

\*Please note: Your 20-21 plan has been populated below. Please make revisions or delete and paste your updated plan for 21-22.

Click to view Required Components Checklist

Accepted: This form has been reviewed and little or no revisions need to be made. Please make any suggested revisions (if needed) and go to Submissions tab to submit.

Table with School Name, Facilitator Name, Plan Review/Revision Date, District Level Reviewer Title, and District Level Approval Date.

Committee Members, Role:

Table with columns: First Name, Last Name, Position. Lists committee members like Rosalynda, Tracie, Katina, Rhonda, Brenda, Kirby.

Committee Members, Role:

Table with columns: First Name, Last Name, Position. Lists committee members like Gena, Tim, Alicia, Christa, Kodie, Ben.

Committee Members, Role:

Table with columns: First Name, Last Name, Position. Lists committee members like Jade.

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.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?

Hint
Involve parents in the development of the school parent and family engagement plan. 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.

The Hermitage Elementary School Parent and Family Engagement committee will meet the second Tuesday of the month. The committee will have an Elementary School Parental and Family Engagement Facilitator that will coordinate activities and events for the school, family, and community stakeholders.

Ensure adequate representation of parents of participating children in the process in a variety of roles. During the Open House/Parent Meetings, parents are encouraged to participate in developing our school plan by becoming a member of our school Parent & Family Engagement Committee and The H.E.L.P. Hermitage Elementary League of Parents.

At least once quarterly(when possible and permitted by COVID Rules), there will be "Lunch with Leadership" where community members, parents, and family members meet with the school principal, dean of students, counselor, and other leadership team members to collaborate on school improvement goals and tasks.

The Elementary Parental Involvement Facilitator will communicate and work with the District Coordinator to provide opportunities for parents to be involved in the development, implementation, and evaluation of school-wide improvements.

Report to the Public Meeting/Title 1 Meeting: The school will invite parents to a Title 1 meeting in the fall to engage them in the decision-making processes regarding the school's Title 1, Part A Program. Question and Answer sessions will be available in the minutes as well as a collection of data from parent surveys.

Local Representatives are encouraged to visit and give input on the plan. Jeffrey Wardlaw and Eddie Cheatham

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.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?
Hint
Report to the Public Meeting
Title 1 Meeting: The school will invite parents to a Title 1 meeting in October 2021 to engage them in the decision-making processes regarding the school's Title 1, Part A Program.

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.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?
Hint
Make the school parent and family engagement plan available to families and the local community
The school will place copies of the plan in the main office, Central Office, and at the City of Hermitage office for parent access.

The school district will distribute an informational packet annually to all students enrolled which will include a description of the Parent and Family Engagement plan, a survey of volunteer interest, ways for a family to get involved in a variety of roles at the school, activity schedule for the year and regular, two-way, and meaningful system for parents/teachers to communicate.

The school will place a parent-friendly summary/explanation of the parent and family engagement plan online and as a supplement to the student handbook. The school will obtain signatures from each parent acknowledging receipt of the parent and family engagement plan summary.

Weekly Folder: Printed information to parents will be sent home through the folder. Each teacher will send home a folder containing student papers and work samples once each week. The Person Responsible: Rosalynda Ellis and Teachers.

Individual Classroom Communication Plans: Every classroom in HES has a communication plan that describes how they will communicate academic and behavioral information to parents and families. It also describes how parents and families can communicate with the classroom teacher.

Reading Levels: Teachers will communicate the reading level of their child to the parent/guardian at least twice per year during Parent/Teacher Conferences. The teachers will send home Istation reading reports that show the student's Lexile level, comprehension level, and phonics level.

Contact Logs: Teachers will routinely document any contact of parents or student stakeholders on an individual basis to communicate about their child's progress. Person Responsible: Rosalynda Ellis and Teachers

Hermitage School District App: The school utilizes an app for the school to disseminate information to parents and families. Progress Reports: The school will provide parents reports/report cards every four to five weeks with information regarding their child's academic progress and upcoming classroom and school events.

Social Media Services: The school will send print or electronic messages/memos home with students and post notices in school facilities and public buildings about parent involvement activities and meetings. The school will also use a text messaging service to notify parents of important information about planned events or emergency situations.

eSchool: The school will give parents or guardians access to the Home Access Center (HAC) in order for parents to electronically keep track of student progress. Person Responsible: Jade Hultt Monthly Newsletter: The school will distribute a monthly/quarterly newsletter to parents that are developed with the participation of the parent/school organization, principal, staff, and parent volunteers.

