

AR  
 Retta Brown Elementary School (El Dorado School District)  
 505 Dixie Drive  
 El Dorado AR 71730  
 870-864-5081

### School Parent and Family Engagement Plan

<b>School Name:</b>	Retta Brown
<b>Facilitator Name:</b>	Lisa Hooks
<b>Plan Review/Revision Date:</b>	
<b>District Level Reviewer, Title:</b>	Jay Vines
<b>District Level Approval Date:</b>	

#### Committee Members, Role:

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

First Name	Last Name	Position
Bethanie	Hale	Principal
Lisa	Hooks	Math Facilitator/Parental Involvement
LaTonya	Green	Literacy Facilitator
Jenny	Readhimer	Counselor
Eddie	Miller	Parent
Missy	Passmore	Secretary

#### Committee Members, Role:

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

First Name	Last Name	Position
Dawson	Yates	PE Coach
Bonnie	Haynie	Federal Programs
Jay	Vines	Parental Involvement Coordinator
Matthew	Wolfskill	Pastor/Student Mentor

#### 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?**

1. Selection of a School Parental Involvement Facilitator Lisa Hooks (870)8645081; lhooks@esd15.org
2. In an effort to increase our parent and community involvement during the school hours of 7:30-3:15 anyone putting in 15 or more hours during a semester will receive a school t-shirt. In order to earn credit for hours, the volunteer sign in sheet must be signed in the office upon arrival and leaving. Missy Passmore (870)8645081; mpassmore@esd15.org
3. Teachers will keep a parent contact log documenting all communication (letters, phone calls, conferences, etc.) between parents/guardians and teachers. Bethanie Hale (870)8645081; bhale@esd15.org
4. Classroom teachers will communicate with parents through planners regarding weekly progress that parents will need to review, sign, and return. Bethanie Hale (870)8645081; bhale@esd15.org
5. Classroom teachers send home a weekly newsletter that shares with parents what is being taught in each subject area as well as upcoming events. This newsletter is posted on the school social media sites as well. Lisa Hooks (870)8645081; lhooks@esd15.org
6. Parents are encouraged to schedule meetings through the office with teachers during their conference times in order to discuss their child's education. Missy Passmore (870)8645081; mpassmore@esd15.org
7. Retta Brown provides opportunities for regular meetings if requested, during which parents/guardians can formulate suggestions and participate in decisions relating to their child's education. Jenny Readhimer (870)864-5081; jreadhimer@esd15.org
8. The principal will send home newsletters and flyers on an as needed basis informing parents/guardians of upcoming events and reminders of building procedures. Bethanie Hale (870)8645081; bhale@esd15.org
9. Policies and procedures are in place to welcome parents into our school. Due to safety reasons and the well being of our students and staff. We ask that parents and/or visitors check in through the main office where their I.D. is scanned into the Hall Pass System before they are issued a visitor's badge. Missy Passmore (870)8645081; mpassmore@esd15.org
10. The school website will be updated regularly. Parents may view the website to find out more information about the school as well as upcoming events. Lisa Hooks (870)8645081; lhooks@esd15.org
11. Utilize district personnel to assist school with Public Service Announcements Bonnie Haynie (870)8645084; bhaynie@esd15.org
12. School testing results are shared at public meetings. Bethanie Hale (870)8645081; bhale@esd15.org
13. School testing results are printed in the local newspaper.
14. Student's reading levels are reported to parents the 1st and 3rd nine weeks each year. LaTonya Green (870)8645081; lgreen@esd15.org
15. Student reports are given to the parent/guardian at each parent teacher conference. Jenny Readhimer (870)8645081; jreadhimer@esd15.org
16. Each guardian/student receives a report card at the end of each nine weeks. Jenny Readhimer (870)8645081; jreadhimer@esd15.org
17. School calendars are mailed to parents and are located on district and school websites. Missy Passmore (870)8645081; mpassmore@esd15.org
18. Marquee sign in front of the school is updated to remind guardians of dates and events. Dawson Yates (870)864 -5081; dyates@esd15.org

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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?**

September-Report to the Public/PAC Meeting, PTO Meeting/Officer Election, Day of Service, Dental Sealant Teachout, Constitution Day Celebration, Parent/Teacher Conferences, TEAM Retta Brown Run the Field with the Wildcats, Celebrate Freedom Week, Before school tutoring

October-Music Fest, Read for the Record, Fall Pictures, 4th Grade Champs, Candy Fundraiser Kick Off, Fire Prevention Week, Red Ribbon Week, Before School Tutoring

November-Can Food Drive, PAC Meeting, American Education Week, Lunch with Parents K-1, Thanksgiving Feast/PAC Meeting, Before School Tutoring

December-PTO Santa Pictures, Christmas Program/PTO Meeting, Can Food Drive, Lunch with Parents 2-3, Before School Tutoring

January-PAC Meeting, Before School Tutoring, Career Week , 1st Semester Honors Assembly

February-Parent/Teacher Conferences, Book Fair, Black History Program, Dental Health Play, Before School Tutoring

