

Caldwell Parent, Family and Community Engagement Plan 2022-2023

Facilitator: Christina Smith

Plan Review Date: May 4, 2022

Plan Revision Date: June 1, 2022

District Level Reviewer: Dr. Kim Anderson, Assistant Superintendent

District Level Approval Date:

Committee Members, Role:

- Christina Smith, Assistant Principal/Facilitator
- Vanessa Hendrix, Teacher
- Bridget Landecker, Teacher
- Alayna Ambort, School Counselor
- Joanna Ashley, PTO Representative
- Emmy Rogers, Community Representative/Parent
- Joel Winters, Community Representative/Parent
- Emily Stricklin, Parent
- Kristen Wheaton, Parent
- Maddilyn Smith, Parent Representative for the District

The mission of the Caldwell Elementary Family and Community Engagement (FACE) Committee is to collaborate with these stakeholders as well as staff members in order to provide and improve involvement and engagement for the success of our students.

Jointly Developed

- Committee members meet at least annually to review and revise the Family and Community Engagement Plan (the Plan). These meetings will be held at a time when members are available in December 2022/January 2023 for a mid-year review and in March/April 2023 for evaluation and revision for the 2023-2024 school year plan.
- The Committee will use the results of a Parent Survey/Needs Assessment as a resource for revisions and/or additions once these results are released. Feedback and suggestions from Committee members will also be shared in order to make improvements.
- The Caldwell Committee consists of parents and teachers from K-2 and 3-4 to ensure adequate representation of our school population as well as the school counselor, an administrator, and community members.
- Parents may request a meeting with the PFCE facilitator (Christina Smith) or the committee at any time throughout the year by calling the school at 501-778-4444 or emailing csmith@bentonschools.org.

Communication

- The Plan will be made available to families and the local community through the Caldwell school website by August 1 of each year. A copy of this Plan will also be available in the school office or through email by contacting Christina Smith, Parent Facilitator at 501-778-4444 or csmith@bentonschools.org.
- The Annual Report to the Public is held each August in conjunction with Parent Orientation and Open House. This opportunity is used to communicate standardized testing information and results, introduce parents and students to staff members, explain common school procedures, and allow parents to ask questions. This presentation will be available on the school website by the Friday before school begins for students.
- A school calendar is posted on the website and sent home at the beginning of each month.
- A list of ways for families to get involved in school including volunteer opportunities will be provided in the office.
- Surveys will be distributed by the PTO and classroom teachers regarding volunteer interest and opportunities by paper copies sent home and/or social media sites.
- A schedule of planned activities throughout the year are posted on the school website and social media sites.
- Weekly newsletters are sent home in parent-friendly language.
- Each classroom and the school uses ClassDojo to communicate and collaborate with parents in addition to phone calls and email. Parent conferences are also offered two times per year (once each semester) via phone, ClassDojo, email, Zoom/Google Meet, or face-to-face. Scheduled times may be flexible during the day or scheduled evening times. The school uses social media sites (Facebook, Instagram, Twitter), the District app, a schoolwide text messaging system, and our website to communicate information and dates or to share celebrations.
- Progress reports, report cards, and weekly folders are sent home to parents to communicate student progress. Grades are also updated weekly in HAC for 3rd and 4th grades allowing online access to parents.
- All materials can be translated to parents' native language if needed.
- Interpreters are provided for ESL or hearing impaired families as requested.

Building Staff Capacity

- Certified staff members are required to complete two hours of professional development every four years related to parent and family engagement.

- Parent survey results will be shared with the staff providing an opportunity to reflect and make necessary changes in response to those results.
- Teachers will serve on the Parent, Family, and Community Engagement Committee and PTO Board to share their ideas and hear parent feedback, concerns, and requests.

Building Parent Capacity

- Curriculum descriptions/explanations will be provided in class newsletters or through online communication each week.
- Teachers will submit a needs list that will be provided to volunteers to help support the classroom, teachers, and/or school.
- The PTO will hold quarterly meetings to discuss projects and volunteer opportunities as well as provide training in parent engagement.
 - Parent Ambassadors will be encouraged to enhance and recruit the involvement of other parents.
 - PTO meetings will be held at a different time each quarter to provide flexible options for more parents to attend.
 - Community members will be invited to participate and/or support student service projects held throughout the year.
 - “Coffee and Community at Caldwell” events will be held twice per year to assess how the school can better support the families and community.
 - Building funds will be set aside to support parent and family engagement activities and programs including family night events.
- The school will survey parents on parenting responsibility needs. Workshops will be provided based on those results.
- The school counselor distributes a brochure outlining how parents can utilize school counseling services and resources.
- Various Family Nights will be held throughout the year to share information and train parents. Childcare will be available upon request during these events.

Topics may include:

 - Testing results and interpretations
 - Awareness of various disabilities based on survey results - Options include Autism, PANS, ADHD, Anxiety, Downs Syndrome
 - Ways to embrace diversity including cultural
 - Literacy, Math and Science standards and strategies that can be used to support academic progress including ways the school provides intervention to support students

- Online resources, including the Arkansas Department of Elementary and Secondary Education Family and Community Engagement [Toolkit](#).
 - Strategies that promote and support responsible parenting.
- Parents will receive ACT Aspire results annually and NWEA results as they are available and will be notified if their child is at-risk for falling behind academically or requires Level 1 or Level 2 dyslexia screening.
- Parents can request meetings with teachers and/or administrators at any time.

Coordination

- Community members will be invited as Guest Speakers to communicate information about their careers.
- Community volunteers will be invited quarterly to participate in Our Community Reads where members are assigned to read to classes in our school one morning per quarter.
- Community-based organizations provide school supplies, clothing, hygiene and food items for students in need.
- The local newspaper publishes pictures and stories to share with parents and the community.
- The school partners with the Community Counseling Clinic to provide onsite mental health services and resources.
- Saline County Health Department is invited to assist in our annual school-based flu clinic.
- The Benton Fire Department presents fire safety programs to K-4 students.
- Additional Community resources will be investigated and utilized in the instructional program.
- The school and PTO collaborate to provide items for the betterment of our school, teachers, and students. Two teachers and an administrator serve on the PTO Board. Parent training topics will be offered during quarterly meetings to promote and support responsible parenting.
- In support of the Caldwell School Improvement Plan, Family Nights will include strategies and/or tools to promote student achievement and include parents and families in the learning process.
- Cooper-Anthony Mercy Child Advocacy Center presents the Empower Me program once per semester.
- Caldwell staff and families participate in the annual peanut butter drive each fall.
- Students and staff are encouraged to participate in the Recycle Saline program whom we partner with.

- In partnership with local churches, we provide backpack snacks to students in need each Friday.

School-Parent Compact

- The Committee will develop a school-parent compact which will be distributed and signed by the school, teacher, parent, and student in the 2022-2023 school year.
- The importance of two-way regular communication will be stressed through:
 - encouraged participation in two Parent-Teacher conferences each year.
 - ClassDojo class posts as well as individual communication with parents.
 - interim reports and report cards sent home each quarter.
 - access to online daily attendance and grade information.
 - the access of teachers' and school counselor's email addresses and the school phone number.
 - a list of volunteer opportunities provided through the PTO and the school.
- Volunteer surveys will be sent to parents by the classroom teachers to compile a list of who is available and willing to help for each classroom.

Reservation of Funds

- Building level funds will be set aside to support parent and family engagement activities and programs.
- Building level funds will be set aside to provide professional development for staff and parents to address strategies for parents to use at home, parenting classes, and ways staff can engage families in their child's education.