

ELKINS PARENT AND FAMILY ENGAGEMENT PLAN 2018 - 2019

Parent and Family Engagement Program Guidelines

The Parent/Guardian Program in the Elkins School District shall:

1. The district shall involve parents/guardians of students at all grade levels in a variety of roles. The parent and family engagement facilitators coordinate many of the parent and family activities. The facilitators inform the District Federal Programs Coordinator of these activities and site visits are conducted to observe these activities.
2. The district shall provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance. The activities will enhance the awareness and skills of the teachers, pupil service personnel, principals, and staff in reaching out to communicating with and working with parents as equal partners.
3. The district shall conduct, with the engagement of parents and family, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools served under this district, including identifying barriers to greater participation by parents in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background), and use the findings of such evaluation to design strategies for more effective parental and family engagement, and to revise, if necessary, the parent and family engagement policies described in this plan.
4. The district shall conduct an annual survey to improve effectiveness.
5. The district shall recognize that communication between the home and the district should be regular, two-way and meaningful.
6. The district shall incorporate the Elkins School District Parent and Family Engagement Plan into the district's and schools' annual comprehensive school improvement plan (ACSIP) with parent suggestions.
7. The District Federal Programs Coordinator oversees and asks for documentation of parent and family engagement times and activities. The District Federal Programs Coordinator is instrumental in reviewing and developing the district parent and family engagement policy. The District Federal Programs Coordinator with the school facilitators and guidance from State Federal Programs develops the school-parent compact. Two informational parent meetings are conducted each school year in our Title I schools to provide parents with information to improve their child's academic achievement and how to access their child's achievement status at flexible meeting times to accommodate parents. Letters are sent out to inform our parents of their child's attendance. Our district utilizes In Touch as well as our web site to communicate our parent meetings.

BUILDING CAPACITY FOR PARENT AND FAMILY ENGAGEMENT

1. Elkins School District shall ensure that each Title I school is monitored and performs the tasks required by Schoolwide Title I components.
2. Elkins School District shall ensure that each Title I school provides assistance to parents of children served by the school, as appropriate, in understanding such topics as the state's academic content standards and state academic achievement standards, state and local academic assessments, the requirements of Title I, how to monitor a child's progress, and how to work with educators to improve the achievement of their children. Parents' rights to request information relating to their child's progress, teacher qualifications and teacher meetings is disseminated among parents.
3. Elkins School District shall ensure that each Title I school develops a parent/teacher/student compact.

4. Elkins School District shall ensure that each Title I school provides materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement.
5. Elkins School District shall ensure that each Title I school will educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents and how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school. The district will assist the parental facilitators at each school (Primary: Lisa Carper, Elementary: Cindy Hubbs, Middle School: Amy Camp, and High School: Amanda Coleman) in the development of parent and family engagement groups at each school.
6. Elkins School District shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Home Instruction Programs for Preschool Youngsters, and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.
7. Elkins School District shall ensure that information related to school and parents programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.
8. Elkins School District shall provide such other reasonable support for parent and family engagement activities under this section as parents may request.
9. Elkins School District and schools shall develop a policy and plan to involve parents. These will be available on both the district and school websites, in print or shared at public meetings.
10. The parent and family engagement facilitator at each school is responsible for conducting the parent survey to identify barriers to greater parent participation and collecting the results. The District Federal Programs Coordinator is responsible seeing that this survey is conducted and collects each school's results to meet with building facilitators and identify strengths and barriers to greater parent participation. Then, planning activities to remove these barriers.

POLICY

The Elkins School District shall develop a parent and family engagement policy that shall describe the means for carrying out the policy requirements.

6.11-PARENTAL AND FAMILY ENGAGEMENT - DISTRICT

The Elkins School District understands the importance of engagement parents, families and the community as a whole in promoting higher student achievement and general good will between the district and those it serves. Therefore, the district shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community.

1. Engage parents and the community in the development of the long range planning of the district;
2. Give the schools in the district the support necessary to enable them to plan and implement effective parent and family activities;
3. Have a coordinated involvement program where the engagement activities of the district enhance the engagement strategies of other programs such as Head Start, HIPPY, Parents as Partners, Parents as Teachers, ABC, ABC for School Success, area Pre-K programs, and Even Start;
4. Explain to parents and the community the State's content and achievement standards, State and local student assessments and how the district's curriculum is aligned with the assessments and how parents can work with the district to improve their child's academic achievement;

5. Provide parents with the materials and training they need to be better able to help their child achieve. The district may use parent resource centers or other community based organizations to foster parent and family engagement and provide literacy and technology training to parents.

6. Educate district staff, with the assistance of parents, in ways to work and communicate with parents and families and to know how to implement parent and family engagement programs that will promote positive partnerships between the school and parents;

7. Keep parents informed about parent and family engagement programs, meetings, and other activities they could be involved in. Such communication shall be, to the extent practicable, in a language the parents can understand;

8. Find ways to eliminate barriers that work to keep parents from being involved in their child's education. This may include providing transportation and child care to enable parents to participate, arranging meetings at a variety of times, and being creative with parent/teacher conferences;

9. Find and modify other successful parent and family engagement programs to suit the needs of our district;

10. Train parents to enhance and promote the engagement of other parents;

11. Provide reasonable support for other parent and family engagement activities as parents may reasonably request.

To ensure the continued improvement of the district's parent and family engagement program, the district will conduct an annual review of its parent and family engagement policies to examine their effect on promoting higher student achievement. The review shall be done by a committee consisting of parents and other community members, certified and classified staff, and member(s) of the administration.

