

# **Lakewood Elementary School**

## **Parent and Family Engagement Plan**



**2022 - 2023**

## **1: Jointly Developed Expectations and Objectives**

### **Describe how the School works with parents and families to develop and review relevant plans, policies, and strategies related to engagement.**

Lakewood Elementary will form a Parental Engagement Committee comprised of staff members and parents. The committee will meet periodically throughout the school year to discuss topics as needed.

Lakewood Elementary shall enable the formation of a Parent Teacher Association or organization that will foster parental and community engagement within the school. Lakewood Elementary has a very active PTA. The PTA has many committees that parents are invited to volunteer to be a part of during the school year. Communication is also sent throughout the school year, informing parents of how they can volunteer for these committees and activities. Contact \_\_\_\_\_ PTA President, at 771-8270.

General PTA meetings are held quarterly and executive board meetings are held in advance of upcoming events and for planning purposes.

## **2: Communication**

### **Describe how the School will communicate with and distribute information to parents and families.**

Lakewood Elementary staff and PTA use the following means of communication to contact parents for a variety of opportunities and information to the families. Sign-Up Genius - PTA & classroom teachers; Remind 101 , Lakewood Facebook Page - Staff & PTA. Classroom teachers use a variety of methods to get in touch with parents including school wide use of Class Dojo, notes (both handwritten and typed), email, text, GroupMe and Remind. Some grade levels also send a weekly newsletter to their parents. Thrillshare (texting app), Facebook and school website are maintained by \_\_\_\_\_

The Lakewood Elementary website is updated regularly by \_\_\_\_\_. It has teacher directory information, current events, school news and links to important information.

A calendar is sent home each month in each grade level's Communication Folder. The lunch and breakfast menu for the month is on one side and a calendar of events is on the other side. Contact Yvonne Morales or Stephanie Calloway, school secretaries, at 771-8270.

A Parent Information Book has been developed and is updated each school year to inform parents of important procedures, rules, and dates at Lakewood Elementary. The Parent Information Book will be distributed at the beginning of each school year and given to parents of new students when they enroll. Contact Yvonne Morales at 771-8270.

Lakewood Elementary will utilize the HAC (Home Access Center) system through e-school to communicate grades and progress each week. Teachers update the grade book each week and parents are sent notifications by e-school after they have set up their account. Parents are sent e-school codes at the beginning of each school year. Parents should contact the school if they need their student's HAC code or help setting up their accounts. Contact Yvonne Morales or Cortney Bost at 771-8270.

### **3: Building Staff Capacity**

**Describe activities that will be used with School staff to build their capacity to work with parents as equal partners.**

The State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts shall require no fewer than two (2) hours of professional development on designated years for teachers and administrators to enhance the understand of effective parental engagement strategies. Lakewood Elementary staff will be trained according to the State rotation system. Contact Melanie Griffey at 771-8270 or griffeym@nlrsd.org.

School staff will work with families to assist them with student learning and to communicate how they can effectively promote learning at home to ensure academic growth and success.

### **4: Building Parent Capacity**

**Describe how the School provides opportunities to build parents' capacity to play a role in their children's academic success. This may include conducting workshops, conferences, classes, online resources, Academic Parent-Teacher Team meetings or providing equipment or other materials.**

Crystal Barker, NLRSD Parent Engagement Specialist, hosts many offerings for parents such as Parent University, Hour of Power Sessions and Parent Saturday Schools. She can be reached at 501-771-8013.

Teachers will routinely contact parents on an individual basis to communicate about their child's progress via phone, e-mail, text, or home visits when needed.

General PTA meeting will be held quarterly as COVID Protocols allow. The times will rotate between afternoon and night time meetings. The PTA President for the 2023-2023 is \_\_\_\_\_.

Lakewood Elementary School will provide to parents interim reports for children who are making D's or F's during the middle of each grading period. Grades can be viewed through HAC at any time. If you do not know your HAC code, contact your child's teacher at 771-8270 or through email.