March-PTO Spring Fling, Parent Night, Before School Tutoring

April-District & Statewide Testing, Earth Day, Lunch with Parents 4th, PAC Meeting, PTO Bunny Pictures, 4th Grade Class Trip

May-Field Day, Kindergarten & 4th Grade Graduation, 2nd Semester Honors Assembly

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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?**

1. Preschool orientation/registration with all certified staff will be held on August 8 to allow parents & students to meet their new teachers. Parents and students will receive the following: Title I Parent School Compact, El Dorado School District Elementary Student Handbook, permission to participate in field trips, permission to participate in school pictures, Parent Volunteer Information and Parent Surveys.
2. Information is posted on the marquee and in the newspaper for parents to attend the annual "Report to the Public" and Parent Teacher Organization (PTO) Meetings.
3. All Volunteers will go through a brief training sessions provided by the school. Parents and community members will be provided with the information they need to participate as school volunteers in order to put them at ease and make the experience pleasant and successful.
4. Each teacher receives the necessary professional development for Parent Involvement as well as administrators.
5. The school has planned activities such as PAC (Parent Advisory Committee) meetings that help promote responsible parenting and informs parents of Retta Brown Academy's participation in Title I as well as to explain the requirements and rights of parents to be involved.
6. Surveys will be sent home at the beginning of each school year.

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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?**

Retta Brown Academy and the parents of the students participating in activities, services and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the state's standards. As partners and key players in student learning, it is imperative to recognize the important roles each team member plays in the educational process. The school's compact is designed to remind stakeholders of the commitment and responsibility to help bridge the gap between school and home learning. Parents, students, and educational teams will work together in order to impact student growth and success in the school. All stakeholders will sign the compact.

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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?**

Parents will be given the opportunity to be involved by serving on policy advisory groups such as being the Title I, Part A parent representative on the School Improvement Team, the Title I Policy Advisory Committee of Practitioners, the School Support Team or other school advisory or policy groups. The following public meetings are also held for parents to attend: Open House at the beginning of the school year, Principal's Report to the Public Meeting, School Board Meetings open to the public, PTO Meetings and Parent Seminars.

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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?**

1. Retta Brown Academy has a certified staff member, Lisa Hooks, that serves as the Parent Facilitator.
2. The school will provide parents and students with the Family Information Kit: Welcome Letter, Student Information Sheet, Title I Parent School Compact, El Dorado School District Elementary Student Handbook (School and district handbooks are distributed to all parents.), El Dorado School District Policy on Health Care Needs, Permission Slips for Administration of Medication, Permission to participate in field trips, Permission to participate in school pictures, Parent Volunteer Information and Parent Surveys.
3. The Parent Center is located in the front area of Retta Brown Academy as well as a Parent's Corner in the guidance office. Both locations provides parent resources including materials on responsible parenting and how to help your child excel in school. Internet access is available for parent in the library or computer lab. Resources are also available in Spanish. The centers will be clearly marked and available to all parents.

4. For ELL parents and students, translators are available for parent notification and conferences upon request and parenting materials are also provided in Spanish in the Parent Center locations of Retta Brown Academy.

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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?**

Parent involvement meetings will be scheduled, Report to the Public, parents will be given a description and explanation of curriculum being used. Parents will be given results of STAR assessment results as well as other academic assessment results. Teachers will be available for interpretation of those assessments as well as the facilitators. The school will assist parents with the understanding of Standards Based Reporting for K-2, Arkansas Academic standards, Title 1 requirements, strategies that can be used to assist students progress and we will provide materials and training to assist parents when working with their children to improve academically and foster parent and family engagement.

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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?**

We work to 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: That parents play an integral role in assisting student learning, value contributions of parents, reach out and communicate with parents as partners, implement and coordinate to build ties between home and school. Parents are always welcome into the school and we seek parental support regularly. For our non-English speaking parents, we provide information in their native language and we also have a staff member who is able to interpret when needed. Parent surveys are given to parents to check the various activities we have that they can volunteer for. We use this survey to plan the parental involvement activities for the school year and activities are evaluated at the end of the year.

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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?**

We have partnered with Cross Life Church and they have volunteers who mentor students, help put on family engagement activities outside of the school day (Family Thanksgiving Dinner, Spring Fling, etc.) to help encourage school, parent, and family engagement. School meetings are held at various times in order to make it more accessible to families.

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(See complete [Arkansas Guide for School Parent and Family Engagement Plan](#) for references)

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**District Feedback:**

	<b>Attention: Changes Needed!</b>	<b>In Compliance</b>	<b>Comments</b>	<b>Date of Feedback</b>
<b>1: Jointly Developed:</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		9/24/2019
<b>2: Annual Title I Meeting:</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		9/24/2019
<b>3: Communications:</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		9/24/2019
<b>4: School-Parent Compact:</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		9/24/2019
<b>5: Reservation of Funds:</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		9/24/2019
<b>6: Coordination of Services:</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		9/24/2019
<b>7: Building Capacity of Parents:</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		9/24/2019
<b>8: Building Capacity of School Staff:</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		9/24/2019
<b>9: Building Capacity - Discretionary:</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		9/24/2019