

AR  
 Woodlawn Elementary School (Woodlawn School District)  
 6760 Highway 63  
 Rison AR 71665  
 870-357-2211

### School Parent and Family Engagement Plan

<b>School Name:</b>	Woodlawn Elementary
<b>Facilitator Name:</b>	Lori Green
<b>Plan Review/Revision Date:</b>	5/13/2020
<b>District Level Reviewer, Title:</b>	LaDonna Spain, Elementary Principal
<b>District Level Approval Date:</b>	5/27/2020

**Committee Members, Role:**

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

First Name	Last Name	Position
LaDonna	Spain	Elementary Principal
Lori	Green	Elementary Parent Facilitator
Katie	Smith	5th Grade Teacher
Natalie	Scharf	K-6 Resource Teacher / Parent
Jason	Aud	Parent
Hope	Norton	Parent

**Committee Members, Role:**

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

First Name	Last Name	Position
Tina	McKinney	Grandparent
Summer	Pate	Parent

**1: Jointly Developed**

*(Describe/List how parents will be involved in the development of the school parent and family engagement plan and how parents will be involved in the planning, review, and improvement of parent and family engagement programs.)*

**Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

A parent and family engagement committee is formed which allows collaboration opportunities between the school, parents and community members. The committee reviews, updates, and works to improve no less than annually the school parent and family engagement plan to meet the needs of parents / families and the school.

The Woodlawn Elementary School ensures adequate parent representation through participation in school processes and activities in a variety of roles.

The Woodlawn Elementary School collaborates with U of A Regional Agriculture representatives, K-12 Culinary, District cafeteria, Arkansas Child Obesity Consortia, and local Cleveland County Master Gardeners to implement school K-6 classroom gardens during fall, spring and summer months. (LaDonna Spain, 870.357.2211).

Focus groups are utilized as needed through AdHOC team meeting associated with parent engagement efforts.

Collaboratively work with the County Judge's office, County and State Law Enforcement officers direct traffic and provide overall safety procedures for K-6 student safety among other activities. i.e., nutrition, academics, garden needs, transportation needs, facilities, etc. (LaDonna Spain, 870.357.2211).

The Parent and Family Engagement Center will distribute the monthly newsletter, Helping Children Learn, for families that includes ideas related to school achievement such as homework tips, home activities, organizational skills and study skills. (Lori Green, 870.357.2211)

Parents / families may access and monitor their child's grades through the Home Access Center (HAC) in eSchool using a login and password received with the first progress report in September 2020. (Lori Green, 870.357.2211)

Parents / families may use email to communicate with members of the school staff. Teachers will utilize the app Remind 101, website pages and school-based platforms to communicate with parents / families about events in their child's classroom. (Elementary Faculty, 870.357.2211)

Dana Gavin and Michelle McCoskey, Dyslexia Interventionists, have created a pamphlet explaining the school's involvement with the state's reading initiative and how families may be involved in supporting its goals. The pamphlet will be distributed to parents / families at the first parent teacher conference on Tuesday, October 20, 2020. (Dana Gavin, Michelle McCoskey 870.357.2211)

The Woodlawn Elementary utilizes the eNotes app, located on the district's webpage, to communicate with parents / families about school updates and information, instant safety notifications, parent / family nights and club and athletic events. (LaDonna Spain, 870.357.2211)

Each teacher will send home a folder containing student papers and work samples weekly. Parents / families will be asked to sign the folder, return it to school and communicate with the teacher about any questions or concerns. (Elementary Faculty, 870.357.2211)

The school will provide parents / families with progress reports / report cards every four to five weeks with information regarding their child's academic progress. (Lori Green, 870.357.2211)

During Open House on Tuesday, August 11, 2020, teachers will share with parents / families of their child's ACT Aspire standardized test results in the third through sixth grades and NWEA results with the kindergarten through second grades. (Elementary Faculty, 870.357.2211)

The school will utilize the student handbook, school website at whsbears.org, signage at the school entrance, and parent / family orientation meetings about the school-wide Title I Plan and how to receive a copy upon request. The school-wide Title I meeting will be held in October 2020. (LaDonna Spain, 870.357.2211)

Parents / families are encouraged to request a meeting at any time for opportunities related to collaborative efforts.

