

School Parent and Family Engagement Plan

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District Name:	Nettleton Public Schools
Grades Levels:	Pre-K, K, 1st, 2nd
Building Facilitator:	Vera Leath
District Coordinator:	Grace Peterson
Percent Free and Reduced Lunch:	67%

Title I Status

Schoolwide

Targeted Assistance

Non-Title I School

Parent and Family Engagement Committee Members

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

First Name	Last Name	Position
Julie	Roark	principal
Matt	Nix	assistant principal
Vera	Leath	parent involvement coordinator
Amy	Starling	teacher
Martha	Lamm	teacher

Skylar	Inzer	parent center coordinator
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Parent and Family Engagement Committee Members

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

First Name	Last Name	Position
Danielle	Smallman	kindergarten/2nd grade parent
Lindsey	Gilberto	PTO president/parent
Laura	Smith	PTO parent
Laura	Bisogni	1st grade parent

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.

- Our school will create a Web site to house classroom Web sites for each teacher. Homework assignments and pertinent classroom information will be available on classroom Web sites. 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. Person responsible is Julie Roark, principal.
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- 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. Person responsible is Julie Roark, principal.
- Teachers will routinely contact parents on an individual basis to communicate about their child's progress. Person responsible is Julie Roark, principal.
- Our school will provide to parents reports/report cards every four weeks with information regarding their child's academic progress and upcoming classroom and school events. Person responsible is Julie Roark, principal.
- Our 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. Person responsible is Vera Leath, counselor.
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- Our school will use the student handbook, school Web site, signage at the school entrance, and parent orientation meetings about the Schoolwide Title I Plan and how to get a copy upon request. Person responsible is Julie Roark, principal.
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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.)

- These meetings will include a series of family reading nights that provide an opportunity for parent and their child to experience the school situation in a positive and helpful manner while school staff may provide any needed assistance or encouragement. Person responsible is Julie Roark, principal.
- The meetings will be held at various times during the day or evening to better accommodate parents. Person responsible is Julie Roark, principal.
- Teachers will hold conferences individually 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. Person responsible is Julie Roark, principal.
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- Our school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning. Person responsible is Julie Roark, principal.

2018-19 Dates Person responsible is Julie Roark, principal.

- Open House (Aug. 9, Aug. 14-15 for kindergarten)
- Monthly PTO meetings (Sept.-April)
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- Grandparents Day (Sept. 10-12)
- Grandparents Day volunteer readers (Sept. 10-12)
- Curriculum Night (family night) Sept. 25)
- Football Elementary Night - Pee Wee Cheer/2nd grade singers before game (Sept. 28)
- On-site mental health therapist family night (Oct. 2)
- Field Trips (1st grade Oct. 16, 2nd grade, kindergarten, pre-k)
- Parent/Teacher conferences (Oct. 18 and March 14)
- Holiday Basket Silent Auction (Oct. 18)
- Red Ribbon Week (Oct. 22-26)
- Fall Halloween Bash (family night) (Oct. 31)
- Kindergarten Thanksgiving lunch (Nov.)
- Christmas Store (Dec. 10-14)
- Pictures with Santa (PTO helpers) (Dec. 14)
- Choir concert (1st/2nd) (Dec.)
- Christmas class parties (Dec. 19)
- Valentine's class parties (Feb. 14)
- Book Fair (March 1-14)
- Read Across America (March)
- Field Day (April)
- PTO Appreciation Lunch (April)
- Awards Program and farewell cake/punch for 2nd grade (May)
- Kindergarten Graduation (May)
- Pre-k Graduation (May)

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

- Our school will provide a list of volunteer opportunities and solicit ideas for other types of volunteer efforts during family nights, etc. Volunteer forms are available at our PTO booth at each event that parents can attend. 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. Person responsible is Vera Leath, Parent Involvement Coordinator.
- 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 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. Person responsible is Vera Leath, Parent Involvement Coordinator.
- Our school requires 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 that 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. Person responsible is Julie Roark, principal.

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

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 will build and develop a partnership to help children achieve the state's high academic standards. All stakeholders will sign the compact. Person responsible is Vera Leath, Parent Involvement Coordinator.

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?

- Our 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. Person responsible is Vera Leath, Parent Involvement Coordinator.
- Our school will engage parents in decision making about the allocation of its Title I, Part A funds for parent and family engagement. Person responsible is Vera Leath, Parent Involvement Coordinator.
- 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. Person responsible is Vera Leath, Parent Involvement Coordinator.
- Our school shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school. Person responsible is Vera Leath, Parent Involvement Coordinator.

6. How will your school provide resources for parents?

- Parents may check out materials, use the computer to check grades, and visit educational Web sites. 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. Person responsible is Skylar Inzer, Parent Center Coordinator.
- Our 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, e-mail...). Person responsible is Vera Leath, Parent Involvement Coordinator.
- 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. Vera Leath, Parent Involvement Coordinator and Skylar Inzer, Parent Center Coordinator.
- Create a parent center. Person responsible is Vera Leath, Parent Involvement Coordinator and Skylar Inzer, Parent Center Coordinator.
- Include in the school's policy handbook the school's process for resolving parental concerns, including how to define a problem, whom to approach first, and how to develop solutions. Person responsible is Julie Roark, principal.
- The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent facilitator. Julie Roark, principal and Vera Leath, Parent Involvement Coordinator.

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

Our school will engage parents in the annual evaluation of the Title I, Part A Program's parent and family 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 parent and family 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. Person responsible is Vera Leath, Parent Involvement Coordinator.

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?

- Our school will ask parents to fill out a parent interest survey at 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 efforts to support their child academically. Person responsible is Vera Leath, Parent Involvement Coordinator.
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- Our school will use the results of the parent interest survey will be used to plan the parent and family engagement activities for the year. Person responsible is Vera Leath, Parent Involvement Coordinator.
- 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. Person responsible is Vera Leath, Parent Involvement Coordinator.
- Sponsor seminars to inform the parents of high school students about how to be involved in the decisions affecting course selection, career planning, and preparation for post secondary opportunities. Person responsible is Vera Leath, Parent Involvement Coordinator.

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 school will conduct an Annual Title I Meeting for parents of the students who participate in the Title I, Part A Program. Person responsible is Julie Roark, principal.
- 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 forms of academic assessments used to measure student progress and information on proficiency level students are expected to meet. Person responsible is Julie Roark, principal.
- For each Title I, Part A School, an Annual Title I Meeting must be conducted. The agenda, the sign-in sheet and the minutes for this meeting must be generated separately from any other events and kept on file in the school's office. Person responsible is Julie Roark, principal.

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

District Feedback:

	Attention: Changes Needed!	In Compliance	Comments	Date of Feedback
1. Communication Strategies:				
2. Annual Schedule:				
3. Volunteer Opportunities:				
4. School-Parent-Compact:				

5. Involvement/Schoolwide Planning:				
6. Resources for Parents:				
7. Evaluation of Efforts:				
8. Parent Survey:				
9. Annual Title I Meeting:				

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