

Westside Family and Community Engagement Plan

School Name:

Westside Elementary School, Cabot, Arkansas

Facilitator Name:

Amy Burns

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Plan Review/Revision Date:

May 26, 2020

District Level Reviewer, Title:

Terena Woodruff, Cabot Parent and Family Engagement Coordinator and Director of Counseling

Jordan Boris, District Social Worker

District Level Approval Date:

5/26/2020

Committee Members, Role:

Amy Burns, Westside Parent and Family Engagement Coordinator

Frankie Glover, Principal

Michelle Atherton, Assistant Principal/Instructional Facilitator

Brenda Phillips, Counselor

Courtney Roldan, Parent

Rick and Deb Friday, Community Members

Candy Crumbly, ELL Achieve Teacher

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 Family and Community 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 Family and Community Engagement plan at least annually. Due to school closure from March to May, 2020, the committee will review a digital copy and send feedback via email. (Amy Burns, May 2020-May 2021)
- ❖ 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 2020-2021 school year) A Parent AMI survey was sent in May, 2020 and responses are considered in the plan for 2020-2021 school year.
- ❖ Westside Parent-Teacher Organization will foster parental and community involvement within the school (Amy Burns, Courtney Roldan, ongoing throughout the 2020-2021 school year)
- ❖ Parents may contact the District Family and Community Engagement Facilitator if the Title I plan is not satisfactory (Terena Woodruff-ongoing)
- ❖ 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. Due to the Covid-19 pandemic, the survey will be sent electronically in May 2020 and repeated in the fall of 2020. Westside's teachers completed a survey in the spring of 2020 and that will be used along with the parent survey to ensure a wide range of contributions to our family engagement efforts. (Amy Burns, Stacy Cook, October 2020)
- ❖ Westside Family and Community Engagement plan will be posted to the school's website (Liz Massey, August 1, 2020)
- 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. (Courtney Roldan, Amy Burns, Michelle Atherton, ongoing) Examples of types of volunteering might include (but is not limited to) working in the workroom, completing projects from home, assisting photographers on picture day, reading to classes, tutoring, and/or mentoring students. During the 2020-2021 school year, the opportunities will be posted online. (Courtney Roldan, Amy Burns, ongoing throughout the school year)

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 in September 2020. 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. It is also during this time that parents are given the opportunity to complete a survey. This meeting will be recorded and a link sent to parents so that they will be well informed and the survey will be available electronically. (Frankie Glover, September 2020)

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. Meetings for parents will be recorded and a link sent in the newsletter (Amanda Taylor, ongoing throughout 2020-2021 school year)
- ❖ Westside Elementary will distribute a monthly newsletter to parents that is developed with the participation of the administration, parental involvement coordinator, PTO officers, and librarian, 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. The newsletter will contain links to websites that are beneficial to parents and students. (Amanda Taylor; monthly throughout the school year). In light of the Covid-19 pandemic, WS moved from monthly to weekly newsletters to ensure that parents were well-informed. (Amanda Taylor, March-May 2020)
- ❖ Parents and staff of Westside Elementary will use email, DOJO, phone calls, remind messages, and other means of communication. Email communication as

well as DOJO and other forms of communication increased during the school closure due to the Covid-19 pandemic, as was indicated in our parent AMI survey. (Frankie Glover, ongoing throughout the school year)

- ❖ DOJO communications will keep parents up to date regularly (Frankie Glover, various teachers, ongoing throughout the school year)
- ❖ Take home folders provide parents with school news and academic information. At the beginning of the school year, a family and community engagement plan description, as well as ways for families to be involved, a survey of volunteer interests, schedule of activities, and information on systems of two way communication will be included in each student's folder. This information will be mailed or sent electronically if parents are unable to receive the packet at Open House. (Michelle Atherton, ongoing throughout the school year)
- ❖ Parent and Teacher Conferences will be held in October 2020 and March 2021. March 2020 conferences were cancelled due to the Covid-19 pandemic, but parent communication continued in other forms. (Frankie Glover, ongoing)
- ❖ Report cards will be provided to parents every nine weeks with information regarding their child's academic progress.(Frankie Glover, ongoing)
- ❖ Westside Elementary will distribute student standardized test scores as they are made available to Westside Elementary administration. (Frankie Glover, September, 2020) Due to the Covid-19 pandemic, standardized tests were not administered in the Spring of 2020.
- ❖ 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. (Courtney Roldan, Amy Burns, ongoing throughout the school year) In the event of future school closings, the meetings will be recorded and made available electronically.
- ❖ 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. (Frankie Glover, ongoing) During the school closure of March to May 2020, emails and Zoom meetings were used to accommodate parents.
- ❖ Signatures will be collected electronically, as an acknowledgement of receiving Westside's family and community engagement plan, via Registration Gateway during online new student and back to school registration. The Family and Community Engagement plan will also be placed on the Westside and Cabot Public Schools respective webpages. Printed copies will be available upon request. (August, 2020)

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 all parties in developing a School-Parent Compact. The compact emphasizes the responsibility of parents, staff, and students for student achievement. The compact consists of “I will” statements listing the responsibilities of parents, students, teachers, and the principal. 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. Due to school closure in May 2020, the compact will be emailed to teachers and community members seeking approval and modifications if needed. (Amy Burns, May, 2020) (Frankie Glover, September 2020)
- ❖ Westside Elementary will establish meaningful communication with parents by making themselves available via phone, 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. Progress reports are sent home at the end of each nine week period. (Frankie Glover, ongoing throughout the school year)
- ❖ A volunteer resource book will be available to staff members (Courtney Roldan, Amy Burns, September 2020)

