

**STEWART ELEMENTARY SCHOOL
PARENT AND FAMILY ENGAGEMENT PLAN
2017-2018**

Superintendent:
Dr. Tiffany Hardrick

Parent Facilitator:
Mary Allen & Mattie Watson

School Improvement Status:
Focus

Stewart Elementary School Committee Members:

Mattie Watson, Parent Facilitator
Mary Allen, Parent Facilitator
LaSandra Bean, Title I Parent Coordinator
Brittany McClain, Parent
Katrina Floyd, Parent
Vickie Ivey, Parent
Illyse Howard, Parent
Becky McKissick, Parent
Candice Fields, Parent

Goal 1: Stewart Elementary School will utilize various communication strategies to provide additional information to parents and to increase parental and family engagement in supporting classroom instruction.

Strategies for reaching goal:

- 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 e-mail to communicate with members of the school staff.
- The school will provide mid-nine weeks progress reports each quarter.
- The school will provide reports/report cards every nine weeks with information regarding their child's academic progress and school events.
- The school will use the student handbook, school website, flyers, and parent orientation meetings about the Schoolwide Title I Plan and how to get a copy upon request.
- Invite families to visit and participate through: prominent welcome signs, school marquee, staff, orientation/open house, school directories and maps, guest books, and displays.

- Provide information to local newspaper and radio station about parent workshops and meetings.
- Teachers will contact parents on an individual basis about their child's progress.

Goal 2: Stewart Elementary School will host parent meeting, conferences and activities regularly throughout this year, offering flexible meeting times, to increase parent and family engagement build staff and parent capacity to engage in these types of efforts.

Strategies for reaching goal:

- Teachers will hold conferences individually with parents of children in their classrooms. Parents will also be given suggestions for contacting teachers concerning homework and grading procedures.
- Meetings will include a literacy and math night. These parent training sessions will help parents better understand the curriculum and give them strategies to use to enhance their child's education.
- The school will offer parents a special workshop each year to provide an explanation of the statewide assessment system, standards, and other accountability measures.
- The meetings will be held several times throughout the evening hours to better accommodate parents.
- These meetings will include family reading nights that provide an opportunity for parent and child to experience the school situation in a positive and helpful manner. The school staff will be available to provide any needed assistance.

Goal 3: Stewart Elementary School will provide information to parents and family about volunteer opportunities.

Strategies for reaching goal:

- We will seek volunteers to support the school and students by using surveys and providing information to parents during Open House, Parent-Teacher Conferences, and newsletters.
- Some opportunities for volunteers will be to assist in events planned by the parent engagement facilitators. Volunteers will be needed to assist the school as parent monitors for halls, cafeteria, library, and car rider/bus areas.
- The school will provide opportunities for parents and community members to support the instructional program through programs such as Book-It, foster grandparent programs, and Alpha Phi Alpha Fraternity.

- We will encourage appropriate roles for community based organizations in parent and family engagement activities (ex.-school adopters).
- Brief training sessions will provide parents with the information they need to participate as school volunteers.
- **State Requirement-**Provide information to parents on how to incorporate developmentally appropriate learning activities in the home environment, including and without limitations: the use of and access to the Department of Education website tools for parents, and other strategies or curricula developed or acquired by the school district for at-home parental instruction approved by the Department of Education.
- **State Requirement-**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 understanding of effective parental engagement strategies. No fewer than three (3) hours of professional development for administrators designed to enhance understanding of effective parent engagement strategies and the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.
- The school will work with Central Elementary School to help provide a smooth transition from one school to the next by raising parent awareness of procedures and related activities. Parents will have the opportunity to meet the new teachers at the end of the school year. The school will host an orientation session to help with the transition.

Goal 4: Stewart Elementary School will work with parents to create a School-Parent-Compact.

Strategies for reaching goal:

- 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 build and develop a partnership to help children achieve the state's high academic standards. All stakeholders will sign the compact.

Goal 5: Stewart Elementary School will provide opportunities for parents to be involved in the development, implementation and evaluation of the school wide 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.

Strategies for reaching goal:

- **State Requirement-**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. The school shall continue to incorporate the Parent Teacher Organization which will foster parental and community engagement within the school.
- The school will engage parents in decision making about the allocation of its Title I, Part A funds for parental engagement. Parents will be invited and encouraged to serve on the ACSIP, Student Handbook, and Parent Engagement Committees.

Goal 6: Stewart Elementary School will provide resources for parents.

Strategies for reaching goal:

- The school will distribute informational packets each year that include a copy of the school's parental 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, parental 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...).
- **State Requirement-**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 school will update the current parent center.
- **State Requirement-**The Stewart Parent Center will be located in the school's library. The center will be open daily from 7:50 a.m. to 5:00 p.m. during regular school days (Monday-Friday).
- The school's policy handbook will include the school's process for resolving parental concerns, how to define a problem, whom to approach first, and how to develop solutions.
- **State Requirement-**The principal of each school in a school district shall designate one certified staff member who is willing to serve as a parent facilitator.
- 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 or media center. A suggestion sheet will also be available for parental input.

Goal 7: Stewart Elementary School will engage parents in the evaluation of your parent and family engagement efforts.

Strategies for reaching goal:

- The school will engage parents in the annual evaluation of the Title I, Part A Program's parental 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 parental 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.
- A parental engagement survey will be sent home annually to evaluate the effectiveness of our parental engagement program.
- A parent focus group will be assembled to discuss the results of the parent and family engagement survey.

Goal 8: Stewart Elementary School will use the parent interest surveys to select, plan and implement parent and family engagement activities that will be offered throughout the year.

Strategies for reaching goal:

- The school will ask parents to fill out a parent interest survey during 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 effort to support their child academically.
- The school will use the results of the parent interest survey to plan the parental engagement activities for the year.
- 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.

Goal 9: Stewart Elementary School will plan the Annual Title I Meeting.

Strategies for reaching goal:

- The school will conduct an Annual Title I Meeting for parents of the students who participate in the Title I, Part A Program.
- 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 types of academic assessments used to measure student progress, and information on level of proficiency students are expected to meet.
- For each Title I, Part A School, an Annual Title I Meeting must be conducted. The agenda, sign-in sheet, and minutes for this meeting must be kept on file in the school's office.