

AR  
PORTLAND ELEMENTARY SCHOOL (Hamburg School District)  
314 HIGHWAY 160 EAST or P.O. Box 8  
PORTLAND AR 71663  
870-737-4333

**School Parent and Family Engagement Plan**

**This form was adapted from, *A Toolkit for Title I Parent Involvement.* Ferguson, C. (2009). *A Toolkit for Title I Parental Involvement.* Austin, TX: SEDL.**

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**District**  
Hamburg

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**Grade Levels**  
Pre-K- 5

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**Building Facilitator and District Coordinator**  
Brandi Poole

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**Title I Status**  
 Schoolwide  
 Targeted Assistance  
 Non-Title I School

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**Percent of free and reduced lunch**  
60%

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**Parent and Family Engagement Committee Members**  
*(Select "Repeat" to open more entry fields to add additional team members)*

**Enter committee members**

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**First Name**  
Valliery

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**Last Name**  
Brooks

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**Position**

**Enter committee members**

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**First Name**

Taylor

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**Last Name**

Marcantel

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**Position**

Parent and Community Member

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**Enter committee members**

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**First Name**

Kelly

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**Last Name**

Payne

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**Position**

Parent

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**Enter committee members**

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**First Name**

Holly

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**Last Name**

Carpenter

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**Position**

PTO Vice President, Parent, & Community Member

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**Enter committee members**

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**First Name**

Jessica

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**Last Name**

Holiman

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**Position**

Parent & Community Member

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**Enter committee members**

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**First Name**

Cindy

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**Last Name**

Lemus

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**Position**

Parent & Community Member

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**Enter committee members**

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**First Name**

Kim

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**Last Name**

Allison

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**Position**

Parent

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**Enter committee members**

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**First Name**

Johniece

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**Last Name**

Black

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**Position**  
Parent

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**1. List various communication strategies used in your school to provide additional information to parents and to increase parent and family engagement in supporting classroom instruction.**

Weekly newsletters sent by each teacher include school news, weekly grades, calendar of school events and community events, as well as volunteer opportunities. Each teacher updates a webpage weekly with classroom and subject information, dates, and other current information. This webpage is accessible through the district webpage. Current grades are also available 24/7 on our online eschool grade book. Folders are sent home weekly with student work samples. Parents are asked to sign and return folders and newsletters. Nine weeks report cards are sent home, as well as 4 1/2 week progress reports. Standardized test scores and a guide to reading and understanding these scores is sent home for each student. Parent surveys are sent home and parents are offered an opportunity to complete online at Open House. Data from these surveys is analyzed to improve parent and family relationships with the school. A school Facebook page is also used to broadcast upcoming events.

Brochures, posters, and notices are placed in our school and community to inform parents of important information and events. Use of Broadband Connect is a District Wide Communication system that is utilized. Cristy West, Principal (870)737-4333 Brandi Poole, Parent/Family Engagement Facilitator (870)737-4333

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**2. List the proposed parent meeting, conferences and activities regularly throughout this year and the dates providing flexible meeting times that you have planned to increase parent and family engagement and build staff and parent capacity to engage in these types of efforts. (Must include the 2 state mandated parent/teacher conferences each year.)**

Welcome Back to School Open House August 10,2017 from 4:00- 5:45

Parent/Teacher Conferences September 18, 2017 (1:00- 7:00 pm) and February 5,2018 (1:00-7:00 pm.)  
Parents choose a convenient time during these hours and dates.

Portland Elementary Auction and Dinner December 1,2017 6:30 p.m.-8:30 p.m.

Student of the Month Luncheons held monthly 11:10 a.m. and 11:30 a.m.

Awards Assemblies held the last Friday of each nine weeks during school hours.

Grandparents Day Activities and Reception in September

Red Ribbon Week October 23-27,2017

PTO Meetings held the first Thursday of the month at different times to accommodate parents schedules (5:30 p.m. or 3:30 p.m.)

