

# Rena Elementary School Engagement Plan 2023-2024

## **1: Jointly Developed**

Describe how the School works with parents and families to develop and review relevant plans, policies, and strategies related to engagement.

### *Guiding Questions*

- **1.1:** *How does the School - in collaboration with parents - establish an engagement plan that reflects the specific academic improvement needs of the School, and that includes programs and practices that enhance engagement and address the specific engagement needs of students and their families?*  
[A.C.A. § 6-15-1702(a)]
- **1.2:** *What efforts have been made to ensure adequate representation of parents and families of participating children in the process (Title I families)?*  
[ESSA § 1116(c)(3)]

Rena Elementary School will:

- Involve parents in the joint development of the engagement plan by establishing an Engagement Committee of Rena parents and faculty by the Parent Involvement Facilitator, Angie Blake([ablake@vbsd.us](mailto:ablake@vbsd.us)), through the Parent Volunteer Survey to create a Rena Elementary Engagement Plan. This plan will implement parent and family engagement opportunities and activities as determined by the committee and be reflective of the needs of the students and parents, while including Rena faculty and staff.
- Conduct quarterly, or more if needed or requested, Rena Elementary Engagement Committee meetings to keep parents informed of upcoming events and to add or revise the plan as needed throughout the 2023-2024 school year. In addition, conduct an annual meeting in May 2024 to review and update Rena's Engagement Plan.
- Ensure adequate representation of parents of Rena students in the process in a variety of roles by inviting parents representing Rena's student population from all grade levels the opportunity to serve on Rena's Engagement Committee.

## **2: Communication**

Describe how the School will communicate with and distribute information to parents and families.

### *Guiding Questions*

- **2.1:** *How does the School distribute an informational packet appropriate for the age and grade*

*of each child annually, ensuring to include:*

- *description of the engagement program*
- *recommended roles for parents, students, teacher, and the School*
- *ways for a family to get involved*
- *survey regarding volunteer interests*
- *schedule of activities planned throughout the school year*
- *regular, two-way, and meaningful system for parents/teachers to communicate*  
[A.C.A. § 6-15-1702(b)(3)(B)(i)]
- **2.2:** *How will the School ensure information related to school and parent programs, meetings, and other activities is provided to parents in a format and in a language that parents can understand (to the extent practicable)?*
  - *How is relevant information provided in a variety of ways? (For example, paper copies made available, as well as social media posts, website links, parent apps, etc.?)*  
[ESSA § 1116(e)(5)]
- **2.3:** *How does the School offer flexible opportunities for meetings with families?*  
[ESSA § 1116(c)(2)]

Rena Elementary School will:

Make Rena's Engagement Plan along with the Parent Volunteer Survey included in an informational packet available to families and the local community through several avenues by the Parent Involvement Facilitator, Angie Blake([ablake@vbsd.us](mailto:ablake@vbsd.us)).

- File a copy with the Van Buren School District by August 1, 2023
- Post an electronic copy of Rena Elementary's Engagement Plan on Rena Elementary School's website([www.vbsd.us](http://www.vbsd.us)) and Facebook page by August 1, 2023.
- Given as a supplement to the student handbook with Open House paperwork requiring a signature acknowledging the receipt of Rena Elementary School's Engagement Plan. Parents will be given a hard copy along with Rena Elementary School's Parent and Family Informational Packet during parent/teacher conferences in October. Additional copies will be available at the Parent Center.
- Use a system to allow the parents to communicate in a regular, two-way, and meaningful manner with the child's teacher and Principal, Mrs. Tia Smith. Parents are given teacher and principal email addresses and the school phone number. They also receive a communication folder daily. Parents are encouraged to email, call or write if they have any questions, comments, or suggestions. They may also come in for face to face meetings.

Additional communication systems include:

- Rena Elementary School's website
- Rena Remind
- Class Dojo
- PeachJar

- Google Classroom
- School Marquee
- Facebook

### **3: Building Staff Capacity**

Describe activities that will be used with School staff to build their capacity to work with parents as equal partners.

