

## **2017-2018 Lakewood Elementary Parent & Family Engagement Plan**

**District:** North Little Rock School District

**School Improvement Status:** Lakewood Elementary is currently categorized as Needs Improvement.

**Grade Levels:** K – 5th

**Parent Involvement Coordinator:** Corinne Skarda

**Are you Title I school wide:** We are targeted assistance Title I

**Percent of free and reduced lunch:** 48% Currently the NLRSD is participating in the Community Eligibility Provision Program and all students eat breakfast and lunch free of charge.

### **Parent Involvement Committee Members:**

Corinne Skarda, Parent Facilitator

Merritt Napier, Parent

Jill Dillman, Parent

Jamie Freyaldenhoven, Teacher

Heather Hazeslip, Teacher

Katie Melton, PTA President/Parent

Sara Logan, Principal

### **1. List various communication strategies used in your school to provide additional information to parents and to increase parental involvement in supporting classroom instruction.**

Lakewood Elementary will distribute a monthly 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 Zach Hemphill at 771-8270

Lakewood Elementary staff and PTA uses 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 - Classroom teachers, PTA - Jill Dillman; Lakewood Facebook Page- Staff & PTA - Katy Thompson. LWE has also instituted their own Remind 101- Karen Pounders. 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 and GroupMe.

A calendar is sent home each month in a Blue Communication Folder. The lunch menu for the month is on one side and a calendar of events is on the other side. Contact Janet Ruble 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 Janet Ruble at 771-8270.

Lakewood Elementary will utilize Eschool to communicate grades and progress each week. Teachers update the grade book each week and parents are sent notifications by Eschool after they have set up their account. Parents are sent Eschool codes at the beginning of each school year. Parents should contact the school if they need their student's Eschool code or help setting up their accounts. Contact Janet Ruble or Sara Logan at 771-8270.

Lakewood Elementary uses Blue Folders to communicate with parents on a weekly basis. Each teacher will send home a folder on Thursday containing student papers, communication to parents, and a behavior note. Parents are to take out any graded work, sign the Blue note about behavior, and then return the folder and Blue Note on Friday. Teachers all use Class Dojo to communicate weekly behavior. Parents can log on through the app or through the internet. Contact teachers or Sara Logan at 771-8270.

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

Lakewood Elementary School will provide to parents interim reports every four weeks with information regarding their child's academic progress. Contact your child's teacher at 771-8270 or through email.

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. Those dates are September 21 & 22, 2017 and February 15 & 16, 2018. Contact your child's teacher or Mandy Fimple at 771-8270.

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

**2. List the proposed parent meeting, conferences and activities regularly throughout this year and the dates providing flexible meeting times that you have planned to increase parental involvement and build staff and parent capacity to engage in these types of efforts.**

Lakewood Launch and Open House is held on Thursday, August 10, 2017. At Lakewood Launch parents will be able to join PTA, sign up for PTA committees, sign up for homeroom activities (homeroom parent) and volunteer for activities at Lakewood. Children will participate in many fun activities such as a bouncy house, snow cones, face painting, etc... Before Lakewood Launch, students are given their class assignment and Open House begins. Parents

and students are invited to visit their new teacher in the classrooms. Contact Sara Logan at 771-8270.

Muffins for Moms and Donuts for Dad will be held September 27. It is a chance for parents to interact with students, parents, and teachers.

National Walk to School Day is on October 4. Students, families, teachers all “walk to school” and the whole school meets outside in the morning.

Fit2Live week is October 23-26, with Ninja Warrior Day on Friday the 23. This involves the whole school getting together to complete a “Ninja Warrior” course.

SLAM Night is in February. Parents and students will walk through various activities with teachers in the content areas and physical activity that help promote learning.

Science Fair is scheduled in November. Parents will be able to look through the entire school’s science fair projects.

Information will be provided on how to help with homework and preparing for state mandated testing in February/March.

General PTA meeting will be held monthly. The times will rotate between afternoon and night time meetings. The PTA President for the 2017-2018 is Katie Melton.

Lakewood Elementary will hold two parent teacher conferences. One will be held in the Fall and one in the Spring. Parent Teacher conferences are scheduled for September 21-22, 2017 and February 15-16, 2018.

