferences individually with parents of children in their classrooms. Parents will be given a summary of the student's test scores and an explanation of the interventions teachers are using to assist the child in reaching achievement goals. Parents will also be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures. Parents will engage in discussion of how they can support their child at home. Conferences are scheduled at various times (3:15-7:00) during the day or evening to better accommodate parents. In case of school closure, technology such as zoom and recorded messages will be offered. Conference calls will also be available. (Jill Fletcher, October 2020 and April 2021)
- Grands Family Night: Eastside Elementary will host a special evening to recognize grandparents and families. Guests are given the opportunity to have learn about daily school activities, visit the classrooms and activity rooms, enjoy a hot dog supper, as well as enjoy playing games together as a family. (Jill Fletcher, September 2020)
- Scholastic Book Fair: Families have an opportunity to attend the book fair with their children to purchase books and encourage the love of reading among students. Volunteers are able to help set up/tear down the book fair, as well as assist students/families in purchasing books. (Rachel Hammett, Fall 2020 and Spring 2021)
- Academic Nights: Eastside Elementary will host a special opportunity for families to participate in engaging activities that are aligned with classroom curriculum. Each grade level will present families with content related activities for them to engage with their children. (Angelia Joslin, January/February 2021)