

2017-2018 Meadow Park Elementary Parent and Family Engagement Plan

District: North Little Rock School District

School Improvement Status: Needs Improvement

Grade Levels: PK-5

Parent Involvement Coordinator: Tiffany Bruce

Are you Title I school wide: Yes

Percent of free and reduced lunch: 96% Currently the NLRSD is participating in the Community Eligibility provision Program and all students eat breakfast and lunch free of charge.

Parent and Family Engagement Committee Members:

Tiffany Bruce, Parent Facilitator

Katina Veasley, Parent and SC Teacher

Porscha Albert, Parent and RR Teacher

Jamie Adkins, Parent

Karen Morris, MP Neighborhood Association Member

Floyd Beard, Parent

Brittany Reed, Parent

DeNee Herron, Parent

Chilanda Yancy, Paraprofessional

Katherine Baker, Instructional assistant

Destiny Frazier, Parent

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

1. Meadow Park sends information home via students on all activities held at Meadow Park as well as any information that would meet parent or student needs being held in the community. Responsible: April McKinley, Tiffany Bruce, Classroom teachers, Tonya Cain, Carol Monk 501-955-3620.

2. Any information sent home via students is also sent via e-mail to all parents who gave us their email and posted on our school website and Facebook page. Responsible: Tiffany Bruce 501-955-3620.

3. Meadow Park has begun using the automated calling system to call parents about any activity or pertinent information. Responsible: April McKinley, Darrick Williams, Tiffany Bruce 501-955-3620

4. Teachers put information in their classroom letters regarding any activity being held. Responsible: Classroom teachers 501-955-3620

5. Meadow Park has a school website allowing for information regarding activities and other information. Parents can also access their child's grades through Eschool using a HAC code they received at the beginning of the year. Parents may also use email to communicate with staff. Responsible: April McKinley, Darrick Williams, Tiffany Bruce 501-955-3620

6. Teachers will send home student graded work. Responsible: Classroom teachers 501-955-3620

7. Meadow Park will send brochures home with students and post notices in school facilities about parent workshops and meetings. Responsible: Tiffany Bruce, Tonya Cain, Carol Monk 501-955-3620

8. Meadow Park will use the student handbook, school Web site, signage at the school entrance, and parent orientation meetings about the school wide Title I plan and how to get a copy upon request. Responsible: April McKinley, Tiffany Bruce, Darrick Williams, Chilanda Yancy 501-955-3620

9. Meadow Park will provide to parents report cards every nine weeks with information regarding their child's academic progress. Responsible: Classroom teachers 501-955-3620

10. Meadow Park will provide a copy of the Parent & Family Engagement Plan at the September Parent Teacher conferences to families along with notifying them the plan is available on the district 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.

1. Meadow Park will hold an orientation for parents to inform them about the school's participation in the Title I program and encourage parents to be involved with the School's Title I plan. This informational meeting will be held on September 28, 2017 at 5:30 pm.
2. Family Literacy Night- October 12, 2017 Time: TBA

3. Meadow Park will hold individual conferences with parents of children in their classrooms. Parent/teacher conferences will be held September 21, 2017 after school (3:00-6:00pm), September 22, 2017 (8:00-11:00am) and February 15, 2018 after school (3:00-6:00pm), February 16 (8:00-11:00am). Responsible: Classroom teachers 501-955-3620
4. An Honor-Roll assembly will be held each nine-weeks to recognize the students who earned all A's or A's and B's.
5. Movement with Mom- TBA
6. Dunkin with Dads-TBA
7. Book Fair- Fall-September 22-28; Spring TBA
8. Fall Festival-TBA
9. S-L-A-M (Science-Literacy-Athletics-Math)-TBA
Responsible: 4-5 Science Teachers, Wende DeAndrea, Tiffany Bruce, Ashley Eaton 501-955-3620
10. Field Day-TBA Responsible: Angela Burlison, Classroom teachers 501-955-3620
11. Pre-K/Kindergarten Promotion-TBA-
Responsible: Pre-K Teachers, Kindergarten Teachers 501-955-3620
12. Fifth Grade Promotion-TBA
Responsible: Jessica Franklin, Beth Vilches, Angela Felts 501-955-3620
13. Talent Show-TBA. Responsible: Talent Show Committee 501-955-3620
14. Fit to Live Week-TBA. Responsible: Elrette Watkins, Counselor
15. PTA Monthly Meetings-TBA
16. Holiday Programs-TBA

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 during orientation of parents. Teachers will explain the requirements to parents and encourage them to become involved in the school. The parents will be asked to fill out a volunteer survey providing the school with ways they are willing to serve.
- Parents are surveyed at the beginning of the year on ways they could and would volunteer. There is a volunteer resource book that is kept in the office with the surveys collected. Records of VIPS hours are kept in the building by Tonya Cain 501-955-3620. Responsible: Tiffany Bruce 501-771-8185

