

School Parent and Family Engagement Plan

School Name:

Southside Elementary

Facilitator Name:

Julie Pritchett

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Plan Review/Revision Date:

April 2020

District Level Reviewer, Title:

Terena Woodruff, Director of Counseling

Jordan Boris, District Social Worker

District Level Approval Date:

5/29/2020

Committee Members, Role:

Julie Pritchett, Facilitator, 1st Grade Teacher

Amy Morrow, Principal

Melissa Fureigh, Assistant Principal

Kera Gross, Counselor

Ashley Scott, Parent of 3rd grader

Brandy Darcey, Parent of 2nd and 3rd Grader

Jordan Kincheloe, 1st Grade Teacher, Parent of 2nd Grader

Samantha Oliver, Parent of 1st Grader and 2nd Grader

1: Jointly Developed

(Describe/List how parents will be involved in the development of the school family and community 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 over online platforms such as Zoom. (Julie Pritchett, Spring 2020)
- The school 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, Spring 2020)
- Parents will be given an interest survey at the end of each school year to gather information about the activities to support their child academically. (Julie Pritchett, Spring 2020)
- Results of the parent interest survey will be used to plan the parent and family engagement activities for the year. Parents indicated a desire for all PTO and other meetings to be offered virtually as well as in person. Parents also indicated a desire for a pacing guide of instruction to support virtual learning if required. (Julie Pritchett, ongoing)
- The school will work to ensure adequate representation of parents of participating children in the process in a variety of roles. (Julie Pritchett, Spring 2020)
- If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate in decisions related to the education of their children, and respond to any such suggestions as soon as practicably possible. (Amy Morrow, Julie Pritchett, classroom teachers, 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. (Julie Pritchett, Melissa Fureigh, Spring 2020)
- The school will communicate with the Parent and Teacher Organization (PTO) to discuss needs of the school, and the needs of the parents. (Amy Morrow, 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 Parent and Family Engagement Plan will be posted on the district website by August 1 for parents to access. Printed copies will also be available upon request. (Melissa Fureigh, Julie Pritchett, Liz Massey, October 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, Fall 2020)
- Parents will receive their informational packet including ways for parents to be involved will be passed out at Open House. (Julie Pritchett, Fall 2020)
- Parents will be able to contact the Facilitator, Julie Pritchett, by using the contact information located at the beginning of the plan. (Julie Pritchett, Spring 2020)
- Southside will have a system of regular two way communication including but not limited to the following.
 - 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. (Amy Morrow, ongoing)
 - 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 2020)
 - Each teacher will send home a folder containing student papers and work samples each week. Parents will be asked to check the folder and send it back to school. (Amy Morrow, classroom teachers, ongoing)
 - Teachers will routinely contact parents on an individual basis to communicate about their child's progress. (Amy Morrow, classroom teachers, ongoing)
 - The school will provide parents reports/report cards every nine weeks with information regarding their child's academic progress and upcoming classroom and school events. (Amy Morrow ongoing)
- Parents are encouraged to communicate with their child's teacher through phone calls, emails, Remind 101, Class Dojo, or other various methods used by their child's teacher. (Teachers, ongoing)
- The school will send parents their child's test results and standardized test scores before their first nine weeks report card. (Amy Morrow, Fall 2020)

- Teachers will send weekly, or bimonthly newsletters home containing skills to be taught and upcoming class events. (Amy Morrow, classroom teachers, ongoing)
- The school will provide announcements and share pictures of special school events on a School Facebook account. (Amy Morrow, ongoing)
- The school will send out Remind 101 messages to share about reminders and upcoming events. (Amy Morrow, ongoing)
- At Open House, PTO will have the opportunity to share with parents ways they can be involved in the school, volunteer information, and collect a survey of volunteer interests. Amy Morrow, PTO, Fall 2020)
- At Open House parents will receive information on opportunities to volunteer and be involved in school activities. (Julie Pritchett, Fall 2020)
- 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)
- The meetings will be held at various times during the day or evening, and on online platforms such as Zoom to better accommodate parents. (Amy Morrow, ongoing)
- In order to communicate with all parents in a language they understand, the school has been provided access to Transperfect remote translation services. (Melanie Duerkop, ongoing)
- Parents will complete an interest survey to gather information about activities that would be beneficial to support their child academically. (Julie Pritchett, Melissa Fureigh, Spring 2020)
- Results of the parent interest survey will be used to plan the parent and family engagement activities for the year, such as, but not limited to ways to improve school instruction if we are required to transition to remote instruction. (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)
- In the event that the school is unable to meet in person, the district will provide chromebooks to students who do not have appropriate access to technology. (Karen Davis, based on need)
- In the event that the school is unable to meet in person, the school district will provide families with meals based on need. (Kera Gross, Erin Wilkes, based on need)

