

Caldwell Elementary School

Parent, Family, & Community Engagement Plan

2018-2019

Committee Members

Jennifer Almond, Assistant Principal/Parent Engagement Chair
 Alayna Ambort, Counselor
 Ally Brown, 2nd Grade Teacher
 Kristi Newman, 3rd Grade Teacher
 Joanna Ashley, Parent
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Goals

1. To collaborate with parents, families, staff and community members recognizing and valuing each member's contributions to the success of our students
2. To create effective and successful programs that build parent engagement capacity

The ESSA Fourteen Requirements for Parental, Family, and Community Engagement Plans

1. To provide information on state academic standards and assessments:

ACTION STEPS/ACTIVITIES	EVALUATION
<p>A. The annual Report to the Public is held in conjunction with our New Parent Orientation in an effort to increase attendance.</p> <p>B. During the Report to the Public, state mandated assessments are described and district/school wide scores are reviewed.</p> <p>C. Two parent/teacher conference nights are held during the school year to engage parents in meaningful dialogue about the progress of their children. During the Fall conferences, state testing results and screening data is shared with parents.</p> <p>D. Links to state academic standards and state testing information are provided on our school website.</p>	

2. To provide materials/training to help parents work with their children:

ACTION STEPS/ACTIVITIES	EVALUATION
<p>A. Parenting books, magazines, and other informative materials regarding responsible parenting through the counselor’s office.</p> <p>B. Kindergarten students are assessed using a program titled ESGI. The program prints “flashcards” for any letter, number, sound, or word the student answered incorrectly and is sent home with students.</p> <p>C. Two parent/teacher conference nights are held during the school year to engage parents in meaningful dialogue about the progress of their children.</p> <p>D. Home Access Center (HAC) login information is provided to each family in grades 3 and 4. This allows the family access to grades throughout the year in order to monitor progress.</p>	

3. May establish a districtwide parent advisory council to provide advice on matters related to parental involvement:

ACTION STEPS/ACTIVITIES	EVALUATIONS
<p>A. Parent representatives are invited to participate in the district workshops each year.</p>	

4. To educate the staff in the value and utility of contributions of parents, and to build ties between parents and the school:

ACTION STEPS/ACTIVITIES	EVALUATION
<p>A. Teachers are required to have no less than two hours every fourth year of professional development designed to enhance understanding of effective parental involvement strategies.</p> <p>B. Watch D.O.G.S are given the opportunity to speak</p>	

<p>to the class about their profession or their school experience when they volunteer in classrooms.</p> <p>C. Staff members are invited to attend PTO meetings and Family Nights to learn from and with parents and community members.</p> <p>D. Parents of students with disabilities are invited to share experiences related to their child's disability with other parents and staff members during a Family Night.</p>	
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5. To coordinate other programs with Parent and Family Engagement activities:

ACTION STEPS/ACTIVITIES	EVALUATION
<p>A. We host an annual Watch D.O.G Dad kickoff in an effort to bring more male role models/volunteers into our school and share information about the program.</p> <p>B. Our Library Media Specialist recruits parent volunteers each year to help in the library including the bi-annual book fairs.</p> <p>C. Parents are invited to assist in set design, costuming, and construction for musical performances.</p> <p>D. Parents of 4th graders are invited to attend Rookie Camp at the Middle School in order to prepare them for the transition.</p>	

6. To send information to parents in a language they can understand:

ACTION STEPS/ACTIVITIES	EVALUATION
<p>A. Each grade level sends weekly newsletters in parent friendly language.</p> <p>B. The Remind or Dojo app, school website, and social media sites are electronic means of sending out information in parent friendly language.</p>	

<ul style="list-style-type: none"> C. K-4 teachers also use the Remind or Dojo app that allows instant messages to be delivered to all parents who signed up for each app. D. Progress reports, report cards, and weekly folders are sent home to parents to communicate progress. E. All materials can be translated into the parent's native language if requested. F. Interpreters for ESL families are provided at conferences. G. Interpreters for hearing impaired families are provided at conferences and programs. 	
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7. To involve parents in the development of training for staff:

ACTION STEPS/ACTIVITIES	EVALUATION
<ul style="list-style-type: none"> A. Parents of students with disabilities are invited to share experiences related the their child's disability, both in and out of school, with other parents and staff members during a Family Night. 	