Fundraising Committees chaired by parents

Scholastic Book Fair November 6-10, 2017 Parent Involvement Early Morning Breakfast during Book Fair Week to accommodate working parents/grandparents and those who work night jobs or shift work - "Breakfast with Loved Ones"

Veteran's Day assembly November 10, 2017 at 8:45 a.m.

Annual Chili & Bingo Family Night in February 2018

Title I Annual Parent Meeting October 9, 2017

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### **3. How will your school provide information to parents about volunteer opportunities (must include state mandated parent training)?**

Portland Elementary announces volunteer opportunities on weekly newsletters, our school Facebook page, our school website, and at PTO meetings.

Portland Elementary will provide a survey of volunteer opportunities and ask parents which aspects of volunteering they are most comfortable with.

Parent Involvement Staff Development Hours (2 Hours)

Informational packets and brochures are available to parents on nutritional meal planning, incorporating developmentally appropriate learning activities into the home environment, and using the Department of Education website to gain more information and assistance.

Portland Elementary will provide opportunities for parents and community members to support the instructional program with Guest Readers during Read Across America Week.

Accelerated Reader Program information is provided to parents and students. Parents are able to check their child's progress online throughout the year. Parents also have access to our school computer lab daily from 7:30 a.m. -3:30 p.m.

PTO offers several opportunities for parents to volunteer for various committees throughout the year. Examples of committees are: A Conduct Carnivals each nine weeks; Bake Sale during Community Wide Garage Sale on October 7,2017; Annual Auction and Dinner on December 2, 2017; School Wide Beautification once each semester; Spring Fundraiser in January of 2018; Fun Day last week in May 2018.

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### **4. How will your school work with parents to create a School-Parent-Compact?**

School staff, parents, and students work together to develop a compact. A meeting will be held to offer parents a time to voice ideas/feedback concerning this compact and be involved in a revision process, if needed.

Parent/Teacher/Principal/Student Compact is signed by each stakeholder at the beginning of the school year and discussed. Responsibility for the student's success is shared among all stakeholders.

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### **5. How will your school 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?**

Parents and community stakeholders are involved in school improvement planning committees. Parents are offered training on how to contribute to this process in a meaningful way. Parents are included in decisions about allocating Title I funds for Parent Involvement. Former students are involved in this process as well.

Erin Selby, Haley Berry, Baylee Graham, and Maira Jimenez are members of the Alumni Committee.

Portland Elementary PTO is a well formed organization with high attendance by all members. Proper meeting rules are followed and minutes of meetings are kept. The minutes are available to parents or teachers at any time. Portland Elementary has a State run Preschool program.

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### **6. How will your school provide resources for parents?**

ESL families are provided with an interpreter if needed. Parents have opportunities to check out materials from the Parent Center 7:30 a.m. - 3:30 p.m. daily. Informational packets, including parent involvement plan, volunteer survey, and school information are given to each parent and available for new students throughout the year. Our school computer lab is available for daily use to parents if needed.

**7. How will your school engage parents in the evaluation of your parent and family engagement efforts?**

Portland Elementary will engage parents in the annual evaluation of the Title I parent involvement efforts using a needs assessment filled out by teachers, parents and school staff. A Title I committee will determine effectiveness of the parent involvement plan and make changes if needed. Specific information will be collected to aid in this process. Our Annual District Stakeholders Title I meeting will be October 9, 2017.

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**8. How will your school use the parent interest surveys to select, plan and implement parent and family engagement activities that will be offered throughout the year?**

Portland Elementary will ask parents to fill out a parent interest survey at Open House or during the month of September to obtain information from parents concerning activities they feel will benefit their child academically. This information will be used to plan Parent Involvement activities during the year. Another survey will be sent at the end of the school year to evaluate the effectiveness of each activity.

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**9. When will your school plan the Annual Title I Meeting that must be conducted separately? (It CANNOT be held in conjunction with any other meetings or activities.)**

The Annual Title I Meeting will be held on October 9, 2017.

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***\*After completion of this form, the school should print and submit to district for review and approval. Once approved, the school is required to post their School Parent Plan on their website.***