

AR
 Crossett Elementary School (Crossett School District)
 1200 Camp Rd
 Crossett AR 71635
 870-364-6521

School Parent and Family Engagement Plan

School Name:	Crossett Elementary School
Facilitator Name:	Leslie Mansur
Plan Review/Revision Date:	
District Level Reviewer, Title:	Barbara Garner, Assistant Superintendent
District Level Approval Date:	

Committee Members, Role:

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

First Name	Last Name	Position
Leslie	Mansur	Facilitator
Veronica	Robinson	principal
Janet	Ricks	asst. principal
Crystal	Marshall	parent/community rep.
LaChandra	Norman	parent
Andy	Johnson	parent

Committee Members, Role:

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

First Name	Last Name	Position
Jenni	Kinnaird	parent
Michelle	Richards	PTO president/parent
Ashley	Harrington	1st grade teacher
Brandi	Riley	2nd grade teacher
Angela	Haynie	4th grade teacher
Jennifer	Sheridan	parent

Committee Members, Role:

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

First Name	Last Name	Position
Bri	Rodgers	kindergarten teacher
Jonathan	Canley	community representative/parent
Kelly	Savage	music teacher/parent
Sheila	Phillips	community rep.

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Committee Members, Role:

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

First Name	Last Name	Position

Committee Members, Role:

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

First Name	Last Name	Position

Committee Members, Role:

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

First Name	Last Name	Position

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?

Crossett Elementary will involve parents and community members in the development of the school Parent and Family Engagement Plan in the following ways:

- Family volunteers, representing the diversity of our students, will be encouraged to participate on the Family and Community Engagement committee, along with faculty and community representatives. Committee meetings will be held regularly throughout the year with flexible meeting times (mornings, afternoons, evenings) to allow for more participation.
- Parent workshops will be scheduled throughout the year to provide parents and families with homework help, job

applications, and financial literacy information. Feedback will be requested from these workshops to determine if they are meeting the needs of families and ideas for additional workshops will be solicited and reviewed by the Family and Community Engagement committee.

• School staff/parent/community surveys will be distributed at the end of the school year to gather feedback to determine:

1. the extent of family engagement,
2. how well each component of the Plan has been implemented,
3. the extent to which each component was successful,
4. the impact of engagement on improvements in achievement and on the quality of the educational program,
5. to identify any problems or barriers to more effective implementation and involvement.

The Parent and Family Engagement Committee will meet in April, 2021, to evaluate Parent and Family Engagement Plan survey results along with Title 1 funding. The committee will discuss and revise the Plan in order to focus on building strengths and improving weak areas. If requested by parents, the committee will meet on additional occasions. Any parent comments that indicate dissatisfaction regarding the Title 1 Schoolwide Plan will be submitted to the district by the building facilitator.

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?

Families of all CES students will be invited to attend a virtual Annual Title 1 meeting on September 17, 2020. Notice of the meeting will be sent through school newsletters, phone calls, the school's social media accounts, and parent/teacher communications. Copies of the Parent and Family Engagement Plan will be available to parents through the school's website and upon request. The meeting will inform parents of the school's participation in and requirements under Title 1, including the allocation of Title 1 funds and how these funds are used to supplement school services. Parents rights under Title 1 will be explained, along with ways to become involved in school decision-making and activities. Teachers and staff will be on hand to answer any immediate questions and contact information for Leslie Mansur, CES Family and Community Engagement facilitator, will be provided. Parents will receive additional information about the Title 1, Part A program at CES during the first parent/teacher conference on October 19, 2020.

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?

A CES informational packet will be distributed during Open House in August. These packets will be appropriate for the age and grade of each child to initiate an encourage communication with parents and will include the following:

- information regarding parent/student/teacher/school roles;
- a copy of the school/parent compact;
- the importance of regular, two-way communication between parent, teacher, and principal (via phone, text, School Messenger, social media, etc.);
- a school calendar listing activities planned throughout the school year;
- a parent-friendly summary of the Family and Community Engagement Plan (available in English and Spanish);
- a survey for volunteer interests and suggested volunteer opportunities;
- name and contact information for the Family and Community Engagement facilitator.

Documents in the informational packet will also be available on the school website and will be reviewed and updated yearly as needed.

- At the annual Title 1 meeting on September 17, 2020, parents will be provided the name and contact information for Leslie Mansur, CES Family and Community Engagement facilitator, and copies of the Parent and Family Engagement Plan will be distributed. A parent-friendly summary of the Plan will be available online and as a supplement to the student handbook.
- The Family and Community Engagement Plan is posted on the school website and available in the school office for parents and community members who request a paper copy. The plan is available in both English and Spanish and will be provided in additional languages upon request.
- The name and contact information for the Family and Community Engagement facilitator is posted on the school website and included in the plan. Parents will be encouraged to contact the facilitator with any questions, concerns, or suggestions regarding Title 1 services and Family and Community Engagement.

CES will hold two parent-teacher conferences during the 2020-21 school year. The first conference is scheduled for October 19, 2020, from 12:00 - 6:00 p.m. The second conference is scheduled for February 10, 2021. Additional conferences may be requested by the parent or teacher at any time during the year.

Family and Community Engagement seminars will be held during parent/teacher conferences. Seminars will include ways for parents to become involved in the school and in their child's education.

- CES event information is provided in weekly newsletters, call outs, and posted on social media (school website, Facebook, Twitter). Meetings, programs, and events will be offered at various times and in different formats, such as online or in person, to allow more flexibility for parents to attend.

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?

Crossett Elementary recognizes that a student's education is a responsibility shared by the school, the student, and the family. Our goal is to create a culture of care and academic excellence in which school staff and parents work together to meet the needs of all students.

School staff, parents, and family members have developed a School/Parent Compact outlining the expectations for parents/families, school staff, and students who share responsibility for improved student academic achievement and the means by which the school and parents/families will build and develop a partnership to help children achieve the State's high standards.

The school/parent compact is reviewed yearly and included in the informational packet. The compact is signed by the student, parent, teacher, and principal, and copies are provided to parents. A review of the compact is held annually during the end-of-the-year Family and Community Engagement meeting.

CES will hold parent/teacher conferences on October 19, 2020, and February 8, 2021. At these conferences, teachers will meet individually with families of students in their classrooms. Parents will receive a summary and clarification of the student's test scores and an explanation of any interventions the school is using to assist the student in reaching achievement goals. Parents will be provided resources for supporting academic achievement at home, along with explanations of homework and grading procedures.

Teachers provide parents with frequent reports on their child's progress through progress reports, weekly Eagle folders, weekly Principal Memos, report cards, Class Dojo, text messages, and phone calls. Parents are encouraged to contact their child's teacher with any questions or concerns.

All CES teachers, administrators and staff are available by phone, email, and in person during designated times. Many school staff utilize additional ways for parent contact, such as Class DoJo, Messenger, text messages or additional online tools.

Surveys included in the informational packet will be used to create a volunteer resource book which will be maintained in the CES library listing interests, preferences, and availability of volunteers. The resource book is easily accessible and will help match school needs with volunteer interests. Parents will be given the opportunity to participate in a variety of roles, including helping from home and opportunities to observe classroom activities. Staff will be encouraged to use the resource book to welcome parents into the school. An online Volunteer Form will be developed to make it easier for staff to access and allow volunteers to sign up at any time.

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?

At the annual Title 1 meeting on September 17, 2020, parents will be informed of the Title 1 allocation for parent and family engagement activities and programs and how the funds are being used to improve student achievement and family engagement. The Family and Community Engagement committee will re-evaluate the plan in April, 2021. Needs Survey results and parent input will be used by the committee to decide when to continue, revamp, or replace programs.

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?

Teachers are encouraged to utilize and document guest speakers from the community to strengthen their instruction.

Parents and families are encouraged to participate in classroom activities, field trips, family nights, and home-based learning such as HIPPY.

A local sorority, Beta Sigma Phi, and local churches coordinate to run a Backpack Program which provides food/snacks on weekends for students identified as needing assistance.

Crossett Public Library provides resources for students and families in the form of computers, books, internet, and a Saturday story time. Second grade students participate in a Seuss Day every March where they take a field trip to the library and rotate through different stations consisting of games, snacks, crafts, story time, and a library tour. The CPL also runs a children's summer program to encourage students to continue reading over summer break.

The Dolly Parton Imagination Library (DPIL) is run by the Crossett Public Library. Children in our pre-k program and families with children under five are encouraged to sign-up for these free monthly books to help stress the importance of literacy at home.

Junior Auxiliary of Crossett sponsors an Angel Tree program for elementary students and their younger siblings each year. Applications are made available in the school office, and teachers/staff are also encouraged to recommend students.

The SEARK Concert Association invites 3rd grade students to a kid-friendly theater performance at the University of Monticello each spring. This exposes students to a high-quality, professional fine arts experience.

Boys & Girls Club of Ashley County provides students and families with an after-school resource for child-care, homework help, and summer enrichment activities.

Crossett Educational Alliance helps improve the quality of education in the Crossett School District by encouraging efforts to improve the learning environment, increasing effectiveness of instruction, strengthening student motivation, raising faculty morale, and increasing interaction between the schools and the community.

There is a Parent Center located in the CES library. The Parent Center contains books and information related to responsible parenting along with cookbooks for making healthy meals, and resources for homework help. The library also has two computers and a printer for parent use during the school day. Parent center materials will be updated and advertised to parents as an additional resource to be used at home.

CES has an active Parent Teacher Organization which encourages parental and community involvement within the school. The PTO provides Coke packs for all students for Valentine's Day, helps with book fairs and Field Day, and provides staff lunches during Teacher Appreciation Week. The PTO raises funds for the school through a Fall Festival, Sweetheart Dance and other events throughout the year to support CES staff and students. Elected officers lead this organization and serve on various school committees and are responsible for decisions affecting students and families.

CES will recruit alumni from the school to create an alumni advisory commission to provide additional advice and guidance for school improvement.

All stakeholders are encouraged throughout the year to help create, advise, and amend the plan to provide a comprehensive and coordinated parent and family engagement vision.

The plan is incorporated in 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?

Back to School/Open House will be held August 3, 4, 6 and 7 (virtual presentations) to allow parents and students to see their classrooms and meet their teachers. Informational packets will be distributed and explained at this time. Teachers and staff will provide contact information and answer any questions from parents. Packets will be sent home on the first day of school for those who are unable to attend Open House.

CES will hold parent/teacher conferences on October 19, 2020, and February 8, 2021. At these conferences, teachers will meet individually with families of students in their classrooms. Parents will be given a summary of the

student's test scores and an explanation of any interventions the school is using to assist the student in reaching achievement goals. Parents will be provided information on how to support academic achievement at home, along with explanations of homework and grading procedures. Teachers will be available for telephone or online conferences for those unable to attend parent/teacher conferences.

The school will host Family and Community Engagement seminars during Parent/Teacher conferences which utilize community partners and provide instruction to parents on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: role play and demonstration by trained volunteers, use of and access to the Department of Education website and 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. PTO members will be on hand to present information about their role in the school and to recruit new members.

Family volunteers, representing the diversity of our students, are invited to participate on various school committees including Health and Wellness, Family and Community Engagement, Handbook and Discipline committees. Faculty and community partners are also represented on these committees. Committee meetings are held regularly throughout the year with flexible meeting times (mornings, afternoons, evenings) to allow for more participation.

Parents will be welcomed to visit the school with opportunities for service through volunteer engagement programs. Volunteer sign-in sheets and daily volunteer logs will be maintained throughout the school year.

The CES library maintains a Parent Center to promote and support responsible parenting. The Parent Center is open during school hours, allowing parents the opportunity to browse through and check-out materials. Materials have been purchased to help parents help their children achieve academic success. A suggestion sheet for additional purchases is available for parental input. In collaboration with the classroom teacher, the parent facilitator will provide specific materials from the Parent Center to be used at home if parents are unable to visit the school.

There are two computers and a printer available for parent use in the school library during the school day. School staff is available to help parents work with children to improve achievement, including literacy training and using technology, to support parent and community engagement.

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?

CES enhances the awareness and skills of its staff in reaching out to, communicating, and working with parent/family members as equal partners, recognizing the value of their contributions to the school. The school staff meets all requirements for professional development identified in Arkansas Department of Education Rules.

CES utilizes professional development to train teachers in understanding the value of contributions of parents; how to reach out to, contribute with, and work with parents as equal partners, and to implement and coordinate parent programs to strengthen ties between the school and parents.

The school recognizes that parents play an integral role in assisting student learning and includes in the policy handbook the school's process for resolving parental concerns which include how to define a problem, whom to approach first, and how to develop effective solutions.

The Parent Center in the CES library has literature and books available for parents/families to check out which promote and support responsible parenting. Parents and school staff are encouraged to contribute ideas for purchases to support the Parent Center. Parents are able to check out books from the school library to read at home with their students. In collaboration with the classroom teacher, the parent facilitator will provide specific materials from the Parent Center or the school library to be used at home if parents are unable to visit the school.

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?

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

District Feedback

- Attention: Changes Needed!
 - In Compliance
-

Comments: