

AR  
Howard Perrin Elementary School (Benton School District)  
1201 Smithers Drive  
Benton AR 72015  
501-778-7411

**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**  
Kelly Keene

---

**Title I Status**  
 Schoolwide  
 Targeted Assistance  
 Non-Title I School

---

**Percent of free and reduced lunch**  
43%

---

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

**Enter committee members**

---

**First Name**  
Stacye

---

**Last Name**  
Shelnut

---

**Position**

Principal

---

**Enter committee members**

---

**First Name**

Kelly

---

**Last Name**

Keene

---

**Position**

Assistant Principal

---

---

**Enter committee members**

---

**First Name**

Lisa

---

**Last Name**

Ladd

---

**Position**

Counselor

---

---

**Enter committee members**

---

**First Name**

Courtney

---

**Last Name**

Monson

---

**Position**

parent

---

---

**Enter committee members**

---

**First Name**

Kara

---

**Last Name**

Vaughan

---

**Position**

teacher

---

**Enter committee members**

---

**First Name**

Devyn

---

**Last Name**

Cates

---

**Position**

teacher

---

**Enter committee members**

---

**First Name**

Amy

---

**Last Name**

Baldwin

---

**Position**

Teacher

---

**Enter committee members**

---

**First Name**

Lindsey

---

**Last Name**

Browning

---

**Position**  
Parent

---

**Enter committee members**

**First Name**  
Kristi

---

**Last Name**  
Chumley

---

**Position**  
Parent

---

**Enter committee members**

**First Name**  
Kathleen

---

**Last Name**  
Morris

---

**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.**

The school will distribute a monthly newsletter to parents that is developed with participation of the parent-school organization, administration, 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. Homework assignments and pertinent classroom information will be available through the REMIND app. Also, parents can access their child's grades using a PIN number they received at the beginning of the school year. Parents may use e-mail to communicate with members of the school staff. Each teacher will send home a folder containing student papers and work samples on Tuesday of each week. Parents will be asked to sign the folder and send it back to school every Wednesday. 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 explain the school's approach to school improvement at the annual Report to the Public.

---

**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.)**

Meetings will be held at various times during the day or evening to better accommodate parents. 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 to participate in the following types of roles, activities, and events to increase their awareness of the curriculum and support student learning: ◦Library assistant ◦Reading buddy ◦Mentor ◦Teacher assistant ◦Tutor ◦Book fair helpers ◦Awards day presentation ◦Field day volunteers ◦Family reading night ◦Parent education workshops ◦Orientation presentations ◦Open House ◦Parent-school organization ◦Red Ribbon week ◦Music concerts ◦Various committees

---

**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, and Watch D.O.G. Dads. The school will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during Open House, the Report to the Public, and/or UPTO meetings. The requirements will be explained to parents and they will be encouraged 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 Benton Middle School to help provide a smooth transition from one school to the next by raising parent awareness of procedures and related activities. The schools will work together to host special orientation programs for parents and students to help with the transition. Parents will have the opportunity to meet the new teachers at the end of the school year. The school will 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 understanding 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.

---

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

Not a title one 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?**

Not a title one school

---

**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...). 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. 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.

---

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

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?**

The parent survey asks questions that will help build a vision for the parental involvement at HP. The survey contained questions about strengths, challenges, improvements, and events parents would like to see at HP. The Parental Involvement Committee will discuss the results at the first meeting in October. We will categorize the strengths, challenges, improvements, and events to determine common themes. From there, we will develop the vision and goals of parental involvement at HP. With those goals and our vision in mind, we will brainstorm and schedule events that will increase involvement and strengthen the relationship between school and home.

---

**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.)**

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.***