

AR  
Cedarville Middle School (Cedarville School District)  
P.O. Box 97  
Cedarville AR 72932  
479-474-5847

### School Parent and Family Engagement Plan

**This form was adapted from, *A Toolkit for Title I Parent Involvement*.  
Ferguson, C. (2009). *A Toolkit for Title I Parental Involvement*. Austin, TX: SEDL.**

Hint

---

**District**

Cedarville

---

**Grade Levels**

5-8

---

**Building Facilitator and District Coordinator**

Cynthia Humphrey, MS Facilitator; Pattie Murphy, District Coordinator

---

**Title I Status**

- ☒ Schoolwide  
☐ Targeted Assistance  
☐ Non-Title I School

---

**Percent of free and reduced lunch**

74.23%

---

**Parent and Family Engagement Committee Members**

*(Select "Repeat" to open more entry fields to add additional team members)*

---

**Enter committee members**

---

**First Name**

Sarah

---

**Last Name**

McPhate

---

**Position**

---

**Enter committee members**

---

**First Name**

Lisa

---

**Last Name**

Butler

---

**Position**

Teacher

---

**Enter committee members**

---

**First Name**

Cynthia

---

**Last Name**

Humphrey

---

**Position**

Parent and Family Engagement Coordinator

---

**Enter committee members**

---

**First Name**

Hannah

---

**Last Name**

McGill

---

**Position**

Parent / PTA President

---

**Enter committee members**

---

**First Name**

Erin

---

**Last Name**

Partain

---

**Position**

Parent

---

---

**Enter committee members****First Name**

Farrah

---

**Last Name**

Hightower

---

**Position**

Parent

---

---

**1. List various communication strategies used in your school to provide additional information to parents and to increase parent and family engagement in supporting classroom instruction.**

- The school will create a Web site to house classroom Web sites for each teacher. Homework assignments and pertinent classroom information will be available on classroom Web sites. Also, parents and families 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.
  - The school will provide to parents reports/report cards every four weeks with information regarding their child's academic progress and upcoming classroom and school events.
  - Invite parents and families to special programs, such as internet safety, living wax museum, math and literacy nights.
  - The school will distribute a monthly newsletter (Blimey Notes) to parents and families that is developed with participation of the PTO, 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.
  - The school will send parents a parent-friendly letter with the ACT Aspire scores that explains their child's test results and suggestions for continuing their child's learning.
- 

**2. List the proposed parent meeting, conferences and activities regularly throughout this year and the dates providing flexible meeting times that you have planned to increase parent and family engagement and build staff and parent capacity to engage in these types of efforts. (Must include the 2 state mandated parent/teacher conferences each year.)**

- The school will encourage parents and families in the following types of roles and activities to increase their involvement and support for student learning:

Open House  
5th grade orientation  
Parent/Family/Teacher Conferences  
Literacy Night- Wilderness Read  
Wax Museum  
Chili Cookout/ First home Basketball Game  
Math/ Science Night  
Parent/Family/Teacher Conferences  
Fine Arts Night- band and choir performs, art work displayed  
Arkansas History Night  
Awards Day Presentation

Monthly PTA meetings

School dances

- Teachers will hold conferences individually with parents/families of children in their classrooms. Parents/families will be given a summary of the student's test scores and Measures for Academic Progress (MAP) scores. Student's individual goals will be discussed along with an explanation of the interventions and/or enrichment activities teachers are using to assist the child in reaching achievement goals. Parents/families will be asked to engage in discussion of how they can support these efforts. Parents/families will also be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures.

---

### **3. How will your school provide information to parents about volunteer opportunities (must include state mandated parent training)?**

- The school will work with Cedarville Elementary School and Cedarville Middle School to help provide a smooth transition from one school to the next by raising parent awareness of procedures and related activities. The school will host special orientation programs for parents and students to help with the transition. Parents/families will have the opportunity to meet the new teachers at the beginning of the school year.
- Provide instruction to a parent 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/families, 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.
- 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 understand of effective parental engagement strategies. No fewer than three (3) hours of professional development for administrators designed to enhance understanding of effective parent engagement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.
- The 8th grade students attend an orientation in the spring that allows parents/families and students time to learn about smart core and graduation requirements, class schedule and high school expectations.
- The school website has volunteer forms that are easily accessible to all parents and families.

---

### **4. How will your school work with parents to create a School-Parent-Compact?**

- School staff, parents, families, and students have developed a school-parent-student compact. This compact will outline how families, 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 high academic standards. All stakeholders will sign the compact.

---

### **5. How will your school provide opportunities for parents to be involved in the development, implementation and evaluation of the school wide school improvement plan, and the Annual Title I Meeting to engage them in the decision-making processes regarding the school's Title I, Part A Program?**

- To take advantage of community resources, the school shall consider recruiting alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement.
  - The school shall enable the formation of a Parent Teacher Association or organization that will foster parental and community engagement within the school.
  - The school will involve parents and families on school improvement planning committees. To support this process, the school will offer both school staff and parents training on how to contribute to this process in a meaningful way.
- 

#### **6. How will your school provide resources for parents?**

- The school will distribute Informational packets each year that includes a copy of the school's parent 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 engagement 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...).
  - The school will 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 and families the opportunity to borrow the materials for review.
  - Promote the parent and family center.
  - Include in the school'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.
  - The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent and family engagement coordinator.
- 

#### **7. How will your school engage parents in the evaluation of your parent and family engagement efforts?**

- The school will engage parents in the annual evaluation of the Title I, Part A program's parental and family engagement efforts through an annual evaluation using a comprehensive needs assessment filled out by teachers, parents, families and school staff. The Title I committee, made up of teachers, parents, family members and school staff, will determine the effectiveness of the parental and family engagement plan and make changes if warranted. While collecting evidence about satisfaction with the program and the school's efforts to increase parental engagement will be a part of the evaluation, the survey will also collect specific information on the (1) growth in number of parents participating in workshops and meetings; (2) specific needs of parents; (3) effectiveness of specific strategies; and (4) engagement of parents/families in activities to support student academic growth.
- 

#### **8. How will your school use the parent interest surveys to select, plan and implement parent and family engagement activities that will be offered throughout the year?**

The school will ask parents and families to fill out a parent interest survey at registration and/or at the beginning of each school year to get information from parents and families concerning the activities they feel will be most beneficial in the efforts to support their child academically.

---

#### **9. When will your school plan the Annual Title I Meeting that must be conducted separately? (It CANNOT be held in conjunction with any other meetings or activities.)**

- The school will plan and conduct an Annual Title I Meeting in the fall, in the month of October after the budgets have been created for the schools, for parents of the students who participate in the Title I, Part A Program.
-

***\*After completion of this form, the school should print and submit to district for review and approval. Once approved, the school is required to post their School Parent Plan on their website.***