

AR
University Hgts Elem School (Nettleton School District)
300 Bowling Lane
Jonesboro AR 72401
870-910-7823

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.

Hint

District

Nettleton Public Schools

Grade Levels

Pre-K, K, 1st, 2nd

Building Facilitator and District Coordinator

Vera Leath

Title I Status

- Schoolwide
- Targeted Assistance
- Non-Title I School

Percent of free and reduced lunch

73%

Parent and Family Engagement Committee Members

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

Enter committee members

First Name

Melissa

Last Name

Perrin-Reed

Position

parent

Enter committee members

First Name

Lacey

Last Name

Moss

Position

parent

Enter committee members

First Name

Matt

Last Name

Smith

Position

parent

Enter committee members

First Name

Vera

Last Name

Leath

Position

Parent Involvement Coordinator

Enter committee members

First Name

Amy

Last Name

Starling

Position

Teacher

Enter committee members

First Name

Martha

Last Name

Lamm

Position

Teacher

Enter committee members

First Name

Julie

Last Name

Roark

Position

Principal

Enter committee members

First Name

Matt

Last Name

Nix

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.

Parents of the students in all grade levels at UHE (K-2) will be included in a variety of roles that are comprehensive and coordinated in nature to encourage active parental involvement. Recognizing that communication between home and school should be regular, two-way and meaningful, UHE will:

- Prepare informational packets appropriate for the age and grade of the child that will include:
 - The school's parent involvement plan
 - Survey of volunteers interests
 - Recommended roles for parents/teachers/students and school
 - Ways for the parents to become involved in the school and his or her child's education
 - Activities planned throughout the school year to encourage parental involvement
 - A description of the system which allows parents and teachers to communicate in a regular, two-way meaningful manner
- School staff will use a variety of communication strategies to provide additional information to parents and to increase parental involvement in supporting classroom instruction:
 - UHE will create a website to provide general school-wide information and house all classroom websites. Each classroom website shall contain information such as weekly events, homework assignments, and other pertinent information. The websites will also give access to the teachers email addresses.
 - Classroom teachers will utilize a folder that is sent home daily. The folder will contain student work, important notes and be used for two-way communication.
 - The school will provide bi-quarterly and quarterly reports to the parents regarding their child's progress.
 - Information will be posted on the school website, sent to parents via "Info on the Go", Celly (text messaging service) and brochures sent home concerning volunteer opportunities and parent workshops/meetings.
 - Send home weekly classroom newsletters concerning academics and upcoming events

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.)

University Heights Elementary will propose parent meetings, conferences and other activities throughout the year. The times will be varied to increase parental involvement.

- University Heights Elementary will propose parent meetings, conferences and other activities throughout the year. The times will be varied to increase parental involvement.
- These meetings will include parent training sessions based on the results of the parent survey
- The meetings will be held at various times during the day or evening to better accommodate parents.
- UHE will host an Open House so that parents can meet teachers, obtain supply lists and set educational goals for the school year.
- 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.
- The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:
 - Special parent lunches
 - Book fair helpers

- Grandparents Day
- Awards Day presentation
- Field Day volunteers
- Math, Reading, Fitness, Technology Nights
- August
 - Title 1 Informational Meeting
 - Open House
 - PBIS Fundraiser (T-Shirt Sales, Yard Signs)
- September
 - 2nd Grade Field Trip
 - Grandparents Day Breakfast
 - IHOP Breakfast
 - Elementary Night at High School Football Game
- October
 - 1st Grade Field Trip
 - Parent/Teacher conference
 - Book Character Day
 - Technology Training for Parents
 - Red Ribbon Week
- November
 - Math and Literacy Night
 - Flu Clinic
- December
 - Pictures with Santa
 - Classroom parties
- January
 - Great Kindness Challenge
 - 100th Day Celebration
- February
 - Valentine Parties
 - Read Across America
- March
 - Parent/Teacher conference
- April
 - Arkansas Night
- May
 - Field Day
 - Kindergarten Graduation

ACTIVITIES WILL CONTINUE TO BE ADDED AS NEEDS ARISE

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

Parents can learn about volunteer opportunities by:

- Completing volunteer form online or paper form sent home by teachers.
- Sign up for UHE's Info on the Go and Celly, emails and texts will be sent requesting volunteers.
- Parents entering the building will be encouraged to volunteer.
- A resource book will be created and placed in the parent center for teacher access. Information will be gathered from a parent survey that will include questions such as: parent interests, frequency of desired participation and options available for those that wish to work at home.
- A pamphlet will be provided to 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.
- STATE REQUIREMENT – 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.
- STATE REQUIREMENT (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 parental involvement 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 parent involvement.

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

UHE will 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.
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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?

UHE will support and involve parents in the development, implementation and regular evaluation of the program to involve parents in the decisions and practices of the school by:

- 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.
 - STATE REQUIREMENT - The school shall enable the formation of a Parent Teacher Association or organization that will foster parental and community involvement within the school.
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6. How will your school provide resources for parents?

The school will provide resources to parents in the following ways:

- STATE REQUIREMENT - The school will distribute informational packets each year that includes a copy of the school's parental involvement 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 involvement 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...).
 - Educational prescriptions will be used to enhance parent/child/school learning.
 - 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.
 - STATE REQUIREMENT – 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.
 - UHE will maintain a parent center. The parent center will be updated as funds are made available. A classified person will manage the parent center and will be responsible for keeping records of usage and teacher referrals.
 - Relationships will be maintained with public and private agencies that provide family support services, such as Methodist Health Systems, The United Way, The Rice Depot, etc.
 - The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent facilitator.
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7. How will your school engage parents in the evaluation of your parent and family engagement efforts?

UHE will engage parents in the evaluation of our parental involvement efforts.

- UHE will engage parents in the annual evaluation of the Title 1 Parental Involvement efforts through an annual evaluation using a comprehensive needs assessment filled out by teachers, parents and school staff. The Parent Involvement Committee will determine the effectiveness of the parental involvement plan and make changes if warranted. While collecting evidence about satisfaction with the program and the school's efforts to increase parental involvement 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.
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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?

The school will use the parent interest surveys to select, plan and implement parental involvement activities that will be offered throughout the year in the following ways:

- The school will ask parents to fill out a parent interest survey during the first nine weeks to obtain information from parents concerning the activities they feel will be most beneficial in the efforts to support their child academically, physically and socially.
 - The school will use the results of the parent interest survey to plan the parental involvement activities for the school year.
 - UHE will evaluate the activities that were suggested by the parents at the end of the year as part of the annual parental involvement plan evaluation.
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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 University Heights Elementary Annual Title 1 Meeting will be held:

- 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 forms of academic assessments used to measure student progress and information on proficiency level students are expected to meet.
 - 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.
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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.***