

**2019-2020**  
**School Parent and Family Engagement Plan**

**School Name:** Glenview Elementary

**Facilitator Name:** Vicky Booth

**Plan Review/Revision Date:** August 29, 2019

**District Level Reviewer, Title:** Crystal Barker

**District Level Approval Date:** September 17, 2019

**Committee Members, Role:**

Vicky Booth	Facilitator
Michelle Nichols	Parent
Stephanie Turner	Parent
Ricarol Rockins	Parent Engagement Professional
Paula Harrison	2nd Grade Teacher
Felicia Butler-Bean	Pre-k Para
Francine Smith	Community Leader
Chris Martin	Plant Manager at Koppers
Tiffany Randall	Principal
Dwight Kelly	Assistant Principal
Torsha Renee Harris	Behavioral Specialist
Whitney Patterson	Counselor
Crystal Barker	District Parent and Family Engagement Facilitator and VIPS Facilitator

## **1: Jointly Developed**

A committee of stakeholders will be formed in preparation of the School Parent and Family Engagement Plan. A meeting will be conducted and the committee will review the guidelines of the plan and make revisions and/or additions to the current plan. The committee will be notified of future meetings concerning the plan. If you are interested in serving on this committee in the future please contact Vicky Booth the facilitator for the plan at 501-955-330

## **2. Annual Title 1 Meeting**

Our annual Title 1 Meeting will be held on September 12, 2091. We will provide information to the parents of Title 1 students about the school's curriculum, information on the forms of academic assessments used to measure student progress, and information on the proficiency level students are expected to meet. Title 1 parents will be told about their rights and upon the request of parents, the school will provide opportunities for regular meetings for parents to give input and participate in decisions about the education of their children. We will document that we had this meeting by having a sign-in sheet, agenda, and minutes. This meeting will not be held in conjunction with any other meeting. Tiffany Randall the principal and Dwight Kelly the assistant principal will facilitate the Title 1 Meeting. You may contact them at 501-955-3630.

## **3. Communication**

- a. The school will distribute a monthly newsletter to parents. It will include school news, a calendar of school events, and parenting tips related to school achievement such as homework and study skills. Ms. Tiffany Randall the principal will be responsible for sending out the monthly newsletter. Contact number: 501-955-3630
- b. Each K-5 teacher will send home a weekly folder on Tuesday that the school provides. This folder will include news from the school and each individual classroom. Our ALE and self-contained classes send home a daily folder. Our pre-k teachers see their parents

on a daily basis but send home a monthly newsletter. Parents will be asked to review the material in the folder and return any items as needed.

- c. The school will provide parents reports/report cards to parents at each mid-term and at the end of each nine weeks.
- d. Teachers will routinely contact parents on an individual basis to keep them informed about their progress. E-School is used as a tool for parents to check their student's grades and other information about their class. E-School codes will be printed out by the district for every child enrolled in our school. The print out includes directions on how parents can sign up to access this service. For more information concerning E-School you may contact Kathy Hale at 501-771-8027 or the school at 501-955-3630.
- e. Information about Glenview Elementary School is posted on the school website, Glenview's Facebook page and Remind 101 for parents to access. Tiffany Randall, the principal and Stephanie Johnson, the office secretary will see that the information is current. You may contact them at 501-955-3630.
- f. We have Thrill Share System that will send out phone messages to parents regarding attendance, events, and information. Tiffany Randall the principal is our contact. 501-955-3630
- g. Teachers use Class Dojo as an additional way to stay in contact with parents on a daily basis. Class Dojo codes are printed out by the classroom teacher.
- h. Glenview will provide notification to the parents during the September Parent/Teacher Conference in regards to receiving a copy or the availability of the Parent & Family Engagement Plan being on the website.

**Tentative Calendar of Events (2019-2020)**  
**(Subject to change)**

**August 2019**

- Open House (8-8-19) 5:30 pm-7:00 pm [Attendance Matters]
- First Day of School (8-13-19)
- Watch Dog Dad Kick Off (8-22-19) 5:30-6:30

## **September 2019**

- Title One/PTA Meeting/Block Party (9-12-19) 5:30 pm-7:00 pm
- Glenview TEA Kick Off (9-17-19) 11:30-12:30 (bi-weekly)
- P/T Conferences (9-19-19) 12:00-7:00 pm

## **October 2019**

- Parent Cafe/PTA
- Glenview TEA (10-1-19, & 10-15-19, & 10-29-19) (bi-weekly)
- Slam Night
- Halloween Celebration (10-31-18) [New Hope Baptist Church]

