Arkansas Indistar

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

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Position

Principal

Position

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.

School Name: Hermitage School District

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

| School Hamer | Treffindage Serioof District |
|---------------------------------|------------------------------|
| Facilitator Name: | K-6 |
| Plan Review/Revision Date: | 7/29/2021 |
| District Level Reviewer, Title: | Rosalynda Ellis/ Principal |
| District Level Approval Date: | |
| | |
| | |
| Committee Members, Role: | |

Last Name

Ellis

Rosalynda Tracie

First Name

Richard Facilitator Katrina Saunders teacher/parent Rhonda teacher Ferrell Nolan Brenda teacher Kirby Gibson teacher/parent

Committee Members, Role: (Select "Repeat" to open more entry fields to add additional team members)

First Name Last Name Gena Wilkerson

Parent, President of the HELP Group Vice President/Parent Tim Whitney Alicia Treasurer/Parent Avery Reporter/Grandparent Christy Saunders Kodie Hannegan Parent Ben Poole Parent **Committee Members, Role:**

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

Position First Name Last Name Jade Huitt Parent 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

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. The committee will maintain and revise the school's parental involvement plan, assess and collect data to analyze family and school needs through regular meetings with parents, surveys with parents, and other forms of evaluations. Parents are encouraged to attend meetings in person and/or virtually or submit comments and/or suggestions through email,

The Hermitage Elementary School Parent and Family Engagement committee will meet the second Tuesday of the

social media, written, or phone calls to our school. Various forms of documentation will be used as evidence such as meetings, event agendas, sign-in sheets, minutes from meetings, data from surveys, etc. □ 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. The H.E.L.P group's purpose is to work with the school providing resources and support through fundraising, volunteering, and promotion of our school goals within the community. Parents who are unable to attend meetings are also encouraged to send suggestions through their student's folders on Tuesday of

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 schoolwide 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 and documented in the minutes as well as a collection of data from parent surveys. If any parent feels the plan is unsatisfactory, the comments will be submitted to the district for review. Local Representatives are encouraged to visit and give input on the plan.

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

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 decisionmaking processes regarding the school's Title 1, Part A Program. Question and Answer sessions will be available

the Hermitage School District website within 10 days of the meeting.

year. All plans will include Parent Facilitator contact information.

meaningful system for parents/teachers to communicate.

Rosalynda Ellis and Teachers

4: School-Parent Compact

of the required components?

□ Jointly develop a School-Parent Compact

conferences (October/February)

Hint

learning.

Person Responsible: Tracie Richard

□ Involve parents in a variety of roles

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 documented in the minutes as well as a collection of data from parent surveys. The report will be available on

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.

to get involved in a variety of roles at the school, activity schedule for the year and regular, two-way, and

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

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. (This was stopped the previous year and will resume once schools are cleared for COVID guidelines)Parents can get information through their student's Google Classroom, Teacher Communication Apps, Emails, Text, etc.) **Individual Classroom Communication Plans:** Every classroom in HES has a communication plan that describes

student's Lexile level, comprehension level, and phonics level. The report will also indicate if the student is on grade level, behind grade level, or below grade level. Person Responsible: Rosalynda Ellis and Teachers **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 district 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. Person Responsible:

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. The school will utilize the school-sponsored Facebook pages to distribute information. Person Responsible: Deanna Smith, Rosalynda Ellis, and Dr. Tracy Tucker **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 Huitt Monthly Newsletter: The school will distribute a monthly/quarterly newsletter to parents that are developed with the participation of the parent/school

Social Media Services: The school will send print or electronic messages/memos home with students and post

school within 30 days of the beginning of 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. The school documents all communication and strives for 100% participation in Parent/Teacher Conferences.