#### *Guiding Questions*

- **3.1:** *How does the School build staff capacity to work with parents as equal partners? This may include workshops, conferences, trainings, webinars, and online resources that will be used to ensure ALL School staff (including teachers, specialized instructional personnel, principals, and other School leaders) are aware of:*
  - *the value and utility of contributions of parents [Title I schools]*
  - *how to reach out to, communicate with, and work with parents as equal partners [Title I schools]*
  - *how to implement and coordinate parent programs and build ties between home and the School [Title I schools]*
  - *how to respond to parent requests for parent and family engagement activities [Title I schools]*
  - *that parents play an integral role in assisting student learning [all schools]*
  - *how to welcome parents into the School and seek parental support and assistance [all schools]*
  - *the School's process for resolving parent concerns as outlined in the School handbook, including how to define a problem, whom to approach first, and how to develop solutions [all schools]*  
[ESSA § 1116(e)(3);14); A.C.A. § 6-15-1702(b)(5-7); A.C.A. § 6-15-1702(b)(3)(B(ii))]

Rena Elementary School will:

Provide every 4th year two (2) hours for all educators professional development in addition to the minimum number of hours of professional development required by the State designed to enhance understanding of:

- a. Effective parent involvement strategies; and
- b. The importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.

Train teachers, specialized instructional support personnel, principals, and other school leaders and staff, with the assistance of parents. From suggestions and

information shared by parents at Rena’s parent family and engagement meetings, the training will focus on:

- The value and utility of contributions of parents and that they play an integral role in assisting student learning
- How to reach out to, communicate with, and work with parents as equal partners
- How to implement and coordinate parent programs and build ties between parents and school
- How to welcome parents into the school to seek parental support and assistance to achieve student success
- How to respond to parent requests for parent and family engagement activities
- Recognizing parents as partners by including in the school handbook the school’s process for resolving parent concerns.

#### **4: Building Parent Capacity**

Describe how the School provides opportunities to build parents’ capacity to play a role in their children’s academic success. This may include conducting workshops, conferences, classes, online resources, Academic Parent-Teacher Team meetings or providing equipment or other materials.

##### *Guiding Questions*

- **4.1:** *How does the School provide timely information about the following:*
  - *a description and explanation of the curriculum in use at the School*
  - *the forms of State and Local academic assessments used to measure student progress, including alternate assessments*
  - *the achievement levels of the challenging State academic standards students are expected to meet*  
[ESSA § 1116(c)(4)(B)]
- **4.2:** *How does the School provide assistance to parents in understanding the following:*
  - *the requirements of Title I, Part A*
  - *how to monitor their child’s progress*
  - *how to work with educators to improve the achievement of their children.*  
[ESSA § 1116(e)(1)]
- **4.3:** *What types of materials and training does the School provide to help parents work with their children to improve their children’s achievement? This may include:*
  - *literacy training*
  - *technology training, including education about copyright piracy and safe practices*
  - *resources that describe or assist with the child’s curriculum*
  - *other activities such as workshops, conferences, online resources like tutorials or webinars, and any equipment or other materials, including parent resource centers*  
[ESSA § 1116(e)(2)]

- **4.4:** *Involve parents of students at all grade levels in a variety of roles, including without limitation:*
  - *involvement in the education of their children*
  - *volunteer activities*
  - *learning activities and support classroom instruction*
  - *participation in School decisions*
  - *collaboration with the community*
  - *development of School goals and priorities*
  - *evaluating the effectiveness of the School-level Improvement Plan*  
[A.C.A. § 6-15-1702(b)(1); ADE Rules Governing Parental Involvement Section 3.03]
- **4.5:** *How does the School promote and support responsible parenting? The School shall, as funds are available:*
  - *purchase parenting books, magazines, and other informative material regarding responsible parenting through the School library, advertise the current selection, and give parents an opportunity to borrow the materials for review*
  - *create parent centers*  
[A.C.A. § 6-15-1702(b)(4)(A)]
- **4.6:** *How does the School 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 volunteers*
  - *the use of and access to Division of Elementary and Secondary Education website tools for parents* [<https://dese.ade.arkansas.gov/>]
  - *assistance with nutritional meal planning*  
[A.C.A. § 6-15-1702(b)(5)(B)(ii)(a-d)]