8. To provide literacy training for parents:

ACTION STEPS/ACTIVITIES	EVALUATION
<ul style="list-style-type: none"> A. Links to the Department of Education website tools for parents are located on our website under the 'Parent' tab. B. A Family Literacy Night is offered where reading and spelling strategies are shared. C. Weekly word lists describing the feature/skill and examples of words using the feature are sent home for review. D. Instruction is provided to parents on how to incorporate developmentally appropriate learning activities in the home environment through parent conferences. 	

<p>E. Weekly newsletters are sent home by each grade level. The newsletters explain in parent friendly language the skills taught each week.</p> <p>F. Mystery Readers are invited to read to various classes and share their Reading experiences.</p>	
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9. To pay expenses related to Parent and Family Engagement activities:

ACTIONS STEPS/ACTIVITIES	EVALUATION
<p>A. Our school budget has money set aside for Parent and Family Engagement activities. We have an annual Watch D.O.G Dad Pizza Night for new dads to the program. The night provides dinner for the father figure and their student(s) and gives a history of the program and an overview of the volunteer opportunity. Experienced Watch D.O.G.S. are invited to speak about their experiences.</p> <p>B. Small items are offered to students when his/her father figure volunteers. We also provide coffee and water for the volunteer.</p>	

10. To train parents to enhance the involvement of other parents:

ACTION STEPS/ACTIVITIES	EVALUATION
<p>A. We have a PTO sign up table at Open House each year where parents can learn from other parents about volunteer and committees to join.</p> <p>B. Our PTO holds meetings throughout the year where parents can connect and get plugged into opportunities offered at Caldwell.</p> <p>C. Volunteer opportunities such as Snack Days, Variety Show practices, Santa Shop, and FallFest allow parents to work with other parents and encourage involvement.</p>	

11. To provide flexible meetings/in-home conferences:

ACTION STEPS/ACTIVITIES	EVALUATION
<p>A. An annual Open House is held before the first day of school to provide a drop-in opportunity for parents and students to meet teachers.</p> <p>B. Parents can sign up for conference times that are offered after school two times each year. Teachers make themselves available during the week of parent teacher conferences for those who cannot attend on the conference day.</p> <p>C. Teachers make themselves available throughout the year upon request.</p> <p>D. We combine the annual Report to the Public and New Parent Orientation to encourage attendance.</p> <p>E. Music programs with multiple performance times are offered to accommodate parents.</p>	

12. To adopt and implement model approaches:

ACTION STEPS/ACTIVITIES	EVALUATION
<p>A. Our school based Parental and Family Engagement Committee consults research and best practices from the Arkansas Department of Education, U.S. Department of Education, and National Center for Family and Community Connections with Schools websites.</p>	

13. To develop appropriate roles for community based organizations and businesses:

ACTION STEPS/ACTIVITIES	EVALUATION
<p>A. Several businesses, organizations, and churches provide for students in need of school supplies, clothing, and hygiene items.</p>	

<p>B. We also receive food donations and monetary donations from local businesses to purchase food for our food pantry. Our PTO also donates items as needed.</p> <p>C. Pictures and stories about school events are sent to the local newspaper to share with parents and the community.</p> <p>D. The school partners with the Counseling Clinic to provide onsite mental health services and resources.</p> <p>E. Arkansas Department of Health (Saline County) is invited to assist in our annual school-based flu clinic.</p> <p>F. The Benton Fire Department presents a fire safety program each year for K-2. They also set up a smoke house in the spring to educate K-4 students in the evacuation procedures in case of a house fire.</p>	
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14. To provide reasonable support as parents request:

ACTION STEPS/ACTIVITIES	EVALUATION
<p>A. Parents are welcome to consult with individual teachers for suggestions and resources.</p> <p>B. Conferences are held upon request by the parent or the teacher to offer more detailed explanations and suggestions for support at home.</p> <p>C. Parents are provided information through email, phone calls, newsletters, social media, and the school website.</p>	