- Teachers will use blended learning including online platforms to meet with students. (Classroom teachers, ongoing)
- Teachers will make regular contact with families in person or virtually. (Classroom teachers, ongoing)
- 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. (Andy Martin, based on need)

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 to support student needs in various forms such as, but not limited to, providing food for the backpack buddy program, Thanksgiving food bags for families, clothes for students in need, shoes for students in need, dental screenings for students, and turn on utilities for students in need. (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. (Amy Morrow, and classroom teachers ongoing)
 - Classroom Volunteers
 - Veteran’s Day

- o Book fair helpers
- o Grandparents Day
- o One Book, One School
- o Field day Volunteers
- o Family reading night
- o Cookies with Santa
- o Musical Programs
- o Parent education workshops
- o Open House
- o Parent Teacher Organization
- o Red Ribbon week
- o PALS
- o Various committees

Traditional activities may be limited due to COVID-19 guidelines

- The school will enable and coordinate with PTO. (Amy Morrow, Julie Pritchett ongoing)
- The school will consider creating an alumni advisory association. (Amy Morrow, ongoing)
- The school will integrate early childhood and college/career readiness resources through collaboration with parent and community resources. Examples include transition visits for PreK and 4th grade and aCareer/My Future Story event. (Amy Morrow, 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. (Amy Morrow, 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)
- The school will provide food to students who need extra food in the program Backpack buddies. Each fall families will get the opportunity to enroll in the Backpack buddy program. (Kera Gross, ongoing)
- The school improvement needs assessment will include family and community engagement questions to identify strengths and challenges.
- The goals of the school improvement process and the family and community engagement process will be mutually supportive. (Julie Pritchett, Melissa Fureigh, Spring 2020)

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 about regularly throughout the school year. They will be notified by teachers, administration, and announced at PTO meetings. (Amy Morrow, Fall and Spring)
- Teachers will provide parents with a proper explanation of the curriculum and how it impacts their child's learning at conferences, and as needed. (Amy Morrow, and Classroom Teachers, ongoing)
- Parents will be given reports from the state-mandated assessments along with an explanation. (Amy Morrow, Fall 2020)
- Parents will be given 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. (Amy Morrow, ongoing)
- Parent Education Nights will be held regularly in an online platform based on topics gathered from parent interest surveys. (Julie Pritchett and Classroom Teachers, ongoing)
- A school Parent Center is located in the first hallway on the right when you first walk in the building. The hours of the Parent Center will be open is 7:30-4:00. This will be updated with resources to support parents in their child's education. Teachers can gather materials for parents based on student need. (Julie Pritchett, ongoing)
- An online parent center is posted on the school website, and sent out to parents in the administrator's Smore updates. (Amy Morrow, Julie Pritchett, ongoing)
- A list of online resources for parents will be given out to parents at Fall conferences. (Lindsey Duncan, Fall 2020)
- A list of essential standards and volunteer opportunities will be given out to parents at open house. (Lindsey Duncan, Fall 2020)
- Parent will have access to resources through the student handbook, school website, signage at the school entrance, and parent meetings. (Amy Morrow, ongoing)
- The school purchase of a Scootpad License will be passed out to all parents and students. Scootpad develops a learning path based on student's assessment scores and students will be able to practice skills adaptable questions based on their current ability level. (Amy Morrow, 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.)

- Conscious discipline training, math fluency training, and RISE review will be worked on and reviewed during grade level team meetings. (Amy Morrow, Spring 2020)
- 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. (Amy Morrow, 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. (Amy Morrow, Sherri Jennings, as determined by DESE cycle)
- Novice teachers will be paired with a mentor teacher in the building to guide, support and answer any questions the novice teacher may have. (Amy Morrow, ongoing)
- The school will recognize that parents play an integral role in student learning, and will value the utility and contribution of parents. (Amy Morrow, classroom teachers, ongoing)
- The school recognizes that parents are a full partner in their child's education and will respond to a parents request for parent and family engagement activities. (Julie Pritchett, ongoing)
- The school handbook is on the district website and parents acknowledge when they register their child each year that they have access to the handbook. Hardcopies are also available at the school upon request. (Amy Morrow, Fall 2020)
- The school recognizes that a parent is a full partner in the school and they will be made aware that the process for resolving conflict is included in the District Student Handbook. (Michael Byrd, ongoing)