This policy shall be part of the school's Title I plan and shall be distributed to parents of the district's students and provided, to the extent practicable, in a language the parents can understand.

Legal References: 20 U.S.C. ♦ 6318 (a)(2),(A),(B),(D),(E) (NCBL Act of 2001, Section 1118)

20 U.S.C. ♦ 6318 (e)(1),(2),(3),(4),(5),(6),(8),(9),(10),(11),(13),(14) (NCBL Act of

2001, Section 1118)

Date Adopted: 3-10-1987

Last Revised: 2-22-2011

GUIDELINES

1. Elkins School District shall conduct surveys annually involving parents input to assist our district in identifying barriers to parent and family engagement in an effort to remedy any barriers that exist. Elkins Primary and Elementary Schools shall provide opportunity for parents to submit any comments on the plan when the school makes the plan available to the Elkins School District, if the schoolwide program plan is not satisfactory to the parents of participating children. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents and families can understand. Such plans shall be made available to the local community and updated periodically to meet the changing needs of the parents and of the school. The parent and family engagement facilitator at each school is responsible for conducting the parent survey to identify barriers to greater parent participation and collecting the results. The District Federal Programs Coordinator is responsible seeing that this survey is conducted and collects each school's results to meet with building facilitators and identify strengths and barriers to greater parent participation. Then, the group is responsible for planning activities to remove these barriers.

2. Elkins Primary and Elementary Schools shall convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved. At these meetings parents will be provided the opportunity to assist in the development of the evaluation procedures involved in progress monitoring and the way to best disseminate the data to parents and families.

3. Elkins Primary and Elementary Schools shall offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part transportation, child care, or home visits as such services relate to parental involvement.

4. Elkins Primary and Elementary Schools shall engage parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent

and family engagement plan and the joint development of the schoolwide program plan, except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children.

5. Elkins Primary and Elementary Schools shall provide parents of participating children:

☐ Timely information about programs under this part;

☐ A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and

☐ If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

DISTRICT PARENTS AND FAMILY ENGAGEMENT

PARENT AND FAMILY INFORMATION PACKETS

To encourage communication with parents/ guardians, each school in the Elkins School District shall prepare and distribute annually Parent Information Packets, appropriate for the age and grade of each child which includes, but is not limited to:

☐ The school's parent/ guardian and family engagement program;

☐ The recommended roles of the parents and guardians, students, teachers and school;

☐ Options for parents/guardians to become engaged in their children's school and in their children's educational program;

☐ A parent/guardian survey regarding their abilities, interests, and availability as a volunteer;

☐ Activities planned throughout the school year to encourage parent/guardian, and family engagement;

A system to permit parents/ guardians and teachers to communicate in a regular, two-way and meaningful manner with their children's teachers and principal.

The building ACSIP chairs and the principals in each building are responsible for recruiting parents to serve on the ACSIP Committees. The District Federal Programs Coordinator is responsible for overseeing that recruiting parents to serve on the ACSIP Committees.

PARENTS/ GUARDIANS AND TEACHER CONFERENCES

To encourage communication with parents/guardians, the Elkins School District shall schedule not less than two (2) parent/guardian and teacher conferences per school year. The district and its schools may plan to engage in other activities determined by them to be beneficial in the fostering of effective communication with parents/guardians. Any parent/guardian that cannot attend either of these conferences are urged to contact the school building office for a rescheduled time to discuss their child's progress.

PROMOTING/SUPPORTING RESPONSIBLE PARENTING

The Elkins School District provides within each campus' parent resource center and parent libraries various pamphlets, videos, books, and magazines which may be taken or checked out by parents visiting school for any event. These materials are reviewed annually.

PARENT RESOURCE CENTER

The Elkins School District supports a Parent Resource Center at each school campus. Parent facilitators are available for assistance. Hours, building contact telephone numbers, and staff email addresses can be obtained through the building administration offices or on each school's website.

PARENT LIBRARY

The Elkins School District supports a Parent Library at each school campus. Materials such as videos, magazines, and books may be checked out by parents. Parent facilitators are available for assistance. Hours, building contact telephone numbers, and staff email addresses can be obtained through the building administration offices or on each school's website.

ACKNOWLEDGEMENT THAT PARENTS/GUARDIANS AND FAMILY PLAY AN INTEGRAL ROLE IN ASSISTING STUDENT LEARNING

To help parents/guardians to assist students during their learning processes, the district will ensure that each school will schedule regular parent involvement meetings in order that parents/guardians may be given a report on the state of the school and overview:

☐What students will be learning;

☐How students will be assisted;

☐How to relate to student assessment;

☐What parent/guardians should expect concerning their child's education;

☐How parents/guardians can assist and make a difference in the education of their children;

☐How to incorporate developmentally appropriate learning activities.

Elkins School District will engage in other activities determined by the school to help parent/guardians assist in their children's learning.

COMMUNITY RESOURCES

The Elkins School District will utilize community resources to promote parental engagement.

☐The Elkins PTO will foster parental and community involvement.

☐The Elkins Schools will engage in activities which the school determines will utilize community resources to strengthen school programs, family practices and student learning.

☐The Elkins School District will provide information on adult literacy trainings as they become available.

☐The Elkins School District will provide information on the following resources to parents upon need and/or request:

Elkins Police Department

NWAESC

Elkins Senior Citizens' Center

Elkins Lion's Club

HIPPY

Elkins Fire Department

Elkins Regional Library

Ozark Guidance Center

PARENT, FAMILY, STAFF AND COMMUNITY ACTIVITY EVALUATION

Elkins School District shall develop and disseminate an annual parent activity evaluation report to share with parents, staff and the community.