

AR
Crawford Elementary School (Russellville School District)
1116 N. Parker Rd
Russellville AR 72801
479-968-4677

School Parent and Family Engagement Plan

School Name:	Crawford Elementary
Facilitator Name:	Jessica Davis and Tonya Rhodes
Plan Review/Revision Date:	9/6/2019 , 10-8-19
District Level Reviewer, Title:	Leadership
District Level Approval Date:	10-8-19

Committee Members, Role:

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

First Name	Last Name	Position
Jessica	Davis	coordinator, teacher, parent
Tonya	Rhodes	coordinator and teacher
Shavon	Jackson	principal
Claudia	Mendoza	parent
Tessa	Dollar	parent, PTO president
Elizabeth	Posey	parent

Committee Members, Role:

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

First Name	Last Name	Position
Karla	Gentry	parent
Maria	Garcia	parent
Olivia	Ramirez	parent
Sara	Shingleur	parent
Jaie	Henry	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?

- Involve parents in the development of the school parent and family engagement plan by holding a meeting for parents to offer suggestions for different components of the plan- Meeting was held on September 10th
- Further meetings will continue through the school year at PTO meetings to revisit the plan and changes that need to be made for the future
- Involve parents in the review, update, and improvement, annually, of the parent and family engagement plan to meet the changing needs of students and parents- this meeting will be held prior to the end of the school year to meet the new August 1st deadline.
- Submit any parent comments to the district if the Title I Schoolwide Plan is not satisfactory to parents- Let parents know of this option.
- Ensure adequate representation of parents with participating children in the process of a variety of roles- use AR DESE parent survey to gain a wide variety of parents and their needs- this could be done at Parent Teacher Conferences

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?

- Conduct an annual Title I meeting to inform parents of the requirements of Title I and the school's participation
- Meeting will also inform parents' of their rights under Title I

Annual Title I Meeting was held on August 22, 2019

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?

- Make the school parent and family engagement plan available to families and the local community by offering it on the district website, school website and also sharing via social media (paper copies can be given if requested)
- Ensure that our plan is written in an understandable and easy to read format and a language that parents can understand
- Place the parent and family engagement plan online and obtain signatures from the parent acknowledgement form
- Offer meetings at various times to accommodate parent's work schedules- offer meetings online via social media to allow parents the flexibility to watch when they are able
- Russellville School District provides support for language translations of written and verbal communication such as School Messenger as well as Interpreters at regularly scheduled Parent Teacher and other conferences and meetings.
- Crawford Elementary staff will communicate with parents prior to placing their child in a program that is different from the regular curriculum; the school will ensure that parents of children identified limited

English proficient students are provided with all required notice and information regarding the reason(s) for the identification of their child; the child's level of proficiency and how that was assessed; the status of academic achievement; methods of instruction used in the program; how the program will meet both strengths and needs of their child and specifically assist them in learning English and meeting age appropriate academic standards; specific exit requirements of the program; and how the program meets the needs of a child with any identified disability under IDEA; and all parental rights in writing including the right to decline enrollment in the program; remove their child from the program; and to select among other options if available. Similar services shall be provided to parents of students who may be identified as disabled under IDEA.

- Parents are requested to contact Shavon Jackson, Principal, for additional information regarding language and other accommodations needed.
- Distribute an informational packet annually that includes the following:
 - link to Family and Community Engagement Plan
 - Ways for families to get involved in different roles
 - Survey regarding volunteer interests
 - Schedule of Activities planned throughout the school year
 - Regular, two-way, and meaningful way for parents/teachers to communicate including school messenger, email, ClassDojo, conferences, and students planners and folders
 - Activities planned throughout the school year to encourage parental involvement

If you have questions contact the parent facilitators, Tonya Rhodes and Jessica Davis

tonya.rhodes@rsdk12.net jessica.davis@rsdk12.net or by phone at 479-968-4677

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?

The RSD Elementary School, Crawford Elementary, and the parents of the students participating in the programs funded by Title I, agree that this compact outlines how we 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 Arkansas' standards. RSD Elementary School, Crawford Elementary is a School Wide Title One Program: all students enrolled are served by the Program.

RSD Elementary School ,Crawford Elementary Responsibilities:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards. The school will follow the Arkansas Frameworks for instruction in each grade level, and is implementing Common Core as well.
2. Hold parent-teacher conferences twice each year during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held: Monday, October 22, 2018 1:00-7:00 p.m and Tuesday, February 12, 2019 1:00-7:00 p.m. at the school. The report will include a description of the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
3. Provide parents with frequent reports on their children's progress as follows:
 - Sept 18: Five Weeks Progress Reports
 - Oct. 11: End of First Grading Quarter
 - Nov. 14: Five Weeks Progress Reports
 - Dec. 20: End of Second Grading Quarter and Semester One
 - Feb. 11: Five Weeks Progress Reports
 - March 13: End of Third Grading Quarter
 - April 22: Five Weeks Progress Reports
 - May 27: End of Fourth Grading Quarter
4. Provide parents reasonable access to staff. Staff will be available for consultation with parents by telephone,

email, and in person in addition to scheduled parent teacher conference dates.

