

# Parent and Family Engagement Plan

Greenwood Freshman Center (Greenwood Public School District)  
501 Bulldog Loop  
Greenwood AR 72936  
479-996-4141

## Committee Members

JoLynn Dixon, Building Coordinator  
Jason Bridges, Administrator  
Shanna Roberts, Teacher  
Christy Bercher, Parent

## Vision Statement

Greenwood Freshman Center and Greenwood High School Parental and Family Engagement Committee believes parent engagement is an ongoing process and that it should increase active participation, communication and collaboration between parents and schools. It believes that parents, schools, families and communities working together will create meaningful partnerships that lead to gains in student achievement.

## Mission Statement

The goal of the Parental and Family Engagement Committee is to bridge the gap between parent, school and community and improve relationships between home and school, which empowers families to become proactive in their children's education on a continuous basis. The program does this by providing information, training and assistance through family/parent education courses, activities and referral services.

## Plan Development

Parents are encouraged to attend the committee meetings (2x yearly) which are held each semester. Review, update, and improvements to the plan are discussed at both the fall and spring P&FE committee meetings held each semester. Parents are encouraged to allow their voices to be heard by attending these meetings. One ninth grade parent must be present for the PF&E committee meetings before changes or updates may be made to the plan. The P&FE Survey distributed at the end of the previous school year solicits parent volunteers in many areas (included is serving on the P&FE committee) and guides the

updates made within the plan. Two P&FE meetings are held twice yearly. If requested by parents, additional meetings are arranged to meet the needs of GFC parents and families.

Due to the current situation with COVID-19, all plans are subject to change to align with the directives issued by the Arkansas Division of Elementary and Secondary Education and the Governor.

## Communications

The GFC P&FE plan is available online on the school website and in printed format upon request to:

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The GFC P&FE plan is written in a parent-friendly format available in English (or a translated language if necessary) both online and in print. It is designed to be informational and appropriate for preteen and teenage students in grades nine. The GFC P&FE plan is available online by August 1st and updated throughout the year as necessary. Printed versions are also available upon request. The P&FE packet includes a description of the plan, outlines suggested roles of parents, teachers, and school, lists ways for families to get involved, includes a schedule of activities planned throughout the school year, and explains a method for regular, two-way, and meaningful system of communication for parents and teachers.

In addition, a survey of parents needs and volunteer interests is provided each year at the Career Action Plan for each student's family. A parent-friendly summary of the GFC P&FE plan is available online at the school website and in written form upon request. Signatures acknowledging receipt of the Greenwood P&FE plan are gathered each year in coordination with the required acknowledgements of the Student Handbook.

Fall Parent meetings experienced at Parent/Teacher Collaboration Conferences are in a first come/first served format. The Spring Career Action Plan meetings are set based upon parent preference. If the parent is unable to meet at the prescribed times--other accommodations will be arranged at the parent's request. Additional parent meetings and conferences may be arranged at various times as are needed to accommodate parents by contacting the school office. Parent meetings can be pursued in different formats as requested by either the school or parent. In-person group meetings or home visits can be arranged as well. Meetings can also be conducted by phone or online through email if necessary.

## Coordination of Services

The GFC Spring Parent Survey requests volunteers for guest speakers from our parents. Teachers communicate individually or collectively as a team with community resource people concerning speakers or presentations different organizations are able to provide the support our students and parents need.

GFC P&FE works with our school-based mental health services and to provide workshops which promote & encourage parental engagement in their individual student's personal and academic life. GFC also works in coordination with Greenwood High School and Greenwood Jr High School to provide college and career ready resources to our students and parents. In addition, GFC also works with the Special Education department who operates our Parent Center to help support parents with the various physical, social and emotional supports needed. GFC P&FE utilizes the Greenwood district school-based mental health services to promote and support responsible parenting through workshops offered by their contracted organizations.

GFC relies heavily on our community resources to strengthen our academic and performance arts programs. GFC P&FE accesses the alumni board of the Greenwood Education Foundation for support and guidance with P&FE activities and resources. Various organizations and individuals provide support for P&FE activities and programs by either donations of time, materials, or money when needed.

The goal of the P&FE committee is to ensure that the GFC P&FE plan is comprehensive and coordinated to the needs of our parents. We endeavor to ensure this through input communicated at P&FE committee meetings and surveys. The GFC P&FE plan is an integral part of the school's improvement plan and may assist with guiding areas viewed as needing improvement.

## Building Capacity of Parents

GFC P&FE committee meetings are regularly scheduled twice yearly during the fall and spring. The timeframe may vary as to what is most convenient to the parents on the committee. Yearly at Open House in August and Career Action Plan meetings in April the administration and staff explain the curriculum and classes being offered at GFC. Additionally, GFC teachers share their class syllabus and outlines at the beginning of the school year and on their individual teacher websites. These may be accessed by parents and students at their convenience.

Teachers provide periodic assessment results to students to be shared with parents. Summative assessment results are returned via mail to parents. An interpretation guide of the results is provided on the back of the summative assessment results. Notification of parents announcing distribution of results may be sent out via school messenger, Remind app, or Facebook.

Teachers post on their individual websites grading rubrics designed to measure student achievement according to Arkansas academic standards. Periodic and Summative ACT Aspire and ACT results with explanations of scores on the back are sent home to parents via students as they are made available and upon request by the parent.

Assistance and instruction for the topics listed below are available through the various offices/teachers to parents and the community of the GFC students:

- Arkansas Academic Standards --Administration, Curriculum Facilitators, Counselor, Teachers, and online at the ADE website.
- State and local academic assessments including alternate assessments--District & School Test Coordinators, Special Education Office and Teachers, and online at ADE website
- Strategies parents can use to support their child's academic progress --Curriculum Facilitators, Counselor, Teachers, G-Spire tutoring, and online at ADE website
- Partnering with teachers to support their child's academic achievements--P&FE Facilitator, Administration, Counselor, Teachers, and ADE website
- Incorporating developmentally appropriate learning activities--Counselor, Teachers, and online at ADE website
- Use of ADE website and tools for parents [<http://www.arkansased.gov>]-Administration, P&FE Facilitator, Counselor, and Teachers
- Assistance with nutritional meal planning and preparation --Director of Food Services and School Food Services Manager
- How parents of high school students can be involved in the decisions affecting course selection, career planning ,and preparation for postsecondary opportunities --Counselor, Administration, and Academic Advisors

The Greenwood Parent Center located on El Paso Street provides materials and training to help parents work with their children to improve academic achievement. Information in these areas can also be accessed at the school parent center located in the main office at GFC. GFC works with GHS who hosts, specifically for parents, a College Planning and Financial Aid night for help in understanding the next steps for post secondary Education. Parents are also invited to attend the evening College and Career Fair held each September. The counselor and some teacher's websites provide information to boost student achievement and some include guidelines for technology usage as well.

## Building Capacity of School Staff

Prior to the end of school GFC administration requires teachers to plan their professional development hours to ensure state requirements are met. The P&FE professional development requirements for teachers are met on Building Days during the first semester. P&FE professional development facilitated by the P&FE Facilitator and Administration will emphasize the points listed above during GFC Building Days held prior to the beginning of school each year.