

AR
WM. JEFFERSON CLINTON PRIMARY (Hope School District)
601 LAKESHORE DRIVE
HOPE AR 71801
870-722-2723

School Parent and Family Engagement Plan

This form was adapted from, *A Toolkit for Title I Parent Involvement.* Ferguson, C. (2009). *A Toolkit for Title I Parental Involvement.* Austin, TX: SEDL.

Hint

District

Hope School District

Grade Levels

K-4

Building Facilitator and District Coordinator

Casey Schoenberger

Title I Status

- Schoolwide
- Targeted Assistance
- Non-Title I School

Percent of free and reduced lunch

86% district

Parent and Family Engagement Committee Members

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

Enter committee members

First Name

Ashlea

Last Name

Stewart

Position

Principal

Enter committee members

First Name

Pam

Last Name

Lewallen

Position

Assistant Principal

Enter committee members

First Name

Robin

Last Name

Townsend

Position

Assistant Principal

Enter committee members

First Name

Sherri

Last Name

Hollis

Position

IF

Enter committee members

First Name
Shauntelle

Last Name
Bennett

Position
Counselor

Enter committee members

First Name
Paige

Last Name
Bobo

Position
Counselor

Enter committee members

First Name
Jimmy

Last Name
Courtney

Position
Parent

Enter committee members

First Name
Portia

Last Name
Jones

Position
Federal Programs Coordinator

Enter committee members

First Name
Casey

Last Name
Schoenberger

Position
Parent Facilitator

Enter committee members

First Name
Carmen

Last Name
Galvan

Position
Kindergarten Teacher

Enter committee members

First Name
Anita

Last Name
Dillahunty

Position
Kindergarten Teacher

Enter committee members

First Name

Lynda

Last Name

Cole

Position

4th Grade Teacher

Enter committee members

First Name

Alyssa

Last Name

Rector

Position

4th Grade Teacher

Enter committee members

First Name

Allyson

Last Name

Cox

Position

1st Grade Teacher

Enter committee members

First Name

Gina

Last Name
Karber

Position
Parenting Center Paraprofessional

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

- Each teacher will send home a folder/agenda books containing student papers and work samples each week. Parents will be asked to sign the folder and send it back to school.
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress.
- The school will provide to parents reports/report cards every four weeks with information regarding their child's academic progress and upcoming classroom and school events.
- The school will send parents a parent-friendly letter in the first report card that explains their child's test results and standardized test scores.
- The school will offer parents a special workshop each year on the school's approach to school improvement.
- The school will use the student handbook, school Web site, ThrillShare, Twitter, signage at the school entrance, and parent orientation meetings about the Schoolwide Title I Plan and how to get a copy upon request.
- The school 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, health & wellness tips, and study skills.
- The school's reading specialist and parent volunteers will create a pamphlet explaining the school's involvement with the state's reading initiative and how the parents can be involved in supporting the goals of this initiative. It will be distributed at parent orientation night and other public meetings.
- Contact: pam.lewallen@hpsdistrict.org

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 parent and family engagement and build staff and parent capacity to engage in these types of efforts. (Must include the 2 state mandated parent/teacher conferences each year.)

- These meetings will include parent training sessions to help parents understand how to enhance their child's education.
- These meetings will include a series of family reading nights that provide an opportunity for parent and their child to experience the school situation in a positive and helpful manner while school staff may provide any needed assistance or encouragement.
- The meetings will be held at various times during the day or evening to better accommodate parents.
- Outside speakers will provide parents with more information concerning ways to make their child's academic life more successful.
- The school will hold an orientation for parents at each grade level to inform them about the school's participation in the Title I program and to encourage parents to be involved with reviewing and revising of the School's Title I Plan.
- Teachers will hold conferences individually with parents of children in their classrooms. Parents will be given a summary of the student's test scores and an explanation of the interventions teachers are using to assist the child in reaching achievement goals. Parents will be asked to engage in discussion of how they can support these efforts. Parents will also be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures.
- The school will offer parents a special workshop each year to provide an explanation of the statewide assessment system, standards, and other accountability measures.
- The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:
 - Library assistant - continuous

