

De Queen Elementary
School
Parent and Family Engagement
Plan



2019-2020

1. Jointly Developed

- On Aug. 15, 2019, the School Parent and Family Engagement (SPFE) committee met to review and evaluate the 2018/19 SPFE plan.
- Results from the Volunteer Survey are discussed. The committee had no suggestions to improve the survey.
- Results of last year's "School Needs Survey" are discussed. The committee wanted to act on the suggestion of adding social media for the school via a "Facebook" page (with admin approval).
- The committee agreed that a "One School, One Book" event would be appropriate and enjoyable for the school. They agreed that the program would be appropriate for spending SPFE funds.
- The committee reviewed and discussed a school wide (grades 3-5) Day of Science with all students, teachers, high school and community volunteers participating in STEM activities throughout the day and culminating with a STEM program presented by nationally known Josh Denhart, a retired chemistry teacher who travels the US to present STEM.
- The committee came to a consensus to meet in December (tentatively) to evaluate the SPFE Plan if needed

2. Annual Title I Meeting

Each year an Annual Title I meeting is held as an informative meeting for parents. The following items are discussed and addressed. (Oct. 17, 2019 in the De Queen Elementary School Cafeteria).

- How the Title I program works
- How Title I funds are used
- District SPFE plan
- Student/Parent/School Compact
- School Curriculum
- Annual Report Card
- Assessments—proficiency levels/timeline for reporting result to parents
- Progress review
- Important dates
- Opportunities for volunteering
- Parents' Rights-to-Know / Parents with Disabilities Right to Request Aids and Services
- Written State Complaint Procedure
- How to contact school staff/DSES (formally ADE)

3. Communications

- The SPFE plan (*including contact information of the parent facilitator*) is posted to the website in English and Spanish: <http://dequeen.gabbartic.com>
- The community will be informed of the plan being posted to the website by an announcement in the newspaper and on the marquee
- Plans and Information Packets are available in hardcopy when requested
- Information Packets are given to families and include: *School Parent and Family Engagement Plan, Student/ Parent/ School Compacts, Volunteer surveys, Schedule of yearly planned activities (frig magnets), ways to implement two-way meaningful communication, Parent's Right-to-Know, Parenting Tips, Conflict resolution*
- The school will collect parent signature pages acknowledging receipt of the PFE plan, Informational packet, Parents' right to know, Compacts, volunteer form, needs assessment survey, school contact info, community resource list, steps to a conflict resolution.
- The school distributes a monthly newsletter which includes school news, calendar of events, parenting tips related to school achievement, lunch menu, Home School Connections with a Food and Fitness Component
- School events and dates are posted to the school web page and are on the school calendar
- Parents receive a teacher and school contact list in the Parent Information Packet
- Parents can use E-mail / Facebook to contact teachers / school
- Weekly, teachers send home folders containing student papers and work samples
- Teachers contact parents on individual basis to communicate about their child's progress
- Progress reports are sent home every 4 ½ weeks
- Report cards are sent home every 9 weeks
- The school communicates via the school website, marquee, and parent orientation meetings about the Schoolwide Title I plan
- Two parent/teacher conferences are held each year—Oct. 17, 2019 and March 19, 2020. If parents are unable to attend, every effort is made to reschedule at a convenient time or contact may be made by Skype, on-line chat, phone or home visit.
- Families are encouraged to sign up for "One Call Now" telephone system that is utilized to alert parent of activities, events, or closings.
- Parents, students, and building administrators have easy access to grades through Home Access Center (HAC)
- Local newspapers and radio stations (including their websites) announce menus, school news, and activities
- Parents and teachers exchange information at registration, Back-to School Night, SPFE Nights and Parent/Teacher Conferences.

#4 School Parent Compact

DES and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Every Student May 1, 2019 • Page 7 of 15 Succeeds Act, agree that this compact outlines how the parents, school staff and students share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the state's high standards.

School Responsibility –**I.** Provide high quality curriculum and instruction in a supportive and effective learning environment to meet state academic standards **(1)** Identify student needs and provide remediation or enrichment **(2)** Engage and expand students' natural gifts and talents **(3)** work together to help every child achieve the same standards. **(4)** Design educational programs that are consistent with state and local reform efforts **(5)** Meet special needs of children who are at risk academically, limited English proficient, migrant, or homeless **(6)** Coordinate resources to promote child's learning. **II.** Hold 2 parent/ teacher conferences during which this compact will be discussed as it related to the child's achievement. **III.** Provide, weekly, progress reports and report cards every 9 weeks. **IV.** Provide reasonable access to staff at school event nights, parent/ teacher conferences arrange at convenient times for parents, and other two-way meaningful communications. **V.** Provide and encourage parents to volunteer in areas of their interest and observe in classrooms.

Parent Responsibilities- I. Support school staff and respect cultural differences. **II.** Have on-going communication with the school and teachers of your child.

