

**City Heights Elementary
Parent and Family Engagement Plan**

Parent and Family Engagement Committee Members	
NAME	POSITION
Tonia Fry	Parent
Megan Beane	Parent/Teacher
Melanie Brandenburg	Parent
Amber Hurst	School Counselor/Parent Involvement Coordinator
Amy Ray	Parent
Kelsey Waid	Parent/Teacher

1. Communication Strategies

- The school will post updated information for parents on Facebook, Twitter and the school website. It will include school news, a calendar of school activities, and parenting tips related to school achievement such as homework tips, organizational skills, and study skills. (Mary McCutchen & Amber Hurst)
- 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 parents reports/report cards every four 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. (Aimee McCabe)
- The school will offer parents a special workshop each year on the school's approach to school improvement. (Mary McCutchen)
- The school will use the student handbook, school Web site, signage at the school entrance, and parent orientation meetings about the Schoolwide Title I Plan and how to get a copy upon request. (Aimee McCabe)

2. Opportunities for Parent Involvement

- Student for a Day is a three day opportunity where parents are invited to be a part of their child's every day learning. They will be able to experience lessons and activities that are provided to the students on a daily basis. This opportunity will be available in the month of November. (Classroom Teachers)
- 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. (Aimee McCabe)
- 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 offer parents a special workshop each year to provide an explanation of the statewide assessment system, standards, and other accountability measures. This will be organized by Aimee McCabe, Assistant Principal.
- The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning: (Classroom Teachers, Mary McCutchen & Amber Hurst)
 - Special parent lunches
 - Book fair helpers
 - Grandparents Day
 - Awards day presentation
 - Field day volunteers
 - Open House
 - Parent Teacher Association
 - The Great Kindness Challenge
 - Rise & Shine
 - Student for a Day in October
 - Girls Night Out & Boys Night Out

3. Volunteer Opportunities

- The school will provide opportunities for parents and community members to support the instructional program through such programs as Reading Buddies, tutoring, and special friends. (Amber Hurst)
- 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. (Amber Hurst)
- A volunteer handbook is available in the school office or parent center. This handbook is updated by Amber Hurst, School Counselor/ Parent Involvement Coordinator.
- The school will provide instruction to parents 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. (Amber Hurst)
- The Van Buren School District provides as according to the State Board of Education's Standards for Accreditation of Arkansas Public Schools and School Districts 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. (Mary McCutchen)

4. 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 updated and distributed by Amber Hurst, School Counselor/Parent Involvement Coordinator.

5. Parent Involvement in the School Improvement Plan and Title 1 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.
- A yearly re
- The school will 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.
- The school provides information about the City Heights Parent Teacher Association.
- We will coordinate and integrate with other programs, such as the Head Start Program, Reading First Program, Early Reading First Program, and state-run preschool programs.
- The Title 1 plan will be presented at the October Meeting and will be available to pick up in the school office.

6. Parent Resources

- Parents may check out materials and visit educational Web sites. Parents will be encouraged to view the Title I Plan located in the parent resource center.
- The school will distribute Informational packets each year that includes a copy of the school's parent and family engagement plan, 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.
- The parent center provides parents with information concerning their child's academic development, social & emotional learning.
- 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. Amber Hurst is the City Heights designee.

7. 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 parent and family engagement 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. (Amber Hurst)

8. Parent Interest Surveys

- 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. This survey will be distributed and collected by Amber Hurst, School Counselor/ Parent involvement Coordinator.
- The school will use the results of the parent interest survey to plan the parent and family engagement activities for the year. (Amber Hurst)
- 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. (Amber Hurst)

9. Annual Title I Meeting

- The school will conduct an Annual Title I Meeting for parents of the students who participate in the Title I, Part A Program. This will be held in October. Aimee McCabe, Assistant Principal will be conducting this meeting.
- 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. This meeting will be offered at 2 separate times. (Aimee McCabe)
- 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. (Aimee McCabe)