Rena Elementary School will:

Hold regular meetings, as needed, to explain:

- a. What students will be learning;
  - b. How students will be assessed;
  - c. What parents should expect for their child’s education; and
  - d. How a parent can assist and make a difference in his or her child’s education.
- These meetings will include parent–training sessions to help parents understand how to enhance their child’s education.
  - These meetings will include Parent & Family Nights and various opportunities for parents to visit the classroom with their child to experience the school situation in a positive and helpful manner while school staff may provide any needed assistance or encouragement.
  - Parent/Teacher Conferences:

Fall Conference: October 17 & 19, 2023 3:30-6:30

Spring Conference: March 12 & 14, 2024 3:30-6:30

- The meetings will be held in the school setting at various times during the day or evening to better accommodate parents.

Provide a Parent Resource Center for parents.

-Parents may check out materials provided by classroom teachers or all grade levels and

Provide instruction to a parent on how to incorporate developmentally appropriate learning activities in the home environment, including without limitation:

- a. Role play and demonstration by trained volunteers;
  - b. The use of and access to Department of Education website tools for parents[<http://www.arkansased.gov>];
  - c. Assistance with nutritional meal planning and preparation by establishing a Health and Wellness Committee comprised of Rena faculty, food service staff, school nurse, Food Corps representative, parents, students to offer input. In addition, the Food Corps Represent teaches students about growing a garden and preparing nutritional snacks with recipes sent home; and
  - d. Engage in other activities determined by the school to help a parent assist in his or her child's learning.
- Provide a volunteer handbook at the Parent Resource Center or school front desk in addition to annual training when there are volunteers assisting in an instructional program.
  - Hold an orientation for parents to inform them about the school's activities and to encourage parents to be involved with reviewing and revising the Parent Involvement Plan.
  - Hold conferences with teachers and parents of children in their classrooms on October 17 & 19 and March 12 & 14. 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 develop and disseminate an annual parent activity evaluation report to share with parents, staff and the community. Individual school parent facilitators will collect data concerning parent activity throughout the year. All

data will be forwarded to VBSD Parent Facilitator, Sonia Guerrero, Director of Elementary Learning Services.

### **5: Coordination**

Describe how the School will coordinate with other organizations, businesses, and community partners, including alumni, to provide additional supports, services, and resources to families.

#### *Guiding Questions*

- **5.1:** *How does the School investigate and utilize community resources in the instructional program?*  
[ADE Rules Governing Parental Involvement Section 5.06]
- **5.2:** *How does the School coordinate and integrate programs and activities with other Federal, State, and local programs? Some examples include:*
  - *public preschool programs such as Head Start*
  - *organizations/activities to help students transition to elementary, middle, high, and postsecondary schools or careers*
  - *wraparound services that allow families to send their children to school ready and able to focus on learning*  
[ESSA §1116(e)(4)]
- **5.3:** *In what ways does the School enable the formation of a Parent Teacher Association or organization and ensure leaders of said organization will be included in appropriate decisions?*  
[A.C.A. § 6-15-1702(b)(8)(B)(ii)]

Rena Elementary School will:

Coordinate and integrate programs and activities with other organizations, businesses, and community partners to provide additional support and resources to families.

- Van Buren School District Education Foundation
- PTA
  - officers and members will be actively involved in the Parent and Family Engagement Committee
- Local businesses serving as partners in education
  - Citizens Bank and Trust
  - Arvest Bank
  - All AV Services
  - Clearinghouse
- Local churches who provide school supplies, after school care, clothing, etc.
- Affiliations with a post-secondary institution, University of Arkansas at Fort Smith
- Civic organizations
  - Kiwanis

- Rotary Club
- Lions Club

Provide a Parent Resource Center for parents

- Parents may check out materials provided by classroom teachers for all grade levels, and use the computer to visit educational websites. A suggestion sheet will also be available for parental input.

