

AR
BAY ELEMENTARY SCHOOL (BAY SCHOOL DISTRICT)
P.O. BOX 39
BAY AR 72411
870-781-3300

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

Bay School District

Grade Levels

K-6

Building Facilitator and District Coordinator

Michelle Lane

Title I Status

- Schoolwide
- Targeted Assistance
- Non-Title I School

Percent of free and reduced lunch

64%

Parent and Family Engagement Committee Members

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

Enter committee members

First Name

Jodi

Last Name

Cobb

Position

Enter committee members

First Name

Amanda

Last Name

Cossey

Position

Parent

Enter committee members

First Name

Hannah

Last Name

Gorman

Position

Counselor

Enter committee members

First Name

Sandy

Last Name

Davis

Position

Preschool Director/Teacher

Enter committee members

First Name
Braden

Last Name
Watson

Position
Principal

Enter committee members

First Name
Kristi

Last Name
Wilson

Position
Parent Coordinator/Library Media Specialist

Enter committee members

First Name
Amanda

Last Name
Pierce

Position
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.

1. The school will distribute a quarterly newsletter to parents that is developed with participation of the parent-school organization (PHT), principal, staff and parent volunteers. It includes school news, a calendar of school activities, and parenting tips related to school achievement such as homework tips, organizational skills, and study skills. (For further information, please contact Kristi Wilson at 781-3300 or kwilson@bay.k12.ar.us .)
2. The school utilizes "Edline," a web based program, in which homework assignments and pertinent classroom information are available online. Also, parents have access to their child's grades using an individual login available at the beginning of year through the Home Access Center. Parents may email staff from "Edline" to

communicate with members of the school staff. A special newsletter informs parents of the teachers/email addresses and other contact information. (For further information, please contact Kristi Wilson at 781-3300 or kwilson@bay.k12.ar.us .)

3. Teachers will send home a folder containing student papers and work samples each week for parents to review. Teachers and parents can communicate through the folder with compliments and concerns. (Contact: Classroom Teachers)
4. The school will provide to parents reports/report cards every five weeks (progress and report cards) with information regarding their child's academic progress. Weekly classroom assignment sheets, quarterly newsletters, Edline updates, and the district website will inform parents of upcoming classroom and school events. (Contact: Classroom Teachers)
5. The school will send brochures home with students and post notices in school facilities about parent workshops and meetings. (For further information, please contact Kristi Wilson at 781-3300 or kwilson@bay.k12.ar.us .)
6. The school will use the student handbook, signage at the school entrance, Title I Meeting, and parent orientation meetings to inform parents about the School Title I Plan and how to get a copy upon request. (For further information, please contact Jodi Cobb, Federal Programs Coordinator at 781-3300 or jcobb@bay.k12.ar.us .)
7. The school will utilize a school app for smart devices that allows parents to access information. Push notifications will also be sent to keep parents informed of 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.)

1. These meetings will include a series of family reading nights (Family Nights, one tentatively scheduled for September and one tentatively scheduled for April) that provide an opportunity for parents and their child to experience the school situation in a positive and helpful manner while school staff may provide any needed assistance or encouragement. For further information, please contact Kristi Wilson at 781-3300 or kwilson@bay.k12.ar.us .
2. The school will hold an orientation for parents to inform them about the school's participation in the Title I program and to encourage parents to be involved with reviewing and revising the School's Title I Plan. That meeting will be held August 10 from 5:30-5:45. Jodi Cobb will facilitate. (For further information, please contact Jodi Cobb at 781-3300 or jcobb@bay.k12.ar.us.)
3. The school will hold an orientation for parents in each grade level to inform them about the school's participation in various programs and other school procedures. Parents will also be given suggestions for coordinating school-parent efforts and explanations of homework and grading procedures. These nights, called PIN (Parent Information Nights), will be held on August 10. Regular classroom teachers will facilitate. (For further information, please contact your child's teacher at 781-3300.)
4. 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. (Contact: Classroom Teachers)
5. The school will offer parents a special workshop each year to provide an explanation of the statewide assessment system, standards, and other accountability measures including testing and study tips. Testing Information Night is tentatively scheduled for March. Jodi Cobb, Curriculum Principal/Federal Programs Coordinator, and Hannah Gorman, school counselor will facilitate. (For further information, please contact Jodi Cobb or Hannah Gorman at 781-3300.)
6. The school will encourage parents in the following types of roles and activities to increase their involvement and support for student learning:
 1. Book Fair Volunteers (Fall – October and Spring – April)
 2. Grandparent's Day (September)
 3. Special Thanksgiving Lunch for Parents (November)
 4. Awards Day Programs
 5. Field day volunteers (May)
 6. Family Math and Literacy Night (September)
 7. Orientation/Open House (August 10)
 8. PHT membership and activities
 9. PBIS events (monthly school store, earned events)
 10. Art Show (April/May)
 11. Choir concerts (December and April)
 12. D.A.R.E. graduation (May)

