

**Stewart Elementary School
Parent and Family Engagement Plan
2019-2020**

Superintendent
Dr. Tiffany Hardrick

Parent Facilitators
Mary Allen Facilitator and Mattie Watson

School Improvement Status
Focus

Stewart Elementary School Committee Members

Mary Allen, Parent Facilitator
Mattie Watson, Parent Facilitator
LaSandra Bean, Title I Parent Coordinator
Ashiya Hicks, Parent/Teacher
Yolanda White, Parent
Raven Watson, Parent
Keenesha Richardson Parent
Karonica Smith, Parent
Teresa McFadden Davis, Parent
Lourdes Delgado, Parent/Teacher
Justin McKisick, Parent
Kristin Drake, Parent

1: Jointly Developed

Stewart Elementary will provide opportunities for parents to be involved in the development of the school, parent, and engagement plan.

- The school will include the Parent Teacher Organization (PTO) that will foster parental and community involvement and activities within the school. (Karonica Smith, PTO President)
- The 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.
- The school will schedule and meet regularly with the parent committee and as the need arises. Meetings may be held in person, through email and correspondence.

2: Annual Title I Meeting

Stewart Elementary will hold an 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- August 29, 2019. (Dr. Renata Bryant, 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. (Dr. Renata Bryant, Principal)
- The agenda, sign-in sheet and the minutes for the Annual Title I Meeting will be generated separate from any other events and kept on file. (Dr. Renata Bryant, Principal, School Leaders)

3: Communications

Stewart Elementary will make the Parent and Family Engagement Plan available to parents and communicate with parents concerning information about school and parent programs, meetings, and other activities in a format to the extent practicable, and in a language that parents can understand.

- A parent-friendly summary/explanation of the parent and family engagement plan will be available online through the school and

district's website. <https://mustang.grsc.k12.ar.us/> (LaSandra Bean, Title I Parent Coordinator)

- Printed copies of the Parent and Family Engagement Plan will also be available upon request. Parents will also be able to view the plan in the parent resource center or media center at the school. Parents will sign an acknowledging receipt of the plan. (Stewart Secretaries, Mary Allen, and Mattie Watson, Parent Facilitators)
- Parents may use email and student binders to communicate with members of the staff.
- The school will distribute information packets each year that include general regulations and procedures, survey for volunteer interest, recommended roles for parents/teachers/students/school, suggestions of ways parents can become involved in their child's education, parental involvement and school activities planned for the current school year, and information about the systems in place to allow parents and teachers to communicate. (Dr. Renata Bryant, Mary Allen, and Mattie Watson)
- State Requirement- The principal of each school district shall designate one certified staff member who is willing to serve as a parent facilitator. (Dr. Renata Bryant)
- The school will recognize that communication between home and school should be regular, two-way, and meaningful which means communication will be regarding the student's well-being and academic success. (Leaders, teachers)
- Parent-teacher conferences will be held on September 16, and February 13, 2019. The school will provide mid-nine weeks' progress reports each quarter. The school will provide report cards every nine weeks with information regarding their child's academic progress- October 18, 2019, January 13, 2020, March 20, 2020, and May 20, 2020. (Teachers and Staff)
- The school will use the district website, flyers, newspaper, and radio station to inform parents about school events. (District Website- Kendall Owens)
- The school will send home communication binders weekly and behavior calendars daily. Email and phone calls will also be used to communicate with members of the staff. (Teachers)

4: School-Parent Compact

Stewart Elementary School 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.

- A Volunteer resource book will be established from volunteer surveys for school staff with a list of volunteers based on their interests and availability. Opportunities for volunteers will be to assist in events planned by the parent facilitators, book fair, good behavior activities, PTO events, and other school activities.

5: Reservation of Funds

Stewart Elementary will involve parents and family members of children receiving services under Title I in the decisions regarding how reserved funds are allotted for parent and family engagement activities.

- The school will engage parents in decision making about the allocation of its Title I, Part A funds for parental engagement.
- Parents will be invited and encouraged to serve on the ACSIP, Student Handbook, and Parent Engagement. (Dr. Renata Bryant, Mary Allen and Mattie Watson- Parent Facilitators, LaSandra Bean, Title I Parent Coordinator)
- The school will inform committee members of the scheduled meetings. (Mary Allen and Mattie Watson, Parent Facilitators)

6: Coordination of Services

Stewart Elementary will coordinate with other organizations, businesses, and community partners to provide additional supports and resources to families.

- The school will provide opportunities for parents and community members to support the instructional program through programs such as Pizza Hut (Book-It Program), Foster Grandparent Program, Alpha Phi Alpha Fraternity, and Armor Bank.
- We will encourage appropriate roles for community based organizations in parental engagement activities (School Adopters/Donations, Eureka Civic and Social Club-School Supplies, Coat Drive)
- The school will incorporate the Student and Family Engagement Plan with the School Improvement plan by involving parents, in planning, review, and improvement of programs under this plan and the joint development of the school wide improvement plan. (Leaders, Parent Facilitators)
- 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. (Debra Shaw, Teacher)

7: Building Capacity of Parents

Stewart Elementary will provide opportunities to support parents in helping their student's academic success.

- Meetings will include family literacy and math nights 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. (Mary Allen, Mattie Watson- Parent Facilitators, Classroom Teachers)
- The school will conduct at least two parent/teacher conferences each year. 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. (Classroom Teachers)
- The school will send home information concerning the school's involvement with the state's reading initiative and how parents can be involved in supporting the goals of this initiative.
- Provide training sessions to parents for participation as school volunteers. (Mary Allen and Mattie Watson, Parent Facilitators)
- The school will provide parents with a description and explanation of the assessments used to measure student progress and achievement levels of the challenging State academic standards. (School Counselors-Jeanette Lanos and Chris Oswalt)
- State Requirement- Provide information to parents on how to incorporate developmentally appropriate learning activities in the home environment, including and without limitations: the use of and access to the Department of Education website tools for parents, and other strategies or curricula developed or acquired by the school district for at-home parental instruction approved by the Department of Education. (<http://www.arkansased.gov/>)
- 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 school will update the current parent center. (Mary Allen and Mattie Watson, Parent Facilitators)
- Provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as

appropriate, to foster parent and family engagement. (Mary Allen and Mattie Watson, Parent Facilitators)

- The school will provide a parent resource center at hours that are convenient to parents. The center will be open Monday-Friday from 7:30-4:00. Parents may check out materials, view materials, and use the computer to visit educational websites. Parents will be encouraged to view the Title I Plan located in the parent resource center. A suggestion sheet will also be available for parental input. (Wilhemina Weaver, Library Media Specialist)
- The school will seek volunteers to support the school and students by using surveys and providing information to parents during Open-House, Parent-Teachers Conferences, and newsletters. (Mary Allen and Mattie Watson- Parent Facilitators, Teachers)

8: Building Capacity of School Staff

Stewart Elementary will provide workshops, conferences, training, webinars, online resources and Academic Parent-Teacher team meetings that will be used with school staff to build their capacity to work with parents as equal partners.

- Teachers will engage in online training for parental involvement through Arkansas Ideas. The State Board of Education's Standards for Accreditation of Arkansas Public Schools and Districts shall require no fewer than two (2) hours of professional development for teachers designed to enhance the understanding of effective parent and family engagement 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. (School Leaders, Teachers)

9: Building Capacity - Discretionary

Stewart Elementary did not choose to include and Discretionary Components in the School Parent and Family Engagement Plan.

- The school will provide names of parents from students at Stewart Elementary to include in the district-wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs. (LaSandra Bean, Title I Parent Coordinator)