

AR  
 Turnbow Elementary School (Springdale School District)  
 3390 Habberton Road  
 Springdale AR 72764  
 479-750-8785

### School Parent and Family Engagement Plan

<b>School Name:</b>	Walter Turnbow Elementary
<b>Facilitator Name:</b>	Alison Washkowiak
<b>Plan Review/Revision Date:</b>	8/15/2019
<b>District Level Reviewer, Title:</b>	Melody Morgan
<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
Stacey	Ferguson	Principal
Alison	Washkowiak	Assistant Principal
Julia	Schapp	PTA
Kellie	Sprouse	Parent
Veronica	Saucedo	Parent
Graham	Gibbs	Community Partner

**Committee Members, Role:**

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

First Name	Last Name	Position
Allison	Howell	PTA
Miriam	Dominguez	Parent
Katie	Burkes	Parent
Cristina	Capelle	Parent
Adela	Smith	Social Worker
Sarah	Gheen	Counselor

**Committee Members, Role:**

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

First Name	Last Name	Position
Kim	Justis	Counselor

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## **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?**

Turnbow Elementary School, Parent and Family Engagement committee will meet on August 22, 2019 at 10:30 am for a meeting to develop and review our School, Parent and Family Engagement Plan and our School-Parent Compact. During the development meeting members will discuss the roles each member will play and will determine if and when another meeting will be held. The committee will be encouraged to meet sometime in May to review the plan and make changes and updates for the 2020-2021 school year. The committee will also suggest ways that we can receive feedback from all stakeholders, possibly through a Facebook poll, a Google Form or a online survey. This feedback will help the committee to make informed decisions that best support Turnbow and it's families.

Turnbow Elementary has an active Parent Teacher Association that meets at least monthly and is available to all parents, guardians and family members. PTA encourages parental involvement and community involvement in all school related activities.

Turnbow has an executive PTA board that meets monthly to discuss and plan for school activities that promote overall school improvement.

All parents are encouraged through our weekly newsletters to join our PTA Facebook page which links parents with other parent representatives, as well as gives up-to-date information on school and community activities.

The PTA board and a committee of parent representatives from each grade level (K5) will be invited to review and critique the school wide improvement plan (Title I) for each school year. The information will be used to guide and revise the plan including how parents will be involved in a variety of roles, including in the education of their children.

Turnbow is an active member in Springdale city wide PTA which lobbies and works for school reform and improvements at the state and national level.

School policies for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions is posted on the Springdale Public Schools district website.

The Springdale School District's policy handbook explains the process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions. The handbook is available online in English, Marshallese and Spanish.

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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?**

An annual Title I informational meeting will be held on September 16, 2019 at 6:00 pm. We will review the

requirements of Title I and Turnbow's participation. We will also explain the parents right to be involved under Title I. We will review our current school Improvement Plan with stakeholders and inform parents of curriculum, assessments and the projected proficiency levels for each grade level and subject.

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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?**

Turnbow's School, Parent and Family Engagement Plan will be shared through a variety of media. Parents will receive a packet at the first Student Led Conferences that contains the Engagement Plan, a homeroom volunteer survey, volunteer opportunities, the Parent/School/Student Compact, a calendar of events for the school year and ways the parent can stay informed of activities and news from Turnbow through the Turnbow Facebook page.

A parent friendly explanation of the School, Parent and Family Engagement Plan will be posted on the Turnbow website (<https://district.sdale.org/o/walter-turnbow-elementary>) and also, a paper copy may be requested at any time throughout the year.

Conferences with every parent at least twice a year. Classroom teachers publish weekly newsletters that go home in student's Monday Folders and post the newsletter on the school website. Newsletters are posted in English and Spanish. School activities are posted on the marquee in the front of the building. A television monitor in the front lobby displays current and upcoming events, as well as pictures of past events and student learning. Translation is provided through district trained interpreters to assist families as needed. Translators are provided in Spanish, Marshallese and American Sign Language. Teachers will have weekly two-way communication with parents through: phone calls, emails, letters, student agendas and face-to-face visits. Communication will be translated/interpreted to accommodate our ELL/LEP population. The school will provide report cards in English, Spanish and Marshallese to parents every nine weeks with information regarding their child's academic progress. Effective communication is available for parents with disabilities such as sign language interpreters, TTY relay services and home visits for home-bound parents. During face to face conferences, parents are informed of Title I programs and services being offered to their child. Copies of Parent Rights booklets are provided in alternate languages. Translation is provided through the use of district trained interpreters. The school communicates with parents through traditional print, web pages, and social media. Turnbow communicates with other schools regarding communication, and parent and family engagement during the monthly Leadership Academy, monthly Principal Round Table and monthly district-wide PTA meetings. A job description for a parent and family engagement liaison is available in the school office. The current liaison is Alison Washkowiak.

