

James R. Tate Elementary

2017-2018

Parent and Family Engagement School Policy (Plan)

Challenging and Preparing Our Students— We believe that a partnership must exist between our parents and our school. We promote positive communication between the school and our students' homes. The school provides a variety of opportunities for parents to be involved in activities supporting our school. We believe teachers have a responsibility to provide the needed framework for parents to nurture their child's formal instruction at home. We will provide materials that can successfully be used at home to reinforce the academic success of children. The district will reserve a minimum of 1% of the Title I, Part A allocation for parental involvement (\$24,058.00). It is our goal to provide an atmosphere where parents are able to express their views and to assist in problem solving. We want parents to understand that we view them as joint policy and decision makers and plan to emphasize their roles as advocates.

James R. Tate Elementary's Parent and Family Engagement Committee is comprised of administrators, teachers, counselors, parents and community members. Listed below are the members for the 2017-2018 school year: Robert Childers, principal; Kathy Smith, Parent and Family Engagement Coordinator/counselor; Michele Shipman, assistant principal, Amanda Snow, Reading Specialist/parent, Leslie Wagner, physical education instructor; Rachel Bond, R.N./parent; Kim Tursky, PTA officer/parent; Britney Coleman, PTA officer/parent.

Gathering Information to Support the Parent and Family Engagement Plan—The Parent and Family Engagement Committee, consisting of school parent coordinator, teachers, administrators, parents, and community members, met to analyze data from surveys and discussions with teachers, administrators, parents, and community members.

Dates of School Parent and Family Engagement Meetings:

- September 29, 2017
- December 2, 2017
- January 26, 2018
- May 4, 2018

Using this data, the committee led a process to develop the following list of services and activities to promote parental involvement and provide additional support for student learning. The VBSD Parent and Family Engagement Facilitator, Karen Allen, will disseminate the following

Parent and Family Engagement Plan by ensuring its access on the district website (www.vbsd.us) and ensuring individual school plans' access on school websites.

1. School staff will use a variety of communication strategies to provide additional information to parents and to increase parental involvement in supporting classroom instruction. Additionally, the school district will ensure, to the extent possible, that information sent home is available in a language and form parents can understand (Karen Allen, VBSD Parent and Family Engagement Facilitator).

- The District/school will post on its website information for parent access including:
 - a) Arkansas Comprehensive School Improvement Plan (ACSIP);
 - b) Description of how the school will use National School Lunch Funds and state categorical funds for the current and previous school year (ACSIP);
 - c) The school's annual report card;
 - d) Teacher qualifications.
 - e) A parent-friendly explanation of the school's improvement status and an explanation for why the school is identified and what the school is doing to be removed from school improvement;
 - f) The identification of any supplemental educational services available;
 - g) The school's Parent and Family Engagement policy (plan) along with informational packets as required by AR State Law;
 - h) The school shall prepare an informational packet to be distributed annually to the parent of each child in the school, appropriate for the age and grade of the child, describing:
 - i) The school's Parent and Family Engagement policy (plan);
 - ii) The recommended role of the parent, student, teacher, and school;
 - iii) Ways for the parent to become involved in the school and his or her child's education;
 - iv) A survey for the parent regarding his or her interests concerning volunteering at the school;
 - v) Activities planned throughout the school year to encourage parental involvement; and
 - vi) A system to allow the parents and teachers to communicate in a regular, two-way, and meaningful manner with the child's teacher and the school principal.
- The school will use the student handbook, school website, signage at the school entrance, and parent orientation meetings to explain how to get a copy of the school parent involvement plan.

- The school will send brochures home with students, post notices in school facilities and public buildings, and provide information for local newspapers and radio stations about parent workshops and meetings.
- The school will offer parents a workshop each year on the school's approach to school improvement.
- The school will send parents their child's test results and standardized test scores.
- The school will provide to parents reports/report cards every quarter with information regarding their child's academic progress and upcoming classroom and school events.
- The school will distribute a 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 relating to school achievement such as homework tips, organizational skills, and study skills.
- The school instructional facilitator and parent volunteers will purchase/create a pamphlet explaining the school's involvement with the state's reading initiative and how parents can be involved in supporting the goals of this initiative. It will be distributed at parent orientation night and other public meetings.
- Each teacher will periodically send to parents, student papers and work samples.
- Teachers will contact parents on an individual basis to communicate about their child's progress. Teachers will conduct at least two (2) parent/teacher conferences each year.