(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

the child in reading achievement goals. Parents will be asked to engage in discussion of how they can support these efforts. Parents will also be given suggestions for coordinating school/parent efforts and explanations of homework and grading procedures. Teachers set up conference appointments with parents during the week of the Parent Teacher Conference day. Person Responsible: Rosalynda Ellis and Teachers 2. Address the importance of regular two-way, meaningful communication through:

• frequent reports on progress - (2-3 times per nine weeks/ Parent access to HAC for grades)

roles and activities to increase their involvement and support for student learning: Library assistant, Reading

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,

Buddy, Student Encourager, Special Parent Lunches, Book Fair Helpers, Grandparents Day, Family Reading Night,

• 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

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. Parents will be given a summary of the student's test scores and an explanation of the interventions teachers are using to assist

Participate in Grade Level Parent Academy. (Many of these may change due to COVID regulations) .observation 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 visit 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 fundamental of reading

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

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

(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.

to leave a comment card with the facilitator or they may open discussion on a topic to complement student

meetings. **6: Coordination of Services**

Does the School Parent and Family Engagement Plan describe how the school will accomplish each

Lunch or Meet with Leadership: At least once quarterly(when possible with COVID guidelines) there will be

The Elementary coordinates with the ABC Preschool each year getting students prepared for Kindergarten by

The school will continue to promote and support responsible parenting by surveying parents and guardians and

□ 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

"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

(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.)

of the required components?

coordinated visits and preparing parents.

then providing support in specified need areas.

Hint

tasks.

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

Arkansas Academic Standards - Parent/Teacher Conferences

Title I, Part A requirements - **Title 1 Report to the Public**

Provide assistance and instruction to parents of children served by the school in understanding these

Strategies parents can use to support their child's academic progress - Parent Academy

How To Utilize the Learning Management System if the school has to pivot to Virtual this year.

Plans (Includes: Homework, Tests, Expectations, Grades), Home Access Center District Parent Center and School Parent Library are available as a resource for parents.

State and local academic assessments including alternate assessments - Parent/Teacher Conferences

Partnering with teachers to support their child's academic achievements - Classroom Communication

• Videos will be created for parents and students to guide them in understanding Virtual Learning and

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 Acadamies.

□ 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

□ 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

□ 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 schoolrelated 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 between

(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

Did the School and Parents choose to include any Discretionary (Optional) Components in the

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 I, Part A programs. □ Community and Business Roles: Develop appropriate roles for community-based organizations and businesses in parent and family engagement activities.

Partner with The City on promoting Reading our Community and school.

each week, email, text, or phone calls to the school. Parent surveys will continually be conducted during Parent-Teacher Conferences to engage in their input of our school plan as well throughout the year.

Jeffrey Wardlaw and Eddie Cheatham

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

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 plan will also be delivered and distributed during Parent/Teacher Conferences during the school

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. Many of the plans include the use of Class tag. The information shared can be translated with the push of a button. The communication plan is shared with all parents and families at the beginning of the school year on open house night and the first parent-teacher conference. The plan can also be shared any time it is requested by a parent or family member. Person Responsible: Teachers **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

organization, principal, staff, and parent volunteers. It includes school news, a calendar of school activities, and parenting tips related to school achievements such as homework tips, organizational skills, and study skills. Person Responsible: Deanna Smith **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 federal funds for Title 1, Part A Programs with includes qualifications of teachers and paraprofessionals in the

through the various grade levels and expectations required for reading proficiency. Academies are also designed to focus on specific needs with the different groups within our school setting. Some nights are devoted to specific group needs such as Grade Level (K-2, 3rd-6th) while other academies may be for ELL or Dyslexia. The academies will be designed for in-person when possible and Virtual to help our parents get the help needed to assist their students in reading. Person Responsible: Tracie Richard and Brenda Nolan **Family Reading Night**: The library will host a family reading night at least twice during the school year. These will be hosted virtually in the fall and spring of this school year. Students will present book talks during the event. There will be games and opportunities for families to come to the school check out a book and read with their children. Person Responsible: Rosalynda Ellis/Librarian

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.) 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

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

> 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.) Does the School Parent and Family Engagement Plan describe how the school will accomplish each

> > Hint

topics:

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

School Parent and Family Engagement Plan?

of the required components?

Hint

build capacity.)

District Feedback

Comments:

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

Partner with Warren Bank & Trust on Honors Breakfast for our Student Scholars **Partnership 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.

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

Attention: Changes Needed! ✓ In Compliance

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.