Website: The school has a page on the district website where parents may get a copy of the Title 1 presentation and Report to the Public. Person Responsible: Rosalynda Ellis

Parent Right to Know Letter: The school will send a letter to each home regarding parent right to know about the federal funds for Title 1, Part A Programs with the school year. Person Responsible: Rosalynda Ellis

Parent/Teacher Conferences with Options - HES is offering parents several ways to communicate for Parent/Teacher conferences. Parents may choose to meet in person, via Zoom, phone conversation, or two-way email. The conferences are scheduled to secure a protected time for each family.

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

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?
Hint
Jointly develop a School-Parent Compact
1. Improve student academic achievement: Parent/Teacher Conferences Months of October and February: Teachers will hold conferences individually with parents of children in their classrooms.

2. Address the importance of regular two-way, meaningful communication through:
- conferences (October/February)
- frequent reports on progress - (2-3 times per nine weeks/ Parent access to HAC for grades)
- reasonable access to staff (parent can meet with staff during conference times and through email)

- opportunities to volunteer (The school will encourage parents to participate in the following types of roles and activities to increase their involvement and support for student learning: Library assisting, Reading Buddy, Student Encourager, Special Parent Lunches, Book Fair Helpers, Grandparents Day, Family Reading Night, Parent Education Workshops, Open House, Parent/School Organization (H.E.L.P.), Red Ribbon Week, Various Committees, Grade-Level Field Trips or Enrichment Activities, Snowflake Store Workers, G.T. Special Projects, Participate in Grade Level Parent Academy. (Many of these may change due to COVID regulations)

- observe level of classroom activities (Grandparent's Day Classroom Visits: Grandparents are invited to visit their grandchildren in their classrooms. Grandparents are celebrated and honored throughout the year for their continued support and opportunities to volunteer are presented. Take a Parent to Parent Academy Night. Person Responsible: Tracie Richard & Brenda Nolan (These activities will change to Virtual or Drive-Through to give opportunities to parents & grandparents.)

- Build and develop a partnership to help children achieve the challenging State academic standards
Parent Academy: The Parent Academy is held at various times throughout the year based on parent need. The academies are designed to help parents learn how to work with their children on the fundamentals of reading through the various grade levels and expectations required for reading proficiency.

2nd Cup of Coffee: Discussion groups are held periodically at 7:30 a.m. virtually to give parents, grandparents, uncles, and aunts an opportunity to talk about their dreams and concerns for their students. Participants are asked to leave a comment card with the facilitator or they may open discussion on a topic to complement student learning.

(This has been suspended for now due to COVID and will resume when safe for participants)Participants are served coffee and given chances to experience student educational practices and/win parent educational materials. This event is held on different days and weeks every few months to accommodate parent and community schedules. Person Responsible: Tracie Richard

Involve parents in a variety of roles
Elementary Book Fair: The elementary book fair will be virtual and open for additional hours during Parent/Teacher conferences. Parents are given the opportunity to come to visit the book fair virtually any time during the week the book fair is open and place their order. Person Responsible: Carla McDougald

Gifted and Talented Family Involvement Day: Gifted and talented classes will only invite parents or family stakeholders virtually to assist with student led enrichment projects at least once a year. Person Responsible: Sydney Gates

Junior Beta Club Induction and Student Service Projects: Each fall 4th, 5th, and 6th-grade students meeting the academic requirements are inducted into the Junior Beta Club. Parents and family members are encouraged to attend the induction virtually and help with student service projects such as the Can Food Drive supporting Arkansas Food Banks, and Christmas for Kids. Person Responsible: Tracie Richard & Kasey Shores

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. At a minimum of 90% of that 1% must go to the schools, with priority given to equal partners. Describe how the district allocates a percentage of the 1 percent, describe 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.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?
Hint
The district does not receive \$500,000 or more in Title I allocations per year. However, the school has an annual supply budget of \$600 and annual salary budget of \$2,250. Parents and family members are invited to collaborate on use of funding at all parent and family engagement meetings, HELP meetings, and school improvement meetings.

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.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?
Hint
Lunch or Meet with Leadership: At least once quarterly(when possible with COVID guidelines) there will be "Lunch with Leadership" where community members, parents, and family members meet with the school principal, dean of students, counselor, and other leadership team members to collaborate on school improvement goals and tasks.

The Elementary coordinates with the ABC Preschool each year getting students prepared for Kindergarten by coordinated visits and preparing parents. The school will continue to promote and support responsible parenting by surveying parents and guardians and then providing support in specified need areas.