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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?**

Turnbow Elementary School, Parent and Family Engagement committee will meet on August 22, 2019 at 10:30 am for a meeting to develop and review our School, Parent and Family Engagement Plan and our School-Parent Compact. During the development meeting members will discuss the roles each member will play and will determine if and when another meeting will be held. If changes are made to the plan an updated copy will be sent either electronically or as a paper copy to each member of the committee.

This compact includes goals for the students, parents, and teachers. The compact is reviewed at student involved

and student led conferences and signed by all stakeholders attending the meeting. A copy of the compact is sent home with parents and one is kept on file by the school.

The committee will be encouraged to meet sometime in May to review the plan and make changes and updates for the 2020-2021 school year. The committee will also suggest ways that we can receive feedback from all stakeholders, possibly through a Facebook poll, a Google Form or a online survey. This feedback will help the committee to make informed decisions that best support Turnbow and it's families.

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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 invited through Facebook and classroom newsletters to attend monthly PTA meeting. At the September meeting input will be sought from all stakeholders on how to spend Turnbow's allotted amount of Title 1 funding. All input will be given full consideration. School administration will provide input on needed resources/services for the school.

Once a budget is finalized stakeholders will be invited to review the items/services and the budget for each item. Revisions can be made, as needed, before funds are actually spent.

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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?**

Turnbow Elementary considers each and every parent an integral part of our school community and deserving of support from the school regardless of income, education, or cultural background. It is the goal of school and parents that all students learn and achieve at high levels.

The Turnbow Parent and Family Engagement Plan and ACSIP Plan are linked to our school website.

Turnbow Elementary will distribute informational packets to parents at the Meet the Teacher Social, in Monday folders the first Monday of the school year and during student involved conferences in September. The packets will contain information on our Parent/Teacher Association, parent volunteer opportunities, suggestions on ways parents can help their children to be successful in school, parent compacts and a parent friendly copy of the School Parent and Family Engagement Plan.

This compact includes goals for the students, parents, and teachers. The compact is reviewed at student involved and student led conferences and signed by all stakeholders attending the meeting. A copy of the compact is sent home with parents and one is kept on file by the school.

The school will communicate with parents throughout the school year through school and classroom newsletters sent home in Monday Folders, through the automated phone system, Remind 101, and through the school website

and Facebook page.

School computers are available for parent use during school hours. Parents will be given a guest login for computer use. One computer is available in the parent center for guest use.

The school counselor acts as a resource for parents on topics such as parenting skills, mental health resources, interventions and healthy lifestyles.

The Turnbow website and internet resources such as links to math and literacy resources, community resources and the International Baccalaureate website are available to parents.

Turnbow Elementary has an active Parent Teacher Association that meets at least monthly and is available to all parents, guardians and family members.

The Assistant Principal, Alison Washkowiak (phone 479-750-8785, awashkowiak@sdale.org), will serve as the parent involvement facilitator for Turnbow Elementary. As the parent involvement facilitator, Mrs. Washkowiak will help organize meaningful training for staff and parents, promote and encourage a welcoming atmosphere to foster parental involvement in the school, and undertake efforts to ensure that parental participation is recognized as an asset to the school.

Through our Parent/Teacher compact, we acknowledge parents as full partners that play an integral role in assisting student learning.

Parenting books, magazines and other resources are provided and housed in the parent center classroom as well as some that are located in the front of the school.

Parents are made aware of school and community resources through our school website on our parent page.

Turnbow provides information on and promotes responsible parenting through our SFLP program and through access to counseling services.

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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 have the opportunity to sign up for volunteer opportunities and special events happening throughout the school year at our Meet the Teacher Social (examples: Picture Day helpers, Book Fair helpers, World Fest volunteers, Field Day volunteers, classroom volunteers).

Turnbow has several rooms throughout the building where parents have access to resources (technology, books, pamphlets), are able to volunteer (staff workroom, Parent Center, classrooms) and attend meetings (conference room, cafeteria, classrooms). Turnbow has a Parent Center room which houses a computer, various parent and education related literature, educational materials for parents to checkout and use with their children, and meeting space.

Teachers send home parent surveys to identify all available talents, times, and contact information of volunteers. A link to the Springdale schools curriculum and the Arkansas Department of Education are available on our website.

Teachers provide homework policies and agendas to monitor and discuss schoolwork at home.

Students share personalized learning plans each year through student-involved conferences or student-led conferences.

Parents will participate in club and organization activities such as: STEM Night, Parent/Teacher Association, SFLP

Family Nights, Turnbow World Fest, and monthly PTA meetings.

STATE REQUIREMENT: Provide instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: role play and demonstration by trained volunteer, the use of and access to the Department of Education website tools for parents, assistance with nutritional meal planning and preparation and other strategies or curricula developed or acquired by the school district for at home parental instruction approved by the Department of Education. (See Below) through family nights and volunteer training. Pamphlets are available in the school office that offer homework guidance to our parents (ADE A Parent's Guide to Helping Your Child Excel; Your Child's Homework, Mark C. Edwards, PhD. UAMS).