13. Various committees or other needs
 14. Parent/Teacher Conferences (October 19, 2017 and February 8, 2018)
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3. How will your school provide information to parents about volunteer opportunities (must include state mandated parent training)?

1. Through the use of a distribution list by which parents are invited to join through the newsletter and website and brochures which are sent home, parents are informed of volunteer needs and events. Parents are then put in contact with the teacher who is in need of services. Contact is made to confirm date and time. (For further information, please contact Kristi Wilson at 781-3300 or kwilson@bay.k12.ar.us .)
 2. 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 volunteers, the use of and access to the Department of Education website tools for parents (discussed during PIN Night), assistance with nutritional meal planning and preparation by offering healthy food tips and dinner time tips in the quarterly newsletter, and other strategies or curricula developed or acquired by the school district for at-home parental instruction approved by the Department of Education.
 3. 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 parental participation.
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4. How will your school work with parents to create a School-Parent-Compact?

1. 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. (For further information, please contact Kristi Wilson at 781-3300 or kwilson@bay.k12.ar.us .)
 2. The school compact will be posted online for easy access and review. (For further information, please contact Kristi Wilson at 781-3300 or kwilson@bay.k12.ar.us.)
 3. The school will review the compact annually for changes and improvements. (For further information, please contact Kristi Wilson at 781-3300 or kwilson@bay.k12.ar.us .)
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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?

1. 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.
 2. 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. The elementary currently has an active PHT whose meeting times vary to allow those who work to attend meetings. (For further information, please contact Kristi Wilson at 781-3300 or kwilson@bay.k12.ar.us .)
 3. The school will ask parents to serve on curricular and instructional review committees, such as ACSIP, district and school parental involvement plan, wellness committee, and other student-centered committees. Their input will be utilized to review current plans for improvement.
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6. How will your school provide resources for parents?

1. Parents may check out materials from the on-site Parent Center. They may also use the computers to check

grades and visit educational websites. Parents will be encouraged to view the Title I Plan located in the parent resource center located in the media center. (For further information, please contact Kristi Wilson at 781-3300 or kwilson@bay.k12.ar.us.)

2. 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...). (For further information, contact Kristi Wilson at 781-3300 or kwilson@bay.k12.ar.us.)
 3. 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 Parent Center is centrally located in the library and its resources are available to parents 8:00-3:30 pm and as nightly events occur.
 4. 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.
 5. STATE REQUIREMENT - The principal of each school in a school district shall designate (1) certified staff member who is willing to serve as a parent facilitator. (For further information, please contact Kristi Wilson at 781-3300 or kwilson@bay.k12.ar.us.)
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7. How will your school engage parents in the evaluation of your parent and family engagement efforts?

The school will engage parents in the annual evaluation of the Title I, Part A Program's parental involvement 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 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) how welcome parents feel in the school; (3) specific needs of parents; (4) effectiveness of specific strategies; and (5) engagement of parents in activities to support student academic growth. The survey will be conducted at the end of the year to address needs for the upcoming school year. PHT will also preview the Parental Involvement Plan at the beginning of the year to confirm all efforts are made to suggestions from parents.

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?

1. The school will ask parents to fill out a parent interest survey at the end 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. The survey will be printed and available online throughout the summer. (For further information, please contact Kristi Wilson, 781-3300 or kwilson@bay.k12.ar.us.)
 2. The school will use the results of the parent interest survey will be used to plan the parental involvement activities for the upcoming school year.
 3. The school 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.)

1. The school will conduct an Annual Title I Meeting for parents of the students who participate in the Title I, Part A Program. The meeting will be held August 10. Jodi Cobb will facilitate. (For further information, please contact Jodi Cobb at 781-3300 or jcobb@bay.k12.ar.us.)
2. 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. It will be held approximately one week prior to the first day of school.

3. 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. (For further information, please contact Jodi Cobb at 781-3300 or jcobb@bay.k12.ar.us.)

If you have any questions or comments about this plan, please contact Kristi Wilson at 781-3300.

****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.***