- Consider recruiting alumni to create an alumni advisory commission Most of the school's parents are alumni of the school and participate in independent organizations such as the Hermitage Elementary League of Parents (H.E.L.P.). This group's purpose is to work with the school providing resources and support through fundraising, volunteering, and promotion of our school goals in the community.

- Enable the formation of a Parent-Teacher Association or organization
The school shall continue to enable the formation of a Parent-Teacher Association or organization that will foster parental and community involvement within the school.

7: Building Capacity of Parents
(Describe/List activities, such as workshops, conferences, classes, online resources, Academic Parent-Teacher Team meetings that will be used with school staff to build their capacity to work with parents as equal partners. Describe the methods of assistance for building staff capacity. Describe/List actions the school will take to provide other reasonable support for parent and family engagement activities.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?
Hint
Provide assistance and instruction to parents of children served by the school in understanding these topics:
Arkansas Academic Standards - Parent/Teacher Conferences
State and local academic assessments including alternate assessments - Parent/Teacher Conferences
Title I, Part A requirements - Title I Report to the Public
Strategies parents can use to support their child's academic progress - Parent Academy
Partnering with teachers to support their child's academic achievements - Classroom Communication Plans (Includes: Homework, Tests, Expectations, Grades), Home Access Center

- District Parent Center and School Parent Library are available as a resource for parents.
Videos will be created for parents and students to guide them in understanding Virtual Learning and How To Utilize the Learning Management System if the school has to pivot to Virtual this year.

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 the methods of assistance for building staff capacity. Describe/List actions the school will take to provide other reasonable support for parent and family engagement activities.)

Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?
Hint
Ensure professional development requirements are met for teachers and administrators - Train teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents: All HES Faculty and Staff will be trained on Parent and Family Engagement in August 2021. All HES Certified Staff will also be trained on Communication Strategies with parents and families and the importance of communication with parents and families in August 2021.

- That parents play an integral role in assisting student learning; Participation in Parent Academies; Parent/Teacher Conferences; Literacy, Math, & Science Nights; and Drive-Thru Academies.
To implement and coordinate parent programs and build ties between home and school - Meet You At the Car (surveys)will resume if possible; Grade Level Parent Academies Drive Thrus, Continue to grow the Grand Library where Grandparents donate books in grandchildren's names; Resume Partnership with City to create a Book Check-out Kiosk for Car Rider Line.

To welcome parents into the school and seek parental support and assistance - Virtual Open House meeting with the Principal to discuss how to support and get assistance.
To provide information in a format, to the extent practicable, in a language the parents can understand - All letters and notes sent home to families are provided in Spanish and English. All teachers use class tag to translate mass and individual messages from English to Spanish and visa-versa for anyone requesting communication in Spanish.

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.)

Did the School and Parents choose to include any Discretionary (Optional) Components in the School Parent and Family Engagement Plan?
Hint
Expenses to Enable Participation: Pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions. Provided free childcare for Parent Academy participants.
Parent Leadership: Train parents to enhance the involvement of other parents. Provided transportation of parent for Parent Leadership training.

- Flexible Options: Arrange school meetings at a variety of times, or conduct in-home conferences with teachers or other educators who work directly with participating children, with parents unable to attend conferences at school to maximize parental involvement and participation in their children's education. - All teachers attempt to get 100% participation in parent/teacher conferences. They do this by scheduling conferences during a week-long period at a time that is convenient for parents. They also do telephone conferences when necessary. All meetings are held at various times throughout the day, so different parents and family members have the option to participate.

- Model Approaches: Adopt and implement model approaches to improving parent and family engagement. Resume the Implementation of Parent Academies for all grand levels
Parent Advisory Council: Establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in Title 1, Part A programs.

- Community and Business Roles: Develop appropriate roles for community-based organizations and businesses in parent and family engagement activities.
Partner with Warren Bank & Trust on Honors Breakfast for our Student Scholars
Partner with Hermitage First Baptist on the Clothes Closet
Partner with The City of Hermitage on developing a safety plan for our city and school needs. Also, work with the City on a Fall Festival for our community.
Partner with The City on promoting Reading our Community and school.

(Find complete guidance on the DESE Parent and Family Engagement Requirements webpage.)

District Feedback
Attention: Changes Needed
In Compliance

Comments:

Accepted: This form has been reviewed and little or no revisions need to be made. Please make any suggested revisions (if needed) and go to Submissions tab to submit.

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