Student Responsibilities- I. Share responsibility to improve academic achievement and achieve high State standards **(1.)** Work to the best of your ability **(2.)** Come to school every day on time with homework completed and supplies needed **(3.)** Show respect to the school, others, and myself have consideration for cultural differences **(4.)** Follow the rules of conduct 6. Believe I can and will learn

Other school responsibilities—**1.** Involve parents in the planning and improvement of the SPFE policy **2.** Involve parents in the development of schoolwide programs **3.** Hold annual Title I, Part A program to explain the requirements of Title I and rights of parents. These meetings will be held at flexible convenient times for parents so as many as possible can attend. **4.** Provide information in an understandable format including alternative formats for parents with disabilities and language parents can understand **5.** Provide an explanation of the school's curriculum and forms of academic assessment used to measure their child's progress and the proficiency levels students are expected to meet for state standards. **6.** Provide and respond to opportunities for parents to offer suggestions and participate in decisions about the education of their children **7.** Provide individual student report about the performance of their child on state assessment in math, literacy, and reading. **8.** Provide notice to parents when their child has been assigned to or taught for four (4) or more consecutive weeks by a teacher who is not highly qualified as stated in Title I final regulations (67 Fed. Reg.71710, December 2, 2002).

#5. Reservation of Funds

If the district receives more than \$500,000 in Title I allocation, then it must reserve 1 percent for parent and family engagement activities. A minimum of 90% of that 1% must go to the schools, with priority given to high-need schools.

#6. Coordination of Services

- Resources are available to families via the parent center located in the library. Title I funds help purchase the materials, equipment, and supplies for SPFE activities and communications.
- Parents and community leaders serve on the SPFE committee
- Dr.'s office set up immunization center at registration
- Dr's office collected and distributed school supplies
- Area churches donated supplies, volunteers, and lunches during a STEM Day of Science for all grades 3-5.
- Community leaders contributed time to read to students during the One School, One Book program
- Parents and community leaders participate in Math and Science and Literacy events
- A community resource list (in English and Spanish) is given out in the Information packets, posted on the school website and available in the school parent center.
- District counseling staff is available to students and parents and mental health services are provided through SW AR Counseling and Mental Health services
- A bilingual school psycho-educational examiner is enlisted to counsel with parents and students to administer individual tests to determine special needs services. Parents are involved in the process of placement in an appropriate educational program.
- Families are encouraged to participate in family oriented community based physical activity programs such as walking/jogging on the Leopard track and around buildings, Race for the Cure activities, and community lead sports.
- A district Wellness Policy is in place for DES in conjunction with UAMS and the County Extension Service.
- Parents may enroll in ELL, GED, or adult education classes in cooperation with CCCUA or the Pilgrim's Pride Learning Center
- Bilingual interpreters and translators are utilized at all SPFE activities in an effort to better serve all parents and stakeholders in the district.
- Parents and community leaders serve on the school's PTO (Our PTO is active)
- Alumni parents are included in the SPFE committee to serve in an advisory position

#7 Building Capacity of Parents

- SPFE meeting is held to review, evaluate, and approve the SPFE plan. (September, 2019); Re-evaluate plan if needed (December, 2019); Yearly re-evaluation of plan for next year (April, 2020); Title 1 parent informational meeting to describe curriculum, local and state assessments, and how to interpret them, describe components of Title I program, and parents right to know. (September, 2019)
- Two parent / teacher conferences (October 17, 2019 and March 19, 2020)
- Two computers are provided in the library for parent use. Parents and students are provided information on copyright issues and safe and appropriate internet practices.
- Parents receive instruction in using the DESE (formally ADE) website [<http://dese.ade.arkansas.gov>]
- A parent framework and toolkit are available on the Parents, Teachers, and Administrators webpages at <http://dese.ade.arkansas.gov> or can be accessed by going to <http://bit.ly/EngagementMattersAR>.
- SPFE meeting is held to incorporate assistance and instruction to parents in supporting their child's academic progress and achievement with developmentally appropriate learning activities.
- Informational packets are offered to parents and posted online.

#8 Building Capacity of School Staff

- Teachers are required to complete a minimum of 30 hours of professional development related to the teacher's PGP (Professional Growth Plan). Professional development logs are submitted to administrators to check for completion of required hours. Administrators receive professional development during the summer.
- Parent facilitators provide parent engagement training to their building faculty on how to work with parents as partners and creating a welcome environment to parents. A parent volunteer binder contains information of parents who offer to volunteer their time. This binder is kept in the DES library for teachers to use for choosing volunteers to help.
- Using language the parents are comfortable with and understand by providing translators in conversations and send home translated materials when needed.
- Respond to parent requests and recognizing that parents are full partners in the school process.
- SPFE meetings and activity nights will be held with school staff participation while welcoming parent contributions in student learning
- Provide to parents the district process for resolving conflicts (provided in the Informational packets)

#9 Building Capacity Discretionary

N/A