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 in September 2020. At the 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 principal updates the parents on the “state of the school.” She will go over 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. (Frankie Glover, September 2020)

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 will engage in activities that will use community resources to strengthen school programs, such as the Fall Festival with Fellowship Bible Church where STEM activities were included.
- ❖ 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. Pre-K students will visit kindergarten classrooms to ensure a smooth transition. (Brenda Phillips, May 2021)
- ❖ Westside Elementary will provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment.. This will help promote and support responsible parenting. (Stacy Cook, Amy Burns, ongoing as requested) These instructions will be posted in the monthly newsletter and on social media (ongoing throughout 2020-2021 school year)
- ❖ 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)
 - Veterans of Foreign War (donated \$150 for student school supplies). (Frankie Glover, ongoing)
 - Due to the Covie-19 pandemic, 13 churches worked together to deliver food during the school closure. Westside had 20 families that requested this service.

- ❖ Westside Elementary will provide helpful website information for parents in the monthly newsletter (Amanda Taylor, monthly) The newsletter was changed to a weekly newsletter during the Covid-19 pandemic from March to May, 2020.
- ❖ Westside Elementary supports a parent teacher organization.(Frankie Glover, Courtney Roldan, ongoing)
- ❖ Westside Elementary will consider recruiting alumni to create an alumni advisory committee if there is an interest. (Amy Burns, ongoing)
- ❖ Westside will coordinate and integrate parent and family engagement activities to include, but are not limited to
 - Career Day (guest speakers and parade)
 - Veterans Day (music program and parade)
 - Red Ribbon Week (guest speaker and dress up days)
 - Grandparent’s Day (lunch with special people)
 - Unity Day (anti-bullying speaker)
 - Pictures with Santa
 - Kindness Week (daily challenges)
 - Living Wax Museum (Biography study and display)
- ❖ Westside’s Family and Community Engagement Plan is aligned with the school improvement plan.

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 students succeed academically. Parent-teacher conferences are held twice a year in October and March. (Frankie Glover, October 2020 and March 2021)
- ❖ Westside has an active parent-teacher organization and parent involvement opportunities are always encouraged and publicized through social media and notes sent home (Courtney Roldan, Amy Burns, ongoing throughout the school year)
- ❖ Parent involvement meetings will be held each nine weeks as a report on the state of the school and an overview of student learning, assessments, expectations, and how parents can make a difference. These meetings will be recorded and links sent electronically so that all families have a chance to participate. (Frankie Glover, Amy Burns, ongoing throughout the school year)
- ❖ Curriculum descriptions and explanations, forms of assessments, and achievements levels of state academic standards will be provided to parents with the parent education nights during the fall semester. (Michelle Atherton, August-December 2020)
- ❖ Title I, Part A (Title I) of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act (ESEA) provides financial assistance to local educational agencies (LEAs) and schools with high numbers or high percentages of

children from low-income families to help ensure that all children meet challenging state academic standards. Westside will assist parents in understanding the requirements of Title I, Part A during the Title I meeting (Frankie Glover, September 2020)

- ❖ The monthly school-wide newsletter provides helpful tips and websites parents may use. (Amanda Taylor, monthly)(Weekly during school closures)
- ❖ During the fall semester, each grade level will schedule an activity with parents to discuss how the parents can help their children at home. According to a spring 2020 survey of teachers and staff, the following topics will be covered:

- DESE website and tools for parents
- growth mindset and positive affirmations
- kindergarten expectations and curriculum
- first grade tips
- number talks and phonics lessons
- productive struggle and problem solving
- big rocks in math

These family nights are conducted to highlight skills and provide developmentally appropriate learning activities. Parent education opportunities will be recorded and posted on social media and links included on the electronic newsletter. Topics for parent education will be determined by parent survey and teacher survey. During the spring semester, parents will continue to be involved in additional learning/parenting activities. (Amy Burns and various teachers, ongoing throughout the 2020-2021 school year)

- ❖ 145 Westside families checked out a Chromebook to use at home during the Covid-19 pandemic from March until May, 2020 to enable them to complete AMI work. (Frankie Glover, March-May, 2020)
- ❖ Classroom DOJO communications provide tips for student success and allow parents to understand their child's current curriculum. (Frankie Glover, ongoing)
- ❖ ACT and NWEA descriptions and 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, 2020)
- ❖ Hallway Hero training (Dwayne Roper, September 2020)
- ❖ 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
- Including role play and demonstration by trained volunteers

The information will be shared at parent meetings, as well as electronically. (Frankie Glover, Amy Burns; ongoing throughout 2020-2021 school year)

- ❖ Westside will provide materials and training to parents to help them improve their child's achievement, to foster parent and family engagement, and to promote and support responsible parenting. (Amy Burns, Stacy Cook, Brenda Phillips, 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 2020. (Frankie Glover, August 2020)
- ❖ 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. Parent surveys will allow Westside to respond to family engagement opportunities and will seek parent assistance. (Frankie Glover, Amy Burns- 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. No 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. (Frankie Glover, August 2020)
- ❖ 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 2020)