

AR  
 Prescott Elementary School (Prescott School District)  
 335 School Street  
 Prescott AR 71857  
 870-887-2514

### School Parent and Family Engagement Plan

<b>School Name:</b>	Prescott Elementary School
<b>Facilitator Name:</b>	Tiffany Moore
<b>Plan Review/Revision Date:</b>	5/21/2021
<b>District Level Reviewer, Title:</b>	Angie Bryant, Federal Programs Coordinator
<b>District Level Approval Date:</b>	7/29/2021

#### Committee Members, Role:

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

First Name	Last Name	Position
Tiffany	Moore	PES Parent Liaison
Kimberly	Grimes	PES principal
Angie	Bryant	District Coordinator
Brenda	Smith	PES Counselor
Haley	Cummings	PES Teacher
Shay	Ratcliff	Parent

#### Committee Members, Role:

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

First Name	Last Name	Position
Kelly	Barnett	PES Teacher
Lekecia	Box	Parent
Carlos	Zacarias	Community Member
Shannon	Henderson	PES 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.)*

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

The school will ask parents to fill out a parent interest survey, no later than October 2021, to get information from parents concerning activities they feel will be most beneficial in the efforts to support their child academically. Tiffany Moore, Prescott Elementary Parent Engagement Facilitator and Kimberly Grimes, Principal, will be responsible for distributing and collecting survey data.

The school will evaluate the activities that were suggested in the survey and use this as a base for determining parental involvement needs for the school year.

Tiffany Moore will use the data from the surveys to contact a diverse group of parents to serve on the Parent and Family Engagement committee. This committee will meet twice during the year to discuss, analyze, and evaluate the plan.

The school will also evaluate parental engagement activities held during the school year and those suggested by parents at the end of the school year (May 2022) as part of the annual parent and family engagement plan evaluation. Parental and Family Engagement committee members will evaluate and make recommendations for the coming school year. Tiffany Moore, the elementary Parent and Family Facilitator will share all information including results of the surveys with the district PFE committee in June 2022.

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## **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?**

The school will conduct an annual Title 1 meeting separate from any other meetings or activities to ensure that they have ample time to provide an explanation of school curriculum, identify information on forms of academic assessments used to measure student progress, and give information on the proficiency level that students are expected to meet. This will be held in the fall of 2021. Angie Bryant, Federal Programs Coordinator, Kimberly Grimes, PES principal, and Tiffany Moore, PFE facilitator, will conduct the Title I meeting. At this meeting, Tiffany Moore, PFE for the elementary school, will discuss parent activities and the PFE plan. Parents will have opportunities to suggest ideas and activities as they relate to Title I program to increase parent and family participation and build a stronger parent and school partnership.

The school will conduct an Annual Title 1 meeting for parents of the students who participated in the Title 1, Part A program. This meeting will be held in the fall of 2021. An agenda, sign-in sheet, and minutes will be kept in the Prescott Elementary Office. A copy will be given to the district Parent and Family Engagement coordinator. The agenda and minutes will be posted on the district's website, [curleywolves.org](http://curleywolves.org) under state required information, Title I.

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## **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?**

The parent and family engagement plan will be available on our school website, <http://curleywolves.org> for all parents to see. Copies of the plan will be available in the office for those that do not have access to a computer.

Tiffany Moore will ensure that weekly or monthly newsletters are distributed from each grade-level beginning in August. The newsletters will be developed with the participation of the teachers, parent/teacher partnership, the principal, staff, and parent volunteers. These newsletters will be handed out for each student to take home. The newsletter will include 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 uses their web site, <http://curleywolves.org>, to share pertinent information to parents and students. Parents can also access their child's grades through Home Access by using a PIN number that they received at the beginning of the school year. Parents may use email to communicate with members of the school staff.

Each teacher will send home a folder containing student papers and work samples each week.

Teachers will contact parents as needed. Teachers will contact parents on an individual basis to communicate about their child's progress.

The school will provide the parents progress reports every four weeks. September 2021 and March 2022, teachers will conference with parents and provide information regarding their child's academic progress and upcoming classroom and school events. The meetings are held from 2:00-8:30 pm but parents can schedule for a different time, if needed.