- State Requirement (Staff Development) The State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts shall require no fewer than two hours of professional development for teachers and administrators designed to enhance the understanding of effective parental involvement strategies. The school will follow the State's rotation schedule for this professional development. Julie Drake 771-8013.
- State Requirement- Provide instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment. Parents receive role play and nutritional meal planning and preparation information through the TIPS program offered in the Pre-K program. Additional nutritional information is provided through the Color Me Healthy and Organ wise programs.
- Computer access and training is offered in the parent center with access to the Department of Education website. Additional information with activities to help parents assist in his or her child's learning is provided during literacy night, Title I night, and math night.
- Responsible Party – Tiffany Bruce, April McKinley, Darrick Williams (501)955-3620

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

- Each school receiving funds under Title I must develop a written school-parent compact. The compact is a component of the school parent involvement policy developed by the school and parents. The compact must outline how the school staff, parents, and students will share responsibility for improved 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 standards.
- The parent/teacher/student compact is distributed and explained during the first parent-teacher conference. A signed copy is then kept on file by the teacher in the classroom.
- Responsible Party – April McKinley, Meadow Park Staff, Parents, Students

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?

- The school will engage parents in decision making about the allocation of its Title I, Part A funds for parental involvement during the ACSIP meetings held in September 2017.
- State requirement- 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.
- State requirement- The school shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school.
- Responsible Party – April McKinley - Principal, Tiffany Bruce- Parent Involvement Facilitator (501)955-3620

6. How will your school provide resources for parents?

- The Parent Resource Center is located at the front of the building and is open to parents from 8:00 a.m. until 3:00 p.m. daily. Resources available include informative pamphlets, books, and videos to be checked out. There is also a copier and printer for use.
- State requirement- The school will distribute Informational packets during open house each year. The informational packets will include pertinent information for a successful school year. The packets will include suggestions of ways parents can become involved in their child's education, a survey for volunteer interests, recommended roles for parents, teachers, and the students, parental involvement activities as well as other important information about the school. A copy of the school's parental involvement plan is available at parent/teacher conference, in the school office or on the district website.
- State requirement - To promote and support responsible parenting, the school 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. Each parent will be given an opportunity to register for a library card.
- State requirement- School Policy on Resolving Conflicts and issues: A good communication link between the school and the home is necessary if students are to receive the maximum benefit from the educational opportunities available to them at Meadow Park Elementary. Good communication results from open, frequent, and objective dialogue among students, teachers, parents and school administrators. Each student receives a NLRSD Parent-Student Handbook. The handbook gives information on complaints, problem solving and appeal procedure. If a parent becomes concerned about a problem at the classroom level, the parent should make an appointment with the teacher and thoroughly discuss the matter. Most problems are solved at this level. Should the problem not be solved through discussions between the teacher and parent, or if the problem is not related to classroom activities, the parent should contact the principal for further attempts to find a workable solution. If a parent is not satisfied with solutions offered at the building level, the matter may be appealed to the appropriate education director of assistant superintendent at the District Administration Office. After other appeals have been exhausted, the parent may appeal to the Superintendent of Schools. The Superintendent may uphold, overturn or modify decisions made by other District administrators. An appeal of a decision by the Superintendent may be heard only by the School Board while an official meeting of the Board is being held. Responsible Party April McKinley, Darrick Williams, Tiffany Bruce- (501)955-3620
- Meadow Park 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.
- Tiffany Bruce, Media Specialist is the Parent Facilitator at Meadow Park.

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

- Three parental involvement surveys are sent home every year. A district survey is included in the North Little Rock School District handbook. A beginning of the year survey is sent home in the parent information packet. An end of the year survey is

available for parents through Survey Monkey. Evidence collected from the surveys will help evaluate the school's efforts to increase parental involvement. The information provided in these surveys will also help plan for the needs of the parents and students.

- Responsible Party –April McKinley, Tiffany Bruce - (501)955-3620

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?

- The school will ask parents to fill out a parent involvement survey distributed in the school information packet at the beginning of the school year to get information from parents concerning activities they feel will be most beneficial in the efforts to support their child academically.
- The school will use the results of the parent interest survey to plan the parental involvement activities for the school year.
- The school will evaluate the activities that were suggested by the parents at the end of the year as part of the annual parent involvement plan evaluation.
- Responsible Party –April McKinley, Tiffany Bruce- (501)955-3620

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

- The school will hold the annual Title I meeting on September 28, 2017 at 5:30pm.
- During the annual Title I meeting, a description and explanation of school curriculum will be discussed. Information will be given about the academic assessments used to measure student progress and the proficiency level students are expected to meet.
- The agenda, sign-in sheet, and minutes from the Title I meeting will be kept on file in the school office.
- Responsible Party – April McKinley, Darrick Williams - (501)955-3620