

# **Caldwell Parent, Family and Community Engagement Plan 2019-2020**

Facilitator: Jennifer Almond

Plan Review Date: September 12, 2019

Plan Revision Date: September 12, 2019

District Level Reviewer: Dr. Kim Anderson, Assistant

Superintendent District Level Approval Date: 9/23/19

Committee Members, Role:

- Jennifer Almond, Assistant Principal/Facilitator
- Kathryn Jacobs, Teacher
- Vanessa Hendrix, Teacher
- Sarah Winne, Teacher
- Alayna Ambort, School Counselor
- Joanna Ashley, PTO Representative
- Emmy Rogers, Community Representative/Parent
- Joel Winters, Community Representative/Parent
- TK Roseberry, Parent
- Rachel Reginelli, Parent
- Katie Russell, Parent
- Rachel Woolbright, Parent
- Ashley Adams, Parent Representative for the District

The mission of the Caldwell Elementary Parent, Family, and Community Engagement Committee is to collaborate with these stakeholders as well as staff members in order to provide and improve involvement and engagement for the success of our students.

## **Joint Development**

- Committee members meet at least annually to review and revise the Parent, Family, and Community Engagement Plan (the Plan). These meetings will be held at a time when members are available.
- The Committee will use the results of the Parent Survey/Needs Assessment to determine revisions and/or additions once these results are released. Feedback and suggestions from Committee members will also be shared in order to make improvements.
- The Caldwell Committee consists of parents and teachers from K-2 and 3-4 to ensure adequate representation of our school population as well as the school counselor, an administrator, and community members.

## **Communication**

- The Plan will be made available to families and the local community through the Caldwell school website by October 1, 2019 and by August 1 each following year. A copy of this Plan will also be available in the school office by contacting Jennifer Almond, Parent Facilitator at [jalmond@bentonschools.org](mailto:jalmond@bentonschools.org).
- The Annual Report to the Public is held each August in conjunction with Parent Orientation and Open House. This opportunity is used to communicate standardized testing information and results, introduce parents and students to staff members, explain common school procedures, and allow parents to ask questions.
- A school calendar is posted on the website and sent home at the beginning of each month.
- A list of ways for families to get involved in school including volunteer opportunities will be provided in the office.
- Surveys will be distributed by the PTO and classroom teachers regarding volunteer interest and opportunities.
- A schedule of planned activities throughout the year are posted on the school website and social media sites.
- Weekly newsletters are sent home in parent-friendly language.
- Each classroom and the school uses Remind and/or Dojo to communicate with parents.
- Progress reports, report cards, and weekly folders are sent home to parents to communicate student progress. Grades are also updated weekly in HAC for 3rd and 4th grades allowing online access to parents.
- All materials can be translated to parents' native language if needed.
- Interpreters are provided for ESL or hearing impaired families as requested.

## **School-Parent Compact**

- The Committee will develop a school-parent compact during the 2019-2020 school year. This compact will be distributed and signed by the school, teacher, parent, and student in the 2020-2021 school year.
- The importance of two-way regular communication will be stressed through:
  - encouraged participation in two Parent-Teacher conferences each year.
  - interim reports and report cards sent home each quarter.
  - access to online daily attendance and grade information
  - the access of teachers' email address and the school phone number.
  - a list of volunteer opportunities provided through the PTO and the school.

- Volunteer surveys will be sent to parents by the classroom teachers to compile a list of who is available and willing to help for each classroom.

### **Reservation of Funds**

- Building level funds will be set aside to support parent and family engagement activities and programs including Watch DOGS and Family Nights.

### **Coordination of Services**

- Community members will be invited as Guest Speakers to communicate information about their careers.
- Community volunteers will be invited quarterly to participate in Our Community Reads where members are assigned to read to classes in our school one morning per quarter.
- Community-based organizations provide school supplies, clothing, hygiene and food items for students in need.
- The local newspaper publishes pictures and stories to share with parents and the community.
- The school partners with the Community Counseling Clinic to provide onsite mental health services and resources.
- Saline County Health Department is invited to assist in our annual school-based flu clinic.
- The Benton Fire Department presents fire safety programs to K-4 students.
- Additional Community resources will be investigated and utilized in the instructional program.
- The school and PTO collaborate to provide items for the betterment of our school, teachers, and students. Two teachers and an administrator serve on the PTO Board.
- In support of the Caldwell School Improvement Plan, Family Nights will include strategies and/or tools to promote student achievement and include parents and families in the learning process.

### **Build Capacity of Parents**

- Curriculum descriptions/explanations will be provided in class newsletters each week.
- Teachers will submit a needs list that will be provided to volunteers to help support the classroom, teachers, and/or school.
- The PTO will hold quarterly meetings to discuss projects and volunteer opportunities.

- The school will survey parents on parenting responsibility needs. Workshops will be provided based on those results.
- Various Family Nights will be held throughout the year to share:
  - Testing results and interpretations
  - Awareness of various disabilities - Options include Autism, PANS, ADHD, Anxiety, Downs Syndrome
  - Ways to embrace diversity including cultural
  - Literacy, Math and Science standards and strategies that can be used to support academic progress including ways the school provides intervention to support students
  - A list of online resources, including [www.arkansased.gov](http://www.arkansased.gov) Tools for Parents, on our website.
  - Strategies that promote and support responsible parenting.

### **Building Capacity of School Staff**

- Certified staff members are required to complete two hours of professional development every four years related to parent and family engagement.
- Parent survey results will be shared with the staff providing an opportunity to reflect and make necessary changes in response to those results.
- Teachers will serve on the Parent, Family, and Community Engagement Committee and PTO Board to share their ideas and hear parent feedback, concerns, and requests.

### **Building Capacity - Discretionary**

- Parent Ambassadors will be encouraged to enhance and recruit the involvement of other parents.
- PTO meetings will be held at a different time each quarter to provide flexible options for more parents to attend.
- Community members will be invited to participate and/or support student service projects held throughout the year.
- “Coffee and Community at Caldwell” events will be held twice per year to assess how the school can better support the community.