### **6: Annual Title I Meeting** *(Title I schools)*

Describe the details regarding the Annual Title I meeting used to inform parents of the requirements of Title I, the School's participation, and the parents' rights to be involved.

#### *Guiding Questions*

- **6.1:** *How and when (month/year) does the School conduct the Annual Title I meeting, ensuring that parents are informed of the following? (\*Include a link to the detailed agenda, meeting minutes, and/or slide deck for this year's Annual Title I Meeting, if available.)*
  - *the requirements of Title I and the School's participation*
  - *the parents' rights under Title I (The Right to Know Teacher Qualifications, Right to Request Meetings)*  
[ESSA § 1116(c)(1)]

Rena Elementary School will:

Invite parents to attend the Annual Title I meeting to be held on September 8, 2023. The purpose of the meeting is to inform parents of the requirements of Title I and the school's participation as well as the parents' rights under Title I Part A to be involved.

### **7: School-Parent Compact** *(Title I schools)*

Describe the process School will follow to jointly develop with parents a School-Parent Compact as required under Title I, Part A.

#### *Guiding Questions*

- **7.1:** *How does the School jointly develop a School-Parent Compact which does the following:*
  - *Outlines how parents, the entire School staff, and students will share the responsibility for improved student academic achievement*
  - *Addresses the importance of regular two-way, meaningful communication through:*
    - *conferences (no fewer than 2 each year)*
    - *frequent reports on progress*
    - *reasonable access to staff*

- *opportunities to volunteer*
- *observation of classroom activities*

[ESSA § 1116(d)]

- **7.2:** *How do families access the compact in order to understand the shared responsibility for improved student academic achievement?*
  - *including parent-teacher conferences in elementary Schools, at least annually*
  - *Include a link or insert the language of the compact to demonstrate this requirement has been met.*

[ESSA § 1116(d)(2)(A)]

Rena Elementary School will:

Jointly with parents and students develop a School-Parent Compact to be distributed to parents during Parent/Teacher Conferences in October that will:

- Outline how Rena’s entire school staff, parents, and students will build and develop a partnership to share the responsibility for improved student academic achievement by listing each one’s responsibilities as follows:

Staff will:

- Provide high quality curriculum and instruction to meet the State’s student academic achievement standards through Comprehensive Literacy, Standards-Based Math, Inquiry-Based Science, Systematic & Explicit Phonics Instruction, and Social/Emotional Learning.
- Hold parent-teacher conferences during which this School-Parent Compact will be discussed as it relates to the individual child’s achievement.

Fall Conference: October 17 & 19, 2023 3:30-6:30

Spring Conference: March 12 & 14, 2024 3:30-6:30

- Provide parents with frequent reports on their child’s progress.

<b>1<sup>st</sup> Quarter:</b> <i>Progress Reports – September 13</i> <i>End of Quarter – October 13</i> <i>Report Card Distribution – October 19</i>	<b>3<sup>rd</sup> Quarter:</b> <i>Progress Reports – February 7</i> <i>End of Quarter – March 14</i> <i>Report Card Distribution – March 14</i>
<b>2<sup>nd</sup> Quarter:</b> <i>Progress Reports – November 15</i> <i>End of Quarter – December 20</i> <i>Report Card Distribution – January 10</i>	<b>4<sup>th</sup> Quarter:</b> <i>Progress Reports – April 24</i> <i>End of Quarter – May 30</i> <i>Report Card Distribution – Last day of school</i>

### **8: Reservation of Funds** *(Title I schools)*

Describe how the School uses Title I, Part A funds set-aside for parent and family engagement

programs and activities.