## **November 2019**

- Glenview TEA (11-5-19 & 11-19-19) (bi-weekly)
- Fall Festival/PTA

## **December 2019**

- Glenview TEA (12-3-19 & 12-17-19) (bi-weekly)
- Parent Cafe/PTA (12-12-19)
- Holiday Parties (12-21-18) 1:00 pm

## **January 2020**

- Glenview TEA (1-7-20 & 1-21-20) (bi-weekly)
- Health Fair (1-9-20) (1:00-3:00 pm)
- Parent Cafe/Cooking Matters (1-30-20)

## **February 2020**

- Book Fair (2-6-20--2-14-20)
- Valentine's Day Ball (2-13-20) 5:30 pm - 7:30 pm {PTA Fundraiser}
- P/T Conferences (2-17-20) (12:00-7:00 pm)

## **March 2020**

- Dr. Seuss Week (3-2-20--3-6-20)
- Glenview TEA (3-3-20, & 3-17-20, & 3-31-20) (bi-weekly)
- STEM Night (3-5-20) 5:30 pm
- Parent Cafe/Cooking Matters (3-10-20)

## **April 2020**

- Glenview TEA (4-14-20, & 4-28-20) (bi-weekly)
- Parent Cafe/Art Gallery (4-23-20)
- Secretaries Day (4-22-20)

## **May 2020**

- Principal Appreciation Day (5-1-20)
- Teacher Appreciation Week (5-4-20--5-8-20)
- Talent Show/Field Day (5-8-20) {PTA Fundraiser}
- Promotions (5-15-20)

\*Monthly PTA meetings are being planned for the calendar, the first Tuesday of each month @ 3:00 pm.

## **4: School-Parent Compact**

The staff, parents, and students will develop the School-Parent Compact prior to our first parent teacher conference which will be held on September 19, 2019. The compact will be discussed and signed by all stakeholders during the conference. The compact will outline how parents, staff, and students can form a partnership that will help promote the students academic success at school.

## **5: Reservation of Funds**

The Title 1 funds are spent accordingly:

- a. Curriculum
- b. Local Parental Engagement Professional
- c. District Parent and Family Engagement Facilitator and VIPS Facilitator
- d. Parent Involvement Facilitator stipend
- e. Reach Associate
- f. Multi-classroom Leader
- g. Direct Reach Teacher

## **6: Coordination of Services**

The school will involve parents in the school improvement planning process by asking parents to serve on the committee. The school enables the formation of the P.T.A. to foster parental and community involvement in our school. To take advantage of community resources, the school will consider recruiting alumni from the school to create an alumni advisory committee to provide advice and guidance to help us with school improvement. For additional information on how you can be involved in this process, please contact Tiffany Randall the principal at 501-955-3630.

## **7: Building Capacity of Parents**

We will have a parent resource center located directly across from the general office area. The center is open during regular school hours. We have free materials in our parent center that are available to parents upon request. Parent packets are created for every child in the building and information about the State Parent Involvement Resource Center is included. Guidelines on our policy concerning healthy choices and nutrition are included in the parent packet. Parents receive this information at the beginning of school. The parent packet includes a copy of the student handbook that outlines the procedure to follow when parents have concerns or problems. Ricarol Rockins, our Parent Engagement Professional will be in the parent center and you may contact her at 501-993-3630. The NLRSD encourages parents to use the Arkansas Department of Education free resources available on their website under the parent tab. Several helpful links are on this site ranging from My Child/My Student, to information in regards to hot topics such as safety, health and many more. Glenview Elementary provides an Information Packet parents receive at the beginning of the year. This packet will include pertinent information for a successful school year. The NLRSD Parent-Student Handbook describes the process for resolving parental concerns. Copies of the handbook are available from the school or on the district website.

## **8: Building Capacity of School Staff**

At the beginning of the school year the staff meet and discuss several opportunities that are available that will be used to work with parents as equal partners. During the professional development for staff the guidelines and importance of different avenues to help are presented

by professionals. The importance of VIPS forms are also discussed. We strive for teacher attendance at school events outside the regular day to help with partnering with parents and students.

### **9: Building Capacity - Discretionary**

Glenview Elementary is fortunate to have Ricarol Rockins as our Parent Engagement Professional. She has provided the use of a coffee bar in the entrance of the school where parents can interact with each other, the possibilities are endless with this avenue of parent engagement. She has also established the Glenview TEA where parents meet bi-weekly to discuss matters that may help other parents.