

AR
Caldwell Elementary School (Benton School District)
1800 West Sevier Street
Benton AR 72019
501-778-4444

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
Benton

Grade Levels
K-4

Building Facilitator and District Coordinator
Jennifer Almond

Title I Status
 Schoolwide
 Targeted Assistance
 Non-Title I School

Percent of free and reduced lunch
Free: 17%, Reduced: 7%

Parent and Family Engagement Committee Members
(Select "Repeat" to open more entry fields to add additional team members)

Enter committee members

First Name
Jennifer

Last Name
Almond

Position

Enter committee members

First Name

Alayna

Last Name

Ambort

Position

Counselor

Enter committee members

First Name

Candy

Last Name

Sample

Position

nurse

Enter committee members

First Name

Karen

Last Name

Brannon

Position

1st grade teacher

Enter committee members

First Name

Melissa

Last Name

Berry

Position

parent

Enter committee members

First Name

Terri

Last Name

Tindall

Position

4th grade teacher

Enter committee members

First Name

Joanna

Last Name

Ashley

Position

parent

Enter committee members

First Name

Ashley

Last Name

Adams

Position
parent

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.

Caldwell Elementary School recognizes that communication between home and school should be regular, two-way, and meaningful. Information is distributed to parents of the district's students and provided, to the extent practicable, in a language the parents can understand. Parents are provided information through e-mail, phone calls, newsletters, social media sites, and the school website. We will also conduct two parent/teacher conference meetings during the school year to engage parents in meaningful dialogue about the progress of their children. Pursuant to Act 35 of 2004, each teacher in our district is required to have no less than two hours of professional development designed to enhance understanding of effective parental involvement strategies. These two hours may be included in the thirty hours required for each certified employee. We also provide mentoring of new teachers annually with training on how to conduct parent teacher conferences to provide meaningful communication with parents. Additional District Communication: Annual Report to the Public (Jennifer Almond) Student handbooks (Alayna Ambort and Jennifer Almond) Calendar of events for the year (Diane Lovell) Progress reports at 4 ½ weeks into marking periods (each teacher) Weekly folders (each teacher) Report Cards (each teacher) eSchool (each teacher and Sherri Fite) Home Access Center (HAC) (each teacher and Sherri Fite) District and School Websites (Sherri Fite and Jennifer Almond) Social Media (Facebook, Instagram, Twitter) (Jennifer Almond) Local Newspaper (Angela Trotter) School Wide Phone Announcements-Alert Now (Diane Lovell and Central Office Staff) Music Programs-daytime and evening presentations (Mandy Hill) Interpreters for ESL families (Carmen Phelps) Interpreters for hearing impaired families (Special Education Department) Invitations to Open House (Diane Lovell) Marquis sign (the custodians) New Parent Orientation Meeting held in August (Diane Lovell and Jennifer Almond) Remind 101 Notifications (each teacher) WATCH D.O.G.S kick-off event (Jennifer Almond)

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.)

New Parent Meeting-Diane Lovell and Jennifer Almond 8/8/17

Open House- Diane Lovell 8/10/17

Watch Dog kick-off event-Jennifer Almond 8/8/17

Annual Report to the Public-Jennifer Almond 8/8/17

Fall Parent Teacher Conference Night- Lita Gattis; 10/23/17

Spring Parent Teacher Conference Night - Lita Gattis; 3/29/18

Music programs with multiple performances -Mandy Hill (varies throughout the year)

PTO Meetings - PTO President August 2017 and May 2018 (committee meetings are also held throughout the year as needed)

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

Provide instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation: role play and demonstration by trained volunteer, the use of and access to the Department of Education website 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. 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

designed to enhance the understand of effective parental involvement strategies. No fewer than three (3) hours of professional development for administrators designed to enhance understanding of effective parent involvement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation. Parents are welcome in Caldwell Elementary School, and their support and assistance are sought. We have many volunteer programs throughout the district. Some examples are Parent Teacher Organizations (PTO), Watch DOGS program, and Classroom Volunteers. A volunteer handbook with important information on effective volunteering, district policies, and frequently asked questions is provided for school volunteers. This often helps parents feel more comfortable volunteering in our schools. (Jennifer Almond) The use of social media such as Facebook, Instagram, and Twitter will be incorporated to provide information to parents and families about volunteer opportunities. (Jennifer Almond)

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

We are not a Title I School

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?

- To take advantage of community resources, the school shall consider recruiting parents and/or community members when creating committees to provide advice and guidance for school improvement. (Diane Lovell)
- The school shall enable the formation of a Parent Teacher Association or Parent Teacher Organization that will foster parental and community involvement within the school. (Diane Lovell and PTO President)
- Coordinate and integrate parental involvement strategies with other programs, such as the Watch DOGS program. (Jennifer Almond)
- Other Volunteering Opportunities: Benton AGATE (Morgan Roseberry)
- Hearing/Vision Screening and Flu Shot Clinics (Nurses and Health Department)
- Book Fairs (Kellie Beggs)
- Picture Day (Tammy Robinson)
- Field Trips (Each Teacher)
- Set design and construction for music performances (Mandy Hill)
- PE physical fitness testing (Jeannie Sims)
- Green team projects, including school garden (Morgan Roseberry)
- Fall Festival (PTO)
- Variety Show (Mandy Hill)
- Little Rockers (Jeannie Sims)
- 3 School and District Track and Field Days (Jeannie Sims)
- Spirit Team (Jeannie Sims)
- Teacher Appreciation Week (PTO)
- Yearbooks (Joanna Ashley)
- Art Shows (Tane Steed)
- Science Fair (Rachel Wooten)
- Classroom Volunteers: such as Mystery Reader, Career Day, Copying (each teacher)
- Rookie Camp (4th grade teachers)
- Special Olympics (Special Education Teachers)
- Classroom Donations (each teacher)
- Christmas and Valentine Parties (each teacher)
- Santa Shop (PTO)
- Easter and Santa pictures (PTO)
- Red Ribbon Week (Alayna Ambort)

6. How will your school provide resources for parents?

The school 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 that will be used to allow parents and teachers to communicate (notes, phone calls, e-mail, etc). (Tammy Robinson)

- 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. (Alayna Ambort)
- 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. (Jennifer Almond)
- The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent facilitator. (Jennifer Almond). The school partners with the Counseling Clinic to provide on site mental health services and resources. (Alayna Ambort)

7. How will your school engage parents in the evaluation of your parent and family engagement efforts?

We are not a Title I school.

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?

We will compile the assessed needs of parents to determine what programs will be beneficial to the majority of students in the building. The leadership team will review the data from the surveys to select, plan, and implement parental involvement activities.

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.)

We are not a Title I school.

**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.*