Information will be provided on how to help with homework, support children on NWEA Interim Testing, and preparing for state mandated testing which will be given in late spring.

Lakewood Elementary will hold parent conferences two times during the school year. During conferences, parents will be given current grades and any standardized test reports. These dates are \_\_\_\_\_, and \_\_\_\_\_ 2. Contact your child's teacher or Mandy Fimple, school counselor, at 771-8270 for further information about your child's academic and social/behavioral progress. Conferences may be scheduled with teachers on an "as needed" basis at any time.

Parents are notified at the October Parent/Teacher Conferences that a copy of the Parent & Family Engagement Plan is available for their records or they may find a copy on the website.

Lakewood Elementary 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 others.

A written policy of the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions can be found in the NLRSD Handbook. This Handbook can be found on the district website, [www.nlrsd.org](http://www.nlrsd.org), or a printed copy will be provided upon request. Contact Cortney Bost at 771-8270 for more guidance on this process.

## **5: Coordination**

**Describe how the School will coordinate with other organizations, businesses, and community partners, including alumni, to provide additional supports, services, and resources to families.**

Lakewood Elementary shall enable the formation of a Parent Teacher Association or organization that will foster parental and community engagement within the school. Lakewood Elementary has a very active PTA. The PTA has many committees that parents are invited to volunteer to be a part of during the school year. Communication is also sent throughout the school year, informing parents of how they can volunteer for these committees and activities. Contact \_\_\_\_\_, President, at 771-8270.

General PTA meetings are held quarterly and executive board meetings are held in advance of upcoming events and for planning purposes

Lakewood coordinates with UAMS to have the STRIVE Program in the school. This program has trained mental health counselors/social workers in the building to assist children who need help beyond that which can be provided by the school counselor.

Lakewood has a full-time nurse who is able to look after medical needs of students and make referrals for students who need more care.

Lakewood works with Lakewood United Methodist to provide after school care services for students. Scholarships are offered to students whose parents are not able to pay.

## **6: Annual Title I Meeting** *(Title I schools)*

**Describe the details regarding the Annual Title I meeting used to inform parents of the requirements of Title I, the School's participation, and the parents' rights to be involved.**

Lakewood Elementary does not receive enough Title I funding to require a Title I meeting. Because Lakewood is not a Title I designated school, there will not be a Title I meeting during the 2022-23 school year. Lakewood Elementary will distribute a newsletter to parents that is developed with participation of the parent-school organization, principal, staff and parent volunteers. It includes school news, a calendar of school activities, and parenting tips related to school achievement such as homework tips, organizational skills, and study skills. Contact Sarah Parker at 771-8270

## **7: School-Parent Compact** *(Title I schools)*

**Describe the process School will follow to jointly develop with parents a School-Parent Compact as required under Title I, Part A.**

School staff, parents, and students have developed a school-parent-student compact and will be reviewed and signed at the first parent conferences in October. This compact outlines how parents, school staff, and students share the responsibility for improving student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high academic standards. All stakeholders will sign the compact.

## **8: Reservation of Funds** *(Title I schools)*

**Describe how the School uses Title I, Part A funds set-aside for parent and family engagement programs and activities.**

Lakewood does not receive enough Title I funding to be reserved for parent engagement needs. When general funds allow, some have, at times, been set aside for parent engagement activities/needs.

<b>School Name:</b>		Lakewood elementary
<b>School Engagement Facilitator Name:</b>		Melanie Griffey
<b>Plan Revision/Submission Date:</b>		
<b>District Level Reviewer Name, Title:</b>		
<b>District Level Approval Date:</b>		
<b><u>Committee Members, Role</u></b> First Name	Last Name	<b><i>Role (Teacher, Staff, Parent, Student, or Community Member)</i></b>
Cortney	Bost	Principal
		Assistant Principal
Melanie	Griffey	Parent Engagement Facilitator
Haley	Colclasure	Parent