### **3. How will your school provide information to parents about volunteer opportunities?**

The school will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts with questionnaires and email, notes, Dojo. Contact Katie Melton 771-8270.

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 for teachers and administrators to enhance the understand of effective parental involvement strategies. Lakewood Elementary staff will be trained according to the State rotation system. Contact Corinne Skarda at 771-8270.

### **4. How will your school work with parents to create a School-Parent Compact?**

School staff, parents, and students have developed a school-parent-student compact and will be distributed August 14, 2017. 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.

**5. How will your school provide opportunities for parents to be involved in the development, implementation and evaluation of the school wide school improvement plan, and the Annual Title I Meeting to engage them in the decision-making processes regarding the school's Title I, Part A Program?**

Lakewood Elementary held a Title I meeting on September 14, 2017. Mrs. Logan. Handouts and agendas were given out to parents to explain the process of being a Targeted Assisted Title 1 School.

Lakewood Elementary will involve parents on school improvement planning committees. Parents will be invited to attend the school ACSIP meeting to revise and update Lakewood Elementary school improvement plan. Contact Sara Logan at 771-8270.

Lakewood Elementary will form a Parental Involvement Committee comprised of staff members and parents. The committee will meet periodically throughout the school year. Contact Corinne Skarda at 771-8270.

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

**6. How will your school provide resources for parents?**

Lakewood Elementary will provide a Parent Center where parents may check out materials. The Parent Center is located adjacent to the school office. To promote and support responsible parenting, Lakewood Elementary shall, as funds are available: Purchase parenting books, magazines, and other informative materials regarding responsible parenting through the school library, advertise the current selection, and give parents the opportunity to borrow the materials for review. Contact Corinne Skarda at 771-8270.

Lakewood Elementary will distribute Informational packets each year that includes a copy of the school's parental involvement plan, survey for volunteer interests, recommended roles for parents/ teachers/students and school, suggestions of ways parents can become involved in their child's education, parental involvement activities planned for the current school year and information about the system(notes, phone calls, e-mail, visits, Dojo, Remind101, Signup Genius...). Contact Corinne Skarda at 771-8270.

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.

Include in the school's policy handbook the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions. Contact Sara Logan at 771-8270.

Corinne Skarda, classroom teacher, has been appointed to serve as Lakewood Elementary parent facilitator for 2017-2018. Contact Corinne Skarda at 771-8270.

## **7. How will your school engage parents in the evaluation of your parental involvement efforts?**

Lakewood Elementary will engage parents in the annual evaluation of Lakewood Elementary parental involvement efforts through an annual evaluation using a comprehensive needs assessment filled out by teachers, parents and school staff. Contact Corinne Skarda at 771-8270.

The parental involvement committee made up of school staff and parents, will determine the effectiveness of the parental involvement plan and make changes if warranted. While collecting evidence about satisfaction with the program and the school's efforts to increase parental involvement will be a part of the evaluation, the survey will also collect specific information on the (1) growth in number of parents participating in workshops and meetings; (2) specific needs of parents; (3) effectiveness of specific strategies; and (4) engagement of parents in activities to support student academic growth. Contact Corinne Skarda at 771-8270.

The Comprehensive needs assessment as well as the Annual Parental Involvement Efforts Evaluation will be handed out in April 2018.

## **8. How will your school use the parent interest surveys to select, plan and implement parental involvement activities that will be offered throughout the year?**

Lakewood Elementary Parental Involvement Committee will use the parent interest survey to plan the parental involvement activities for the year. Topics of interest, concerns/needs, and time schedules will be taken into consideration when planning activities. Please contact Sara Logan at 771-8270 if you are interested in serving on that committee for the 2017-2018 school year. We will meet after school starting in September of 2017 to evaluate the results and plan for the upcoming school year.

**9. When will your school plan the Annual Title I Meeting that must be conducted separately?**

Lakewood Elementary is not a Title I school. However, a General PTA meeting will be held on September 14, 2017. The principal, Mrs. Logan, will address parents and inform them of the state of the school. She will explain the process of being a Title-1 Target Assisted school and all that it entails.