*Guiding Questions*

- **8.1:** *If the School is a recipient of set aside funds for parent and family engagement (as part of receiving a Title I, Part A allocation greater than \$500,000):*
  - *How is the School spending those funds?*
  - *How does the School determine the priority of how funds are spent?*
  - *Who is involved in determining that?*  
[ESSA § 1116(a)(3)(A)]
- **8.2:** *How does the School provide opportunities for parents and family members to be involved in providing input into how the funds are used?*  
[ESSA § 1116(a)(3)(B); ESSA § 1116(a)(3)(C); ESSA § 1116(a)(3)(D)(i-v)]

Rena Elementary School along with The Van Buren School District will:

Reserve at least 1% of the district allocation under Title I, Part A with 90% of the 1% going to schools(\$19,859.00). The District will allocate additional funding to support parent and family engagement activities such as a Kindergarten Readiness Bag to be distributed in the spring of 2024.

Rena Elementary’s allocation of \$1,163.00 for parent and family engagement activities and programs to be discussed at Parent and Family Engagement meetings for distribution of funds. The Parent and Family Engagement Committee will discuss usage of funds through avenues such as Bingo prizes which encourage parent involvement in the school, Boomerang folders which encourage two-way communication between the parent and teacher, and Nutrition Nuggets which encourage nutritional meal planning and preparation.

**Assurances**

*Please read the following statements closely. By checking these boxes, the School understands the legal requirements and will meet them accordingly.*

- A.1:** ~~The School understands that annually by August 1, the public School’s Engagement Plan shall be developed, or reviewed and updated.~~  
[ADE Rules Governing Parental Involvement Section 3.02.3]
- A.2:** ~~The School understands that the following must be made available to families and the local community on the School or District website no later than August 1st:~~
  - the School Engagement Plan
  - a parent-friendly explanation of the School and District’s Engagement Plan
  - the informational packet
  - contact information for the parent facilitator designated by the School.[A.C.A. § 6-15-1704(a); ADE Rules Governing Parental Involvement Section 3.02.4]
- A.3:** ~~The School understands that a parent friendly summary/explanation of the Engagement Plan should be included in the current student handbook.~~  
[A.C.A. § 6-15-1704(a); ADE Rules Governing Parental Involvement Section 3.02]

- A.4:** The School understands its obligation for ensuring professional development requirements related to parent and family engagement are met and that records are maintained accordingly. (2 hours every 4 years with 2022 being a required year)  
 [A.C.A. § 6-15-1703(a); A.C.A. § 6-17-709; *Standards for Accreditation of Arkansas Public Schools and School Districts July 2020 Standard 4-G.1 Professional Development (D/C)*]
- A.5:** The School understands its obligation to obtain signatures for each parent acknowledging receipt of the District's Engagement Plan summary/explanation.  
 [A.C.A. § 6-15-1704(a)(3)(B)]
- A.6:** The School Principal understands their obligation to designate and pay a licensed staff member to serve as Parent Facilitator:
  - o to help organize meaningful training for staff and parents,
  - o to promote and encourage a welcoming atmosphere, and
  - o to undertake efforts to ensure that engagement is recognized as an asset to the School.
 [A.C.A. § 6-15-1702(c)(1-2)]
- A.7:** The School understands its obligation to encourage school staff to use volunteer surveys to compile a volunteer resource book:  
 [A.C.A. § 6-15-1702(b)(6)(B)(ii)]
- A.8:** The School understands its obligation to conduct no fewer than two parent-teacher conferences per school year.  
 [A.C.A. § 6-15-1702(b)(3)(B)(ii)]
- A.9:** The School understands its obligation to incorporate the Engagement Plan into the School Improvement Plan.  
 [ADE Rules Governing Parental Involvement Section 3.02.2]
- A.10:** The School understands its obligation to schedule regular parent involvement meetings at which parents are given a report on the state of the School and an overview of:
  - o what students will be learning
  - o how students will be assessed
  - o what a parent should expect for his or her child's education
  - o how a parent can assist and make a difference in his or her child's education.
 [A.C.A. § 6-15-1702(b)(5)(B)(i)(a-d)]
- A.11:** Any School serving high school students understands its obligation to educate parents about their role in decisions affecting course selection, career planning, and preparation for postsecondary opportunities.  
 [A.C.A. § 6-15-1702(b)(7)(B)(ii)]
- A.12:** The School understands its obligation to welcome parents into the School, and more specifically, not have any school policies or procedures that would discourage a parent from visiting the School or from visiting a child's classrooms.  
 [A.C.A. § 6-15-1702(b)(6)(B)]
- A.13:** The School understands that all Title I, Part A funded engagement activities and strategies should remain consistent with all information set forth in this parent and family engagement plan.  
 [ESSA § 1116(a)(3)(D)]
- A.14:** The School understands its obligation to submit to the State any comments from parents who deem the Title I Schoolwide Plan unsatisfactory. These comments can be sent to [ade.engagementmatters@ade.arkansas.gov](mailto:ade.engagementmatters@ade.arkansas.gov)  
 [ESSA § 1116(b)(4)]

- A.15:** The School understands its obligation, if requested by parents, to provide opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible:  
[ESSA § 1116(c)(4)(C)]

**School Information**

<b>School Name:</b>	Rena Elementary School
<b>School Engagement Facilitator Name:</b>	Angie Blake
<b>Plan Revision/Submission Date:</b>	May 30, 2023
<b>District Level Reviewer Name, Title:</b>	Sonia Guerrero, Director of Elementary Learning Services
<b>District Level Approval Date:</b>	May 31, 2023

**Committee Members, Role**

*(Select "Repeat" to open more entry fields to add additional team members)*

<b>First Name</b>	<b>Last Name</b>	<b>Role</b> <i>(Teacher, Staff, Parent, Student, or Community Member)</i>
Angie	Blake	Teacher K-5, Parent Involvement Facilitator
Alexa	Brown	Assistant Principal, Parent K, 2nd
Amra	Nicholson	Teacher 2nd
Amisha	Patel	Parent 5th grade
Dawn	Nichols	Teacher 4th grade
Emily	Brown	Parent 5th grade
Eryn	Wallis	Counselor
Hillary	Elliott	Teacher 2nd, Parent 4th
Jill	Haley	Teacher 1st, Grandparent 4th
Josie	Hudson	Teacher 5th
Kendra	Fanning	Staff Speech Pathologist
Landi	Brown	Media Specialist
Maegan	Duplantis	Staff Parent K, 1st, 2nd
Rebecca	Duff	Parent 1st, 3rd
Sara	Abernathy	Parent 3rd
Tia	Smith	Principal, Parent 4th

**References**

State

- [Ark. Code Ann. § 6-15-1701 et seq.](#)
- [Arkansas Department of Education Rules Governing Parental Involvement Plans and Family and Community Engagement](#)

Federal

- [Elementary and Secondary Education Act, as amended by Every Student Succeeds Act, 114 P.L. 95, 20 U.S.C. §§ 6312, 6318, 6320](#)

Find additional guidance on the [DESE Parent and Family Engagement Requirements](#) webpage. For any questions about completing this form or meeting legal compliance, please contact the DESE Engagement Unit at [ade.engagementmatters@ade.arkansas.gov](mailto:ade.engagementmatters@ade.arkansas.gov) or visit our website [#EngagementMattersAR](#)

**District Reviewer Responses**

**Section 1 - Jointly Developed**

- Changes Required
- Compliance is Met

[Text box for responses]

**Section 2 - Communication**

- Changes Required
- Compliance is Met

[Text box for responses]

**Section 3 - Building Staff Capacity**

- Changes Required
- Compliance is Met

[Text box for responses]

**Section 4 - Building Parent Capacity**

- Changes Required
- Compliance is Met

[Text box for responses]

**Section 5 - Coordination**

- Changes Required
- Compliance is Met

[Text box for responses]

**Section 6 - Annual Title I Meeting**

- Changes Required
- Compliance is Met

[Text box for responses]

**Section 7 - School-Parent Compact**

- Changes Required
- Compliance is Met

[Text box for responses]

**Section 8 - Reservation of Funds**

- Changes Required
- Compliance is Met

[Text box for responses]