Our family literacy instructor meets with up to 25 parents Monday through Thursday of each week from 8:00 11:30am on topics such as nutrition, health, meal planning, household budgeting, anti-bullying, acquiring a GED and/or post-secondary education, helping their children be successful in school and various other topics.

Turnbow has an open door policy in which parents are welcome in the building throughout the day. Parents call into the office by way of the call button at the front door. Parents are welcomed by the office staff and once deemed a safe individual, are admitted into the office where they go through the school check-in procedures. Parents receive a visitor sticker that lets other school personnel know that they have properly checked in through the office.

Parent/family support is solicited during our annual Meet the Teacher social and throughout the year at monthly PTA meetings. The volunteers are asked to fill out a form with information such as talents, available times and interests for certain activities. Each information form on a potential volunteer is compiled in a binder and kept in the Parent Center. The information is reviewed by the PTA board and used to build teams of volunteers for school activities. Volunteers are encouraged to sign up for any, or all of the volunteer opportunities throughout the school year. Volunteers are also encouraged to help from home with tasks such as stuffing envelopes, cutting and pasting and other take-home jobs.

Turnbow will welcome parents into the school by providing a welcoming, trustful, and engaging environment. School faculty are posted at the front door and in hallways to greet students and parents during arrival and dismissal times. School office staff greet each visitor personally and ask how they can be of service. School principals make personal phone calls soliciting parent volunteers for special events and activities

Through our Springdale Family Literacy Program, parents spend an hour each day in their child's classroom learning grade-level skills and increasing their skills in the English language.

Turnbow welcomes parents for lunch by providing a special eating area in the main hallway called the "Jockey Club" where they visit with their child and a classmate while they are eating.

Television monitor, located in the front foyer, displays pictures of students in action and current events on Turnbow's calendar.

Transition conferences are held for incoming at risk preschool students and all outgoing fifth grade students. At risk pre-K students are identified through the local educational coop and other similar service providers in the Spring before entering Kindergarten. Conferences for those students are held on an as-needed basis with administrators, teachers and parents. Outgoing fifth grade transition conferences are held with middle school administrators, teachers and parents during the spring before those students begin middle school.

The State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts shall require each educator to have no fewer than two (2) hours of professional development designed to enhance the understanding of effective parental involvement strategies. Each administrator shall be required to have no fewer than two (2) hours of professional development designed to enhance understanding of effective parent involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation. Requirements for both teachers and administrators will be completed using the Teacher Excellence Support System training in the area of communication with families. (Ark. Code Ann. ♦♦ 6.04.2.1 and 6.04.2.2 Parental Involvement)

To take advantage of community resources, the school shall consider recruiting alumni from the school to create an alumni advisory commission to provide advice and guidance for school improvement.

**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?**

Turnbow Elementary considers each and every parent an integral part of our school community and deserving of support from the school regardless of income, education, or cultural background. It is the goal of school and parents that all students learn and achieve at high levels. Turnbow has an open door policy for all stakeholders.

Turnbow Elementary teachers are required by the ADE to have two hours of Parent Involvement professional development during the 19-20 school year and every fourth year after.

Monthly PTA meetings and monthly city-wide PTA meetings provide parents and teachers with ways they can work together to build capacity.

Patron Shelf is held by the district to inform parents of district initiatives so that parents are aware of what is happening in the district.

Marshallese parents meet with district and school leaders to help bridge the gap between the Marshallese culture and Springdale Schools culture.

Formal Parent/Teacher conferences are held twice a year in order to bring parents into the school and make them aware of the curriculum and give the parents ideas of ways they can support their child's education.

Turnbow has a link to the ADE parent page on our website. This website contains written information and videos that help parents navigate public education at the local and state levels.

Turnbow will post an online survey where parents can share ideas for ways to involve parents more with Turnbow Elementary. The survey will be posted in October of 2019.

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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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**(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 type="checkbox"/>		

<b>2: Annual Title I Meeting:</b>	<input type="checkbox"/>	<input type="checkbox"/>	Strike references to ACSIP and replace with School Improvement Plan.	
<b>3: Communications:</b>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>4: School-Parent Compact:</b>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>5: Reservation of Funds:</b>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>6: Coordination of Services:</b>	<input type="checkbox"/>	<input type="checkbox"/>	Also add statement that parent-friendly plan goes home at beginning of year in informational packets to all students. Suggest replace act as coordinator to "serve" as coordinator.	
<b>7: Building Capacity of Parents:</b>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>8: Building Capacity of School Staff:</b>	<input type="checkbox"/>	<input type="checkbox"/>	#8 has an error in school year "19-19"	
<b>9: Building Capacity - Discretionary:</b>	<input type="checkbox"/>	<input type="checkbox"/>		