- o Reading buddy/Community Readers - continuous
- o Mentor/Gentlemen's Club - continuous
- o Teacher assistant - volunteer basis
- o Special parent lunches
- o Parent Teacher Conferences - October 2017 & March 2018
- o Book fair helpers - Parent Teacher Conference nights
- o Grandparents Day - September 2017 - (over 300 attendees)
- o Awards day presentation - January & May 2018
- o Field day volunteers - May 2018
- o Family reading night -
- o Parent education workshops - continuous
- o Orientation presentations - April 2017 & August 2017
- o Open House - August 10, 2017
- o Parent-school organization
- o Red Ribbon week
- o Choir concerts - Christmas, Veteran's Day
- o Various committees
- Contact: ashlea.stewart@hpsdistrict.org

3. How will your school provide information to parents about volunteer opportunities (must include state mandated parent training)?

- The school will provide opportunities for parents and community members to support the instructional program through such programs as Reading Buddies, tutoring, community class readers.
- 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. Brief training sessions will provide parents and community members with the information they need to participate as school volunteers in order to put them at ease and make the experience pleasant and successful.
- The school will work with Beryl Henry Elementary and HAPS to help provide a smooth transition from one school to the next by raising parent awareness of procedures and related activities. The school will host special orientation programs for parents and students to help with the transition.
- Provide instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation by the Parent Center staff: role play and demonstration by trained volunteer, the use of and access to the Department of Education website tools for parents, and parents will have the opportunity to learn about healthy snacks at Parent Involvement Nights sponsored by community organizations
- Contact: casey.schoenberger@hpsdistrict.org; gina.karber@hpsdistrict.org

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

- School staff, parents, and students will develop a school-parent-student compact. This compact will outline 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. This will be provided to parents in the Student Handbook handed out at the beginning of the school year.
- Contact: pam.lewallen@hpsdistrict.org

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 involve parents on school improvement planning committees. To support this process, the school will offer both school staff and parents training on how to contribute to this process in a meaningful way.

- The school will ask parents to serve on curricular and instructional review committees. To support this process, the school will offer both school staff and parents training on how to contribute to this process in a meaningful way.
 - The school will engage parents in decision making about the allocation of its Title I, Part A funds for parent and family engagement.
 - The school shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school.
 - Contact persons: tonya.fox@hpsdistrict.org; robin.townsend@hpsdistrict.org
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6. How will your school provide resources for parents?

- Parents may check out materials, use the computer to check grades, and visit educational Web sites. Parents will be encouraged to view the Title I Plan located in the parent resource center or media center. A suggestion sheet will also be available for parental input. The school will open the resource center at hours that are convenient to parents.
 - The school will distribute Informational packets each year that includes a copy of the school's parent and family engagement 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, parent and family engagement activities planned for the current school year and information about the system that will be used to allow parents and teachers to communicate (notes, phone calls, e-mail...).
 - 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.
 - Create a parent center.
 - 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.
 - The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent facilitator.
 - Contact Parent Facilitator: casey.schoenberger@hpsdistrict.org / translator, certified teacher: laura.gray@hpsdistrict.org
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7. How will your school engage parents in the evaluation of your parent and family engagement efforts?

- The school will engage parents in the annual evaluation of the Title I, Part A Program's parent and family engagement efforts through an annual evaluation using a comprehensive needs assessment filled out by teachers, parents and school staff. The Title I committee, made up of teachers, parents and school staff, 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 parent and family engagement 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.
 - A review of the parent and family engagement/parent center offerings will be reviewed yearly in the spring semester.
 - Contact: ashlea.stewart@hpsdistrict.org; casey.schoenberger@hpsdistrict.org
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8. How will your school use the parent interest surveys to select, plan and implement parent and family engagement activities that will be offered throughout the year?

- The school will ask parents to fill out a parent interest survey at registration or at the beginning of each school year to get information from parents concerning the 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 will be used to plan the parent and family engagement activities for the year in correlation with most popular events from previous years.
- The school will evaluate the activities that were suggested by the parents at the end of the year as part of the annual parent and family engagement plan evaluation.

- Contact: casey.schoenberger@hpsdistrict.org; gina.karber@hpsdistrict.org

9. When will your school plan the Annual Title I Meeting that must be conducted separately? (It CANNOT be held in conjunction with any other meetings or activities.)

September 19, 2017

**After completion of this form, the school should print and submit to district for review and approval. Once approved, the school is required to post their School Parent Plan on their website.*