5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.

6. Involve parents in the planning, review, and improvement of the school's parental involvement policy, in an organized, ongoing, and timely way.

7. Hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements, and the right of parents to be involved in Title I, Part A programs.

Parent Responsibilities

We, as parents, will support our children's learning by

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring amount of television children watch.
- Volunteering in my child's classroom.
- Participating, as appropriate, in decisions relating to my children's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups.

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?

Russellville School District annually receives more than \$500,000 in Title I allocation.

The district reserves annually at least 1 percent for parent and family engagement activities. In accordance with federal regulations, at least 90% of that 1% is allocated to Title I schools, with priority given to high-need schools. The free and reduced lunch population count from Cycle Two of the prior school year is used to assist in equitable distribution of funds to schools.

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?

- Utilize community resources in the instructional program including career day, High 5 Fridays, parent events, and other activities
- Coordinate and integrate parent and family engagement programs and activities to offer support to parents including parents nights in math and literacy
- Promote and support responsible parenting through online parenting strategies available via social media sites

- Offer further support to the PTO and encourage parent involvement in this organization by encouraging the parents to invite other parents
- Encourage parents to use the parent resource center for ways to help their child at home in math, literacy, science, and social studies
- Crawford houses two Preschool classrooms through the District- The principal and Kindergarten staff will plan and conduct a variety of transition activities to ensure the smooth transition of children from early childhood programs into school: Crawford will have a family night for pre-Kindergarten children. Kindergarten Teachers will provide information on the Kindergarten Curriculum.
- Utilize community resources such as Connect Church, Dog Ear Books, Russellville Firefighters, and Arkansas Tech and continue to look for further community resources to be utilized
- Crawford will ensure that parents who have disabilities, limited English proficiency, are migratory, or have other cultural or life circumstances which may result in barriers to participation have equal and full access to parental involvement through support such as Interpreters and Translation and maintenance of barrier free building and meeting access, flexible scheduling, and other services
- Incorporate this plan into the school's improvement plan

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?

- Schedule regular parent involvement meetings (PTO meetings are held monthly)
- Crawford Elementary will schedule two Parent Teacher Conferences annually, and shall provide as well alternate or flexible scheduling for those parents who may not be able to attend scheduled dates or times.
- Provide parents with a description and explanation of curriculum including Parent letters in Eureka Math and also through Math and Science Night on September 26, 2019 and Literacy night on April 16, 2020
- Provide parents with individual student academic assessment results such as DRA, progress monitoring, Eureka Math module assessments and interpretation of those results through progress reports and report cards and through parent teacher conferences twice per school year
- Provide assistance and instruction to parents of children served by the school by helping them:
 - *Arkansas standards
 - *State and local assessments such as Istation, DRA, progress monitoring, and ACT aspire
 - *Strategies parents can use to support their child's academic progress
 - *Partner teachers and parents to support their child's academic growth
 - *Use of ADE website utilizing My Child My Student
- Provide materials and training to help parents work with their children to improve their overall achievement in literacy, math, science, and technology to foster parent and family engagement
- Maintain an identified Parent Center and maintain information for parents and advertise selections periodically on social media and at parent events- Parent Center is located in Room 3A and is open to parents daily and at school events

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?

- Ensure professional development requirements are met for teachers and administrators
- Train teachers and staff in the following:
 - *That parents play an integral role in assisting student learning
 - *In the value of and contribution by parents
 - *In how to reach out to, communicate with, and work with parents as equal partners
 - *To implement and coordinate parent programs to bridge the gap between school and home
 - *To welcome parents into the school and seek parental support and assistance
 - *To provide information in a format and language that parents can understand
 - *To respond to parent requests for parent and family engagement activities
 - *Access to school handbook to see the school's process for resolving parent concerns
- The counselor will collect resources to use with all students and/or parents and share those resources with teachers with a focus on Character Education, Behavior Management, Conflict Resolution, Personal/Social issues and Drug/Alcohol Abuse.
- coordinators will share information from the Family and Community Engagement Conference

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?

Parent and Family Engagement Events designed to assist parents with incorporating developmentally appropriate learning activities into the home environment and other activities determined by the school to help a parent assist in their child's learning

- September 26- Math and Science Night
- October 8- Hispanic Heritage month at ATU
- November 7- Family Game Night
- December 3- Family Coding Night
- April 16- Literacy Night

Additional information will be sent out to parents as plans are finalized. Please call Shavon Jackson, principal or contact Jessica Davis, family and community engagement coordinator at 479-968-4677

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