2. The school will hold parent meetings, conferences, and activities regularly throughout the year to increase parent and family engagement and build staff and parent capacity to engage in these types of efforts. Kathy Smith, School Parent and Family Engagement Facilitator, will ensure the school's parent and family engagement committee meets at least quarterly to establish, discuss and evaluate committee goals, to plan trainings and provide materials to help parents work with their children, and to develop and use the School-Parent compact (Title I schools). Karen Allen, VBSD Parent and Family Engagement Facilitator, will conduct ongoing site visits to observe parent and family engagement practices.

- The school will hold regular meetings 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.
- 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;
 - c) Assistance with nutritional meal planning and preparation; and
 - d) Engage in other activities determined by the school to help a parent assist in his or her child's learning.
- The school will provide annually two (2) hours for teachers and three (3) hours for administrators 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 and family engagement strategies; and
 - b) The importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.
- The school shall provide annual training when there are volunteers assisting in an instructional program for parents.
- These meetings will include parent–training sessions to help parents understand how to enhance their child's education.
 - These meetings will include a series of family reading, math, or science nights that provide an opportunity for parents and their child to experience the school situation in a positive and helpful manner while school staff may provide any needed assistance or encouragement.
 - The meetings will be held at various times during the day or evening to better accommodate parents.
 - The school will hold an orientation for parents to inform them about the school's activities and to encourage parents to be involved with reviewing and revising of the Parent and Family Engagement Policy (Plan) and ACSIP.
 - Teachers will annually hold two (2) conferences 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 workshop each year to provide an explanation of the statewide assessment systems, standards, and other accountability measures.
 - 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, Karen Allen.

3. The school will provide information to parents about volunteer opportunities.

- 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.
- The school will work with preschools/daycares, and middle, schools to help provide a smooth transition from one school to the next by raising parent awareness of procedures and related activities. The school will 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. Karen Allen, VBSD Parent and Family Engagement Facilitator, will coordinate parent and family engagement activities with the ABC preschool programs at King Elementary and James R. Tate Elementary.

4. The school will provide an opportunity for parents to engage in decision-making processes in regarding the school's 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.
- The school will ask parents to serve on curricular and instructional review 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.

5. The school will provide a parent resource center for parents.

- Parents may check out materials, use the computer to visit educational websites. Parents will be encouraged to view the Title I Plan located in the parent resource center or media center. A suggestion sheet will also be available for parental input. The school will open the resource center at hours that are convenient to parents.

6. The school will engage parents in an evaluation of Parent and Family Engagement efforts.

- The school will engage parents in the annual evaluation of the Parent and Family Engagement Policy (Plan). The school will conduct a comprehensive needs assessment. The Parent and Family Engagement Committee, made up of teachers, parents, and school staff, will determine the effectiveness of the Parent and Family Engagement Policy (Plan) and make changes if warranted. Karen Allen, VBSD Parent and Family Engagement Facilitator, along with school administrators will ensure the distribution and collection of the annual survey. District and individual school survey data will be analyzed during district and school parent and family engagement committee meetings in order to make recommendations for revisions of individual school and district parent and family engagement policies/plans.

Opportunities for Parent and Family Engagement:

- Open House (August 10, 2017)
- Science Night (December 7, 2017)
- Report to the Public (September 13, 2017 at 1:30)
- Grandparent's Day (September 19 & 21 7:00 – 8:00 a.m.)
- Scholastic Book Fair (September 18 - 22, 2017 and February 26- March 3, 2018)
- Fall Festival – (To be announced)
- Fall Fundraiser – August 21 – September 5, 2017
- Parent/Teacher Conferences (October 17 & 19, 2017 and March 27 & 29, 2018)
- PTA Council Luncheon (quarterly – various locations – to be announced)
- PTA Reflections, Mother's Day Store, Valentine's Delivery Shop
- Monthly PTA board meetings
- Tiger Pride store (October 16, December 18, March 10, and May 25)
- Holiday Market (December), Clothes Closet, Birthday desserts/treats for faculty & staff
- Dojo (Parent-Teacher communication), Remind (Parent-School communication)
- Fourth grade camp, Stay & Play
- Tailgate night – PTA (Sept. 15, 2017) Family Night (TBA) Fun in the Sun (May 21, 2018)
- Class parties, Teacher recognition
- Grade level performances (TBA)
- Rise & Shine (Fridays)
- Student of the Month (first Friday of the month – September through May)