The school will hold an orientation for parents to inform them about the school's participation in the Title 1 program and to encourage parents to be involved with reviewing and revising the Title 1 plan. This meeting will take place in the fall of 2021.

Teachers will hold conferences with parents of children in their classrooms in September 2021 and March 2022. Parents will be given summary reports of their child's test scores and be provided with an explanation of the interventions taking place. Parents will be asked to engage in discussion of how they can support these efforts. Parents will be given suggestions for coordinating school-parent efforts, as well as, explanations of grading procedures and homework.

The school will encourage parents to volunteer in the classrooms and participate in activities such as: reading buddies, volunteer tutors, and to chaperone field trips. All volunteers will pay for and agree to a background check if they are working one-on-one with a child outside of the normal classroom.

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**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?**

School staff, parents, and students will develop a school-parent-student compact. This compact will outline how parents, school staff, and students share responsibility for improving student academic achievement and the means by which the school and parents will build and develop a partnership to help each child achieve the state's high academic standards. All stakeholders will sign the compact. The school secretary, Mrs. Satarra Williams, will copy the compact and then distribute it to staff members. Teachers will be responsible for handing out the compacts and discussing them with parents during Parent Orientation in August 2021.

The school will ask parents to fill out a parent interest survey, no later than October 2021, to get information from parents concerning activities they feel will be most beneficial in the efforts to support their child academically. Tiffany Moore, Prescott Elementary Parent Engagement Facilitator and Kimberly Grimes, Principal, will be responsible for distributing and collecting survey data.

The school will evaluate the activities that were suggested in the survey and use this as a base for determining parental involvement needs for the school year.

The school will also evaluate parental engagement activities held during the school year and those suggested by parents at the end of the school year (May 2022) as part of the annual parent and family engagement plan evaluation. Parental and Family Engagement committee members will evaluate and make recommendations for the coming school year. Tiffany Moore, the elementary Parent and Family Facilitator will share all information including results of the surveys with the district PFE committee in June 2022.

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**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?**

Our school does not receive more than \$500,000 in Title I allocation.

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**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?**

Parent nights are planned for the fall and the spring. Community organizations and businesses are invited to provide support for students and parents in areas related to health, mental wellness, safety, etc. The local health department, fire department, police department, and our on-site counselors are there for support.

Parents are also invited for donuts and muffins twice a year. Community members are asked to volunteer to help serve the parents and students breakfast.

Community members also volunteer to read to students.

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## **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.)*

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

Parents may visit the Parent Center during the hours of 8:00 a.m.- 4:00 p.m. Monday through Friday to access educational websites, check grades on Eschool and check out materials to be used at home. The Parent Center operates during school times. The center is also open during Parent nights, PT conferences, the Parent Fair and other times when meetings are held at the school. The school also has a district website page and Facebook page where parents can access information.

Prescott Elementary will distribute informational packets each year that includes a copy of Title 1 Goals, the school's parental involvement plan, survey for volunteer interests, recommended roles for parents/teachers/students in school, suggestions of ways parents can become involved in their child's education, parental involvement activities planned for the school year, parental rights, and information about the system that will be used to allow parents and teachers to communicate (notes, phone calls, email). Mrs. Satarra Williams will copy materials that will be put in this packet. The classroom teachers are responsible for putting the packets together and giving them to parents during Parent Orientation that will be held in August 2021.

To promote and support responsible parenting, the school shall, as funds are available: purchase parenting books, magazines, and other informational materials regarding responsible parenting through the school library, advertise the current selection, and give parents the opportunity to borrow the materials for review. These will be available in the Parent Center.

The school's policy handbook describes the process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions.

The school has a Parent Teacher Partnership organization that meets a few times a year to discuss and help support the needs of the students, parents, and the school.

The school has planned parent nights for the fall and spring to provide assistance to parents regarding the school curriculum and parenting tips.

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## **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 of the required components?**

Prescott Elementary School teachers will participate in an annual workshop on the importance of building positive relationships with parents during August 2021. Teachers have access to Arkansas IDEAS for additional support and training, if needed.

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## **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?**

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