

**Central Elementary School
Parent and Family Engagement Plan**

Parent and Family Engagement Committee Members	
NAME	POSITION
Jill McClaren	Parent Involvement Coordinator
Jason Moore	Principal
Summer Cox	Assistant Principal
Amanda Ming	Counselor
April Tipton	Parent
Alecia Hesson	Parent
Rhonda Norman	Parent
Emily Cross	Media Specialist

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, 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, and study skills. – Emily Cross, Media Specialist
- Parents may use e-mail to communicate with members of the school staff.- School Staff
- Each teacher will send home a folder containing student papers and work samples each week. Parents will be asked to sign the folder and send it back to school. – Classroom Teachers
- Teachers will routinely contact parents on an individual basis to communicate about their child’s progress. – Classroom Teachers
- The school will provide to parent progress reports/report cards every four and a half weeks with information regarding their child’s academic progress and upcoming classroom and school events. – Classroom Teachers
- 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.- Amanda Ming, Counselor

- The school will offer parents a special workshop each year on the school's approach to school improvement. -Jill McClaren, Parent Involvement Coordinator
- The school will use the student handbook, school website,, and parent orientation meetings about the Schoolwide Title I Plan and how to get a copy upon request. – Dr. Moore, Principal
- Classroom teachers will create class Facebook pages to communicate with parents.- Classroom Teachers

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.

- These meetings will include parent training sessions to help parents understand how to enhance their child's education.- Jill McClaren- Parent Involvement Coordinator
 - The meetings will be held at various times during the day or evening to better accommodate parents.- Jill McClaren- Parent Involvement Coordinator
 - The school will hold an orientation for parents at 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.- Dr. Moore, Principal
 - 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.- Classroom Teachers
 - The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:
 - Library assistant
 - Reading buddy
 - Mentor/ Tutor
 - Special parent lunches
 - Book fair helpers
 - Grandparents Day
 - Awards day presentation
 - Field day volunteers
 - Family reading night
 - Open House
 - Parent-school organization
 - Red Ribbon week
 - Rise and Shine
- Jill McClaren, Parent Involvement Coordinator

3. How will your school provide information to parents about volunteer opportunities?

- The school will provide opportunities for parents and community members to support the instructional program through such programs as reading partners, tutoring, and special friends.- Jill McClaren , Parent Involvement Coordinator
- 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. – Amanda Glover, Secretary & Sherry Gatlin, Instructional Aide
- 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. – Dr. Moore, Principal
- (Staff Development) 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 parent and family engagement 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.- Amanda Ming, Counselor ; Dr. Moore, Principal; Jill McClaren, Parent Involvement Coordinator, 479-474-7059

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. – Jill McClaren, Parent Involvement Coordinator

5. How will your school provide opportunities for parents to be involved in the development, implementation and evaluation of the schoolwide 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.- Summer Cox, Assistant Principal ; Jill McClaren- Parent Involvement Coordinator
- The school will engage parents in decision making about the allocation of its Title I, Part A funds for parent and family engagement. – Dr. Moore , Principal

- 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. – Summer Cox, Assistant Principal
- The school shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school.- Dr. Moore, Principal ; Summer Cox , Assistant Principal

6. How will your school provide resources for parents?

- Parents may check out materials, use the computer to educational websites. Parents will be encouraged to view the Title I Plan located in the parent resource center. A suggestion sheet will also be available for parental input. – Jill McClaren, Parent Involvement Coordinator
- - The school will distributed 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...)= Amanda Glover, Secretary
- 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.- Dr. Moore, Principal
- Create and maintain a parent resource center.- Jill McClaren, Parent Involvement Coordinator
- 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.- Dr. Moore, Principal
- The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent facilitator.- Dr. Moore, Principal

7. How will your school engage parents in the evaluation of your parent and family engagement efforts? The school will provide opportunities for parents to evaluate the parent and family engagement efforts through paper and electronic surveys. –Summer Cox, Assistant Principal

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. – Amanda Glover, Secretary

- The school will use the results of the parent interest survey to plan the parent and family engagement activities for the year. – Jill McClaren, Parent Involvement Coordinator
- – Sponsor seminars to inform the parents of high school students about how to be involved in the decisions affecting course selection, career planning, and preparation for postsecondary opportunities.

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

- The school will conduct an Annual Title I Meeting for parents of the students who participate in the Title I, Part A Program. – Dr. Moore, Principal
- The school will hold their annual Title I meeting separate from any other meetings or activities to ensure that they have ample time to provide a description/explanation of school curriculum, information on forms of academic assessments used to measure student progress and information on proficiency level students are expected to meet.-Dr. Moore, Principal ; Summer Cox, Assistant Principal
- For each Title I, Part A School, an Annual Title I Meeting must be conducted. The agenda, the sign-in sheet and the minutes for this meeting must be generated separately from any other events and kept on file in the school's office.- Dr. Moore, Principal