

## **School Parent and Family Engagement Plan**

**James R. Tate Elementary**

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**Jordan Duvall, Facilitator**

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**Plan Review/Revision Date:**

August 1, 2020

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**District Level Reviewer, Title:**

Karen Allen, Assistant Superintendent

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**District Level Approval Date:**

August 1, 2020

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**Committee Members, Role:**

Jordan Duvall, Facilitator

Dr. Robert Childers, Principal

Michele Shipman, Assistant Principal

Brooke Parks, RN, Parent

Dana Clark, Media Specialist

Kassandra Caudle, Duty Aide, Parent

Charity Gilmore, Duty Aide, Parent

Gayla Jones, Cafeteria Manager

Cindi Corbell, PTA Officer, Parent

Kim McKown, PTA Officer, Parent

## **1: Jointly Developed**

Parents will be involved in the development, planning, review, and improvement of the school Parent and Family Engagement plan at James R. Tate Elementary by attending meetings, completing surveys, and providing input into updates and improvements to meet the changing needs of parents, families, students, and the school.

Our Parent and Family Engagement meeting schedule for this year: September 10, 2020, November 12, January 8, and March 17, 2021. Meetings will be held online in Zoom.

Our last meeting of the year, March 17, 2021, will be to evaluate this document and make any necessary changes to better meet the needs of our students, parents, and school in the coming year.

Tate Elementary will submit to the District (Karen Allen, District Parent and Family Engagement Coordinator) any parent comments if the Title I Schoolwide Plan is not satisfactory to parents.

We will invite parents representing the school's population to participate in the Parent and Family Engagement Committee meetings. Opportunities for regular meetings will be addressed if requested by parents.

We will work to accomplish collaboration through a coalition of parents and community representatives.

## **2: Annual Title I Meeting**

James R. Tate Elementary will hold the Annual Title I meeting to inform parents of the requirements of Title I and the school's participation as well as the parents' right to be involved on September 23, 2020 at 8:30.

The purpose of this meeting is to disseminate information and distribute copies of the revised Parent and Family Engagement policy.

Parents will be notified by the use of Peachjar, school newsletter, and postings.



### **3: Communications**

James R. Tate Elementary will make the Parent and Family Engagement Plan available to families and the local community . Jordan Duvall, Tate Parent and Family Engagement Coordinator ([jordanduvall@vbsd.us](mailto:jordanduvall@vbsd.us)), will also distribute paper copies to parents and community.

An Informational Packet will be written in an understandable and uniform format, and provided in a language the parents can understand, appropriate for the age and grade of each child.

The Informational Packet will be distributed annually and include: a description of the Parent and Family Engagement plan, recommended roles, ways for a family to get involved in a variety of roles, survey regarding volunteer interests, a schedule of activities planned throughout the school year, and regular two-way meaningful communication for parents and teachers.

James R. Tate Elementary 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, lunch and breakfast menus, and parenting tips related to school achievement such as homework tips, organizational skills, and study skills. (Shannon Davis, secretary, with input from faculty, staff, and PTA)

The school will create a website to house classroom websites for each teacher. Homework assignments and pertinent classroom information will be available on classroom websites. Also, parents can access their child's grades using a PIN number they received at the beginning of the school year. Parents may use email to communicate with members of the school staff. (Peachjar, Tate website, VBSD website, Dojo)

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: email, text messaging, Peachjar, Dojo, phone, conferences, etc.)

The school will provide 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 that explains their child's test results and standardized test scores. The counselor will discuss with the child their test results so that they can talk with the parent about their scores and what the child's plan is to improve their scores. (Jordan Duvall, counselor, and classroom teachers)

The school will offer parents a special workshop each year on the school's approach to school improvement. (Dr. Childers)

The school will send flyers 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. (Peachjar, Remind, Tate website, closed circuit TV in front hallway)

The school will use the student handbook, school website, signage at the school entrance, and parent orientation meetings about the Schoolwide Title I Plan and how to get a copy upon request. (Robert Childers, Principal, website, Remind, Peachjar, Jordan Duvall, counselor)

#### ***4: School-Parent Compact***

James R. Tate Elementary 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. (Michele Shipman, Dr. Robert Childers, Jordan Duvall). The school will ask parents to serve on curricular and instructional review committees. (Michele Shipman, Dr. Robert Childers, Jordan Duvall)

The importance of regular two-way , meaningful communication will be addressed through: Parent/Teacher conferences (no fewer than 2 each year), frequent reports on progress, reasonable access to staff, opportunities to volunteer, and observation of classroom activities.

The parents and the school will build and develop a partnership to help children achieve the State academic standards.

School staff will be encouraged to use volunteer surveys to compile a volunteer resource book listing interests and availability of volunteers and strive to involve parents in a variety of roles.

This school-parent compact will be developed with the help of the Parent and Family Engagement Committee (consisting of parents and staff) and students (student committee and Jordan Duvall, counselor/Parent and Family facilitator) and will be in effect during the 2020-2021 school year.

#### ***5: Reservation of Funds***

James R. Tate Elementary will engage parents in the decision making process about the allocation of its Title I, Part A funds for parent and family engagement. The school received \$1701.00 for parent and family engagement activities and programs. Total funds received through Title 1 for Tate Elementary \$131,000. (Michele Shipman, Dr. Robert Childers, Jordan Duvall)

September 17, 2020 the school will host a Literacy Night for students and their families. Classroom teachers will provide support for the activities. A portion of the \$1701.00 will be spent on food and materials for the event. \*May be online due to Covid-19

## ***6: Coordination of Services***

James R. Tate Elementary will investigate and, where feasible, utilize community resources in the instructional program. The school will engage in other activities that will use community resources to strengthen school programs, practices, and learning. The school will ensure the plan is comprehensive and coordinated in nature, and incorporate this plan into the school's improvement plan.

The school will coordinate and integrate parent and family engagement programs, activities, and strategies with early childhood programs (ABC Preschool Program - Dr. Childers, Michele Shipman, Jordan Duvall, Abby Jenkins, Savannah Basham, and Tara Browning), parent resource centers, or other programs that encourage and support parents in fully participating, while promoting and supporting responsible parenting.

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. (Michele Shipman, Dr. Robert Childers, Jordan Duvall)

The school shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school. (Robert Childers, Michele Shipman)

Parents may check out materials, use the computer to check grades, and 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. (Parent Resource center – hallway-Jordan Duvall)

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, email...). (Jordan Duvall – school website)

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. (Dana Clark, Media Specialist)

### ***7: Building Capacity of Parents***

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. (Tate monthly newsletter, Peachjar, Remind, Dojo, Tate website and twitter)

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 Butterfield Trail Middle School and Northridge Middle School 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. (5<sup>th</sup> grade teachers, administrators, counselors, transportation)

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 [<http://www.arkansased.gov>] 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.

(<https://www.ed.gov>  
<https://www2.ed.gov/about/inits/ed/earlylearning/index.html?src=rn>)

## ***8: Building Capacity of School Staff***

At James R. Tate Elementary we believe that a partnership must exist between our parents and our school to help our students reach their full academic potential. We promote positive communication between the school, the students, and the students' homes. Parental involvement and support are needed to help our students be successful.

Parents need accurate and up-to-date information concerning their child's progress in the classroom. Teachers will keep accurate records on assessments, monitor student progress, and contact parents through the use of take-home folders, agendas, newsletters, notes, emails, Class Dojo, phone calls, scheduled conferences, and personal contact.

Teachers will provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:

### ***1<sup>st</sup> Quarter***

Progress Reports Sept. 17

End of 1<sup>st</sup> Quarter- **Oct. 20<sup>th</sup>**

*Report Card Distribution Oct. 27th*

### ***2<sup>nd</sup> Quarter***

Progress Reports Nov. 12th

End of 2<sup>nd</sup> Quarter- **Dec. 18th**

*Report Card Distribution Jan. 12th*

**3<sup>rd</sup> Quarter**

Progress Reports Feb. 9th

End of 3<sup>rd</sup> Quarter- **March** 12th

*Report Card Distribution March 16th*

**4<sup>th</sup> Quarter**

Progress Reports **April 27th**

End of 4<sup>th</sup> Quarter- **May 28<sup>th</sup>**

*Report Card Distribution- Last Day of school*

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.

Teachers will attend weekly grade level meetings, attend professional development sessions, both in their building and district wide, conferences, workshops that provide training and information concerning how children learn, state mandated programs, school safety, participate in discussions and activities that promote student achievement, health, and development.

(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. (Jordan Duvall<sup>1</sup>)

**9: Building Capacity - Discretionary**

James R. Tate Elementary Parent and Family Engagement policy/plan may include additional sections describing other discretionary activities that the school, in meaningful consultation with its parents, chooses to undertake to build capacity such as parental involvement in Literacy training through Literacy Night, Fourth grade CAMP, grade level field trips, workshops on topics such as Trauma and Safety issues, Community involvement in our Backpack program - providing snacks for students

over the weekend, in our Food Corp program with Sprout Scouts and parent and family involvement through the program's family night.