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## **2: Annual Title I Meeting**

*(Describe/List when (provide the month/year or month/day/year) the school will hold the Annual Title I meeting*

*to inform parents of the requirements of Title I and the school's participation as well as the parents' rights to be involved. The Annual Title I meeting should not be used to ask for parent input, but provided as an opportunity to disseminate information and distribute copies of the revised parent and family engagement policy.)*

**Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

The school will hold its Annual Title I meeting to inform parents / families of the requirements of Title I and the school's participation as well as the parents' rights to be involved. The Annual Title I meeting should not be used to ask for parent input, but provided as an opportunity to disseminate information and distribute copies of the revised parent and family engagement policy.

The Woodlawn Elementary School holds an annual Title I Meeting separately from any other meetings or activities to ensure ample time to provide a description / explanation of school curriculum, information or forms of academic assessments used to measure student progress and information on proficiency level students are expected to meet. The 2020 -21 Woodlawn Elementary School Annual Title I Meeting will be held in October 2020 for parents / families. This meeting will inform parents of Title I Schoolwide requirements and the school's participation in Title I, parents' rights. During the Annual Title I meeting, parents will be provided the opportunity to receive access to the parent and family engagement plan/policy. (LaDonna Spain, 870.357.2211)

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**3: Communications**

*(Describe/List how the parent and family engagement policy will be distributed to parents and how the school is going to communicate with parents including information about how the school will provide information related to school and parent programs, meetings, and other activities to parents in a format, to the extent practicable, and in a language that parents can understand.)*

**Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

The school will continue to participate in the High Reliability School student, staff, and parent surveys during the fall of 2020. (LaDonna Spain, 870.357.2211)

Literacy and STEM nights will include training sessions to assist parents / families in understanding how to enhance their child's education. The elementary will hold a STEM (Science Technology Engineering Mathematics) Night in September 2020 and Literacy Night in February 2021. The sessions will provide parents / families with instruction and meaningful activities to assist their child be successful academically. (LaDonna Spain, Lori Green, Elementary Faculty 870.357.2211)

Teachers will hold conferences with parents / families to discuss their child's progress and explain interventions being implemented to assist their child in reaching achievement goals. The Parent Teacher conferences are scheduled for Tuesday, October 20, 2020, and Thursday, March 18, 2021, from 2:30 p.m. to 7:00 p.m. Parents / families will be engaged in how they may support these efforts. Discussions for coordinating school-parent-family efforts and explanation of homework and grading procedures will be shared. (Elementary Faculty, 870.357.2211)

The school encourages parent / family interaction through the following roles and activities: library assistant, grandparents' day, reading buddy, mentor, teacher assistant, tutor, book fair helpers, awards assembly, open house, music programs, etc. (LaDonna Spain, 870.357.2211)

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**4: School-Parent Compact**

*(Describe/List the process the schools will follow to jointly develop with parents a school-parent compact.)*

**Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

School staff, parents / families and students jointly develop a school-parent-student compact that is signed by stakeholders. The compact outlines how parents / families, school staff, and students share the responsibility for improving academic achievement and develop a partnership to help children achieve the state's high academic standards. Parents / families and students receive this compact in the student packet provided at enrollment. (LaDonna Spain 870.357.2211)

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**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. If the school is allocated a percentage of the 1 percent, describe/list how the school will share with parents the budget for parent and family engagement activities and programs and how parents will be involved in providing input into how the funds are used.)*

**Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

The school engages parents / families in decision-making about resources and school improvement topics but is not required to reserve the minimum 90% of the 1% district Title I allocation. The Woodlawn Elementary School coordinates and integrates parental / family involvement strategies with other programs, such as the Head Start Program, Reading First Program and Home Instruction Programs for Preschool Youngsters, and state-run preschool programs. (LaDonna Spain 870.357.2211)

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**6: Coordination of Services**

*(Describe/List how the district and/or school will coordinate with other organizations, businesses, and community partners to provide additional supports and resources to families.)*

**Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

The district coordinates with the regional University of Arkansas Agriculture Department, K12 Culinary, Regional Master Gardeners, Board of Education representation, parents, grandparents, community members, the local Head Start program, to assist students when participating in the school garden, cafeteria, 4- H programs, local and school athletic events, other school districts to promote reading efforts such as Imagination Library, to help students transition to elementary, middle, high, and postsecondary schools or careers, and more. (LaDonna Spain, 870.357.2211)

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**7: Building Capacity of Parents**

*(Describe/List activities, such as workshops, conferences, classes, online resources, Academic Parent-Teacher Team meetings, and any equipment or other materials that may be necessary to support parents in helping their student's academic success.)*

**Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

The Woodlawn Elementary School provides and supports the utilization of lead employees in the role of Parent

Facilitator, Literacy Facilitator, Dyslexia Specialists, Math Specialists and more at each campus who work collaboratively with building administration on the support of parental engagement efforts during important programs and events.

Planning and implementing effective parent and family engagement practices are considered the normal practice of the school to be inclusive of community, parent, and stakeholder involvement. School-parent compacts are disseminated to the students and parents at the beginning of the school year. The information is collected and maintained on file.

The district and schools are intentional at ensuring practices are inclusive of school parent and family engagement policies / plans and requirements.

The Woodlawn School District is a member of the regional Southeastern Educational Service Cooperative and encourages teachers and staff to utilize activities obtained through workshops, conferences, trainings, webinars, and online resources held at the SEARK Cooperative and across the state of Arkansas,

The district and/or schools provide information related to school and parent programs, meetings, and other activities to parents in the district and school websites and in paper form in the format, to the extent practicable, and in a language that parents can understand.

(LaDonna Spain, 870.357.2211)

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### **8: Building Capacity of School Staff**

*(Describe/List activities such as workshops, conferences, trainings, 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. Describe/List methods of parents' assistance for building staff capacity. Describe/List actions the school will take to provide other reasonable support for parent and family engagement activities.)*

#### **Does the School Parent and Family Engagement Plan describe how the school will accomplish each of the required components?**

The Woodlawn Elementary School provides and supports the utilization of lead employee in the role of parent facilitator to work collaboratively with building administration on the support of parental engagement efforts during important programs and events. All staff are encouraged to build parent and community participation when students are involved in specific projects or programs as applicable.

Planning and implementing effective parent and family engagement practices are considered the normal practice of the school to be inclusive of community, parent, and stakeholder involvement. School-parent compacts are disseminated to the students and parents at the beginning of the school year. The information is collected and maintained on file.

The district and schools are intentional at ensuring practices are inclusive of school parent and family engagement policies/plans and requirements.

The Woodlawn School District is a member of the regional Southeastern Educational Service Cooperative and encourages teachers and staff to utilize activities obtained through workshops, conferences, trainings, webinars, and online resources held at the SEARK Cooperative and across the state of Arkansas,

The district and/or schools provide information related to school and parent programs, meetings, and other activities to parents in on the district and school websites and in paper form in the format, to the extent practicable, and in a language that parents can understand.

(LaDonna Spain, 870.357.2211)

**9: Building Capacity - Discretionary.**

*(The school parent and family engagement policy/plan may include additional sections describing other discretionary activities that the school, in meaningful consultation with its parents, chooses to undertake to build capacity.)*

**Did the School and Parents choose to include any Discretionary (Optional) Components in the School Parent and Family Engagement Plan?**

During the 2020 - 2020 school year, Woodlawn Elementary will continue to branch out to include community members in local gardening efforts that reoccurs during seasonal crop cycles. The school chooses to develop parent friendly plan packets to post on the website in a parent friendly location and format beyond that required under the State-Requirements button. Coordination efforts are in place to jointly utilize elementary and high school team members to develop aligned vertical plans across the district. A year at a glance timeline and purposeful agenda including plan development, plan implementation, and evaluation efforts are in place to ensure plan and implementation regular reviews. (LaDonna Spain, 870.357.2211)

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**(See complete [Arkansas Guide for School Parent and Family Engagement Plan](#) for references)**

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**District Feedback**

- Attention: Changes Needed